

**TIERRA OAKS ESTATES HOMEOWNERS ASSOCIATION  
APPLICATION FOR HOME DESIGN AND CONSTRUCTION REVIEW  
PRIMARY CONSTRUCTION (Page 1 of 3)**

**PART ONE**

Date of Submittal: \_\_\_\_\_ Tierra Oaks Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

	Property Owner	Authorized Owner Contact	Architect	Builder
				Class B License #:
Name				
Mail Address				
City, State, Zip				
Resident Ph				
Business Ph				
Cell Ph				
Fax Number				
E-Mail				

**A THOROUGH STUDY OF THE CC&RS AND ARCHITECTURAL RULES AND REGULATIONS (ARRS) BY YOU AND YOUR DESIGN PROFESSIONAL WILL SIMPLIFY AND EXPEDITE THE REVIEW AND APPROVAL PROCESS. IT IS IMPERATIVE THAT ARTICLE 9 OF THE CC&RS AND THE DESIGN REVIEW PROCEDURES OUTLINED IN SECTION II OF THE ARRS ARE FOLLOWED.**

**PRE-DESIGN CONFERENCE**

Please contact a member of the Architectural Review Committee (ARC) to schedule a pre-design conference. No design decisions regarding grading, tree removal, or site plans should be made prior to the Pre-Design Conference. Note: It is recommended that your property be surveyed prior to decisions regarding placement of structures and/or improvements.

**APPROVAL PROCESS/SUBMITTAL OF PLANS**

This completed form as well as the following items must be submitted to the Architectural Review Committee. (Please retain a copy of this form to submit under the final approval should revisions to your plans be necessary.) Submittal of one set of plans is required and this set of plans will be retained by the Association. All items listed below must be included in the submittal; application will not be accepted unless ALL information is submitted to complete the review; submittal address appears on last page of application.

	ARC Use		ARC Use
A Non-refundable filing and review fee of \$500 or the applicable current fee. Make check payable to Tierra Oaks Estates Homeowners Association.	_____	F Exterior elevations with building and plate heights and material call-outs including locations for exterior lighting, exterior A/C units, exterior trash can storage, etc.	_____
B Home style designation : _____ Resident for Owner: Y _____ N _____ Spec House: Y _____ N _____	_____	G Roof plan specifying pitch, material and color tile selection.	_____
C Site plan (1" = 8', 10' or 20') showing property boundaries, location of home, setback criteria, proposed driveway, guest parking and walkways, and any other pertinent accessory structures.	_____	H Floor Plans.	_____
D Existing topography plan detailing current elevations to include existing trees to be retained and trees to be removed clearly marked.	_____	I Exterior colors and material board (include trim, house, garage, and stone applications). Selection of exact color and material may be deferred at this time, but <b>MUST</b> be submitted and approved by the ARC prior to purchase and application of same.	_____
E Grading: No excessive excavation or fill is permitted except under special terrain considerations where <b>specific written approval</b> is granted by the ARC and/or Board. Grading submittals must include: a. A detailed statement of grading to be completed if <b>minor grading is required</b> and no grading permit will be required by the City of Redding; or b. If a "special terrain consideration" - request for special consideration review along with the submittal of a detailed grading plan approved by the City to include proposed final elevation details for comparison against Item D listed above.	_____	J Proposed construction start date: _____ Proposed completion date: _____ Refer below pertaining to certain information on commencement and completion requirements as regulated under the CC&Rs Sections 9.13 and 9.14.	_____
	_____	K <b>Special Note:</b> Landscaping and other exterior improvements to the home and property are handled under a separate review process(s). Please refer to CC&Rs and ARRs for requirements.	_____
	_____	Owner and Contractor: Initial that you understand this additional review requirement. _____	_____

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**PART TWO**

**I. DESIGN PLANS – FINAL APPROVAL**

- A. If preliminary plans submitted are approved and no modifications are required, a written letter granting approval of design will be forwarded to owner by the Architectural Review Committee.
- B. If preliminary review results in modifications, a written letter advising of required modifications will be issued. Modified plans must be re-submitted indicating corrections required. Modified versions of same exhibits listed under the Preliminary Approval section above are required to finalize review; one set of plans is required. Once modified plans are reviewed and approved, a written letter granting approval of design will be issued by the Architectural Review Committee.
- C. Design approval expires 90 days after approval has been granted if construction does not commence; an extension may be requested by Owner and may be granted by the Board of Directors if deemed appropriate and no change in design regulations have been adopted that would require a re-design.

**II. CONSTRUCTION – FINAL APPROVAL**

A written letter granting approval for construction will be issued once the following information has been received and confirmed. Please refer to ARRs for requirements for Items A & B below; provide copies of other documents as applicable.

	Copies of B, C and D must be submitted to the Association.	Confirmed / Rec. by ARC
A.	Compliance Deposit and Road Reserve Fee in the current amounts designated and as permitted and described under CC&Rs and/or Architectural Rules and Regulations.	
B.	Valid Certificate of Insurance Naming the Owner and Association as Additional Insured. Additionally, copy of insurance policy is required on file with Association; construction approval will be valid for 60 days and will be revoked if copy of insurance policy is not received within 60 days of Certificate issuance.	
C.	Building Permit # _____ ; Date Issued _____ ; Est. Cost of Construction _____	
D.	Grading Permit # _____ ; Date Issued _____ ; Cost of Permit _____ Estimated yards of material to be moved on-site _____ ; Added _____ or Removed _____	

**III. CONSTRUCTION**

**Commencement and Completion:** Construction may not commence until **BOTH** Design and Construction Approvals have been granted and written notification received by Owner. CC&R Section 9.13 requires construction commencement within 90 days of issuance of final design/construction approval; CC&R Section 9.14 requires that the construction of a home be completed within one year of commencement or shorter time as defined during the review process. Construction commencement is measured from the start of clearing / grading of property.

**Delays:** Any construction delays that will result in the home not being completed within the one year construction requirement (or shorter period as defined during the review process) **MUST** be reviewed and a construction extension may be granted by the Board of Directors, if deemed appropriate. If the delay is deemed inappropriate and/or unnecessary by the Board, the Board in its discretion may treat the delay as a non-compliance matter and exercise any of the enforcement rights specified under CC&R Sections 9.15 and 10.5, to include, but not limited to, the ability to levy as a reimbursement assessment any and all legal fees incurred by the Association attributed to this delay and/or abandonment of the construction project, as well as any costs associated with the remediation of construction activity.

**IV. SPECIAL NOTICE TO OWNERS**

All other improvements (i.e., landscaping, fencing, patios, pools, etc.) to your lot **PRE- and POST-OCCUPANCY** require review and approval by the Architectural Review Committee **PRIOR** to commencement of work. Refer to Architectural Rules and Regulations, Section 4 - Secondary Construction, for approval application and submittal instructions.

I HAVE READ, AND HEREBY AGREE TO AND WITH ALL OF THE ABOVE CONDITIONS.

	Dated: _____
Signature of Owner 1	
	Dated: _____
Signature of Owner 2	
	Dated: _____
Signature of General Contractor	

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**PART THREE**

**I. SUBMITTAL OF APPLICATION AND PLANS**

Application and plans may be submitted to the Architectural Review Committee at the following address:

Tierra Oaks Estates Homeowners Association  
c/o Pat Munson  
19426 Palermo Court  
Redding, CA 96003

Questions regarding any section of this application may be directed to Mr. Munson at 530/275-5673.