

**CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW GUIDELINE
HOMEOWNERS ASSOCIATION**

SUBMISSION REQUIREMENTS

The purpose of the Architectural Review Committee (“ARC”) is to ensure that the proposed plans conform harmoniously to the exterior design and existing materials of the buildings in the properties as defined in the Declaration of the Covenants, Conditions and Restrictions (CC&R’s) for the Maintenance Corporation.

The general guidelines for the ARC shall be the Architectural Guidelines provided in the CC&R’s and Bylaws, and the scope of review shall be based solely upon aesthetic considerations and the overall or detriment which would result to the immediately vicinity of the improvement proposed.

The following guidelines and materials are to be utilized in submitting improvements for review to the ARC. Please verify that all items have been submitted and are complete:

- Home Improvement Form
- Facing and Adjacent Neighbor Statement (one for each neighbor – all contiguous to your lot).
- Notice of Completion - This form should be completed with the exception of the completion date and the signature of the owner should be withheld until completion.

LANDSCAPE AND PATIO IMPROVEMENTS

Drainage Review:

- Any impermeable barriers such as raised planters, concrete walks, concrete patios, concrete mow strips, berming, built-in benches, etc., which obstruct the drainage flow must have alternative means of drainage installed. THIS IS EXTREMELY IMPORTANT TO PREVENT NUISANCE WATER FROM FLOWING INTO ADJACENT NEIGHBORS YARDS OR TO POND IN YOUR YARD. THIS COULD CAUSE DAMAGE TO WALLS OR ADJACENT NEIGHBORS AND SURROUNDING STRUCTURES.
- Any raised planter areas situated immediately adjacent to perimeter walls must be constructed with an interior water proofed wall to prevent water from flowing from the planter area into the adjacent yard. The perimeter walls and fencing are not designed to retain any soil, so careful consideration should be given when designing a raised planter. Additionally, any raised planter area must provide for drainage via an interceptor drain and must have unobstructed flow with a minimum 1% drainage towards the street
- Any impermeable barrier such as a concrete patio which is poured immediately adjacent to a residence or a wall must have at least 1% drainage flow away from the structure and must not obstruct the drainage from your lot to the street.
- Any impermeable barrier such as a concrete patio must have a finished surface constructed below the stucco weep screed to prevent any water damage to your residence.

PLANTING

- Trees may not be placed in such a manner to cause damage to any adjacent structures, wall, etc.
- ARC shall return plans in a timely manner, but such time shall not exceed thirty (30) days after receipt of a complete package.
- Homeowner is advised that any damage to the common area either by the construction or removal of improvements to the homeowner's yard shall be the homeowner's sole responsibility. Homeowner is responsible for all costs associated with the restoration of the damaged area.
- Depending on the type of improvement proposed, the ARC may require that grading or drainage plans be prepared by a registered civil engineer, or licensed building or landscape architect.

CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION

SUBMISSION STANDARDS

A. PRELIMINARY DRAWINGS:

Preliminary drawing submission shall include, where applicable the following:

1. PLOT PLAN:

- a. Show fence lines accurately as to length, angles and amount of curve. Show all existing and proposed buildings, structures, fences, walls, sidewalks and other improvements. Indicate all required setbacks, easements, street right-of-ways and top or toe of slopes.
- b. Show all dimensions of work to be considered. This would include, distances between existing and proposed work, and distances between proposed work and property lines, setback lines and slopes.
- c. Site photos of all surrounding conditions.

2. FENCE AND WALL PLAN

- a. Drawings shall include specifications of materials, colors and height.
- b. Heights should be show in relation to adjacent ground.

3. CONSTRUCTION DRAWINGS:

Construction drawing submission shall include all information shown on the Preliminary Drawings as well as all information required by the governing jurisdiction for permitting approval, and the contractor intending to do the actual work.

**CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION
APPLICATION FOR ARCHITECTURAL APPROVAL**

GENERAL INFORMATION:

Homeowner(s) Name: _____

Property Address: _____

Mailing Address (if different): _____

Daytime phone: _____ Evening Phone: _____

Work Start Date: _____ Estimated Completion Date: _____

BRIEF DESCRIPTIONS OF IMPROVEMENT:

Note: To avoid delays, please attach as many additional pages as needed to properly describe the improvement to the Architectural Committee, including plans, sketches and/or diagrams showing all colors, dimensions, materials, location on the lot, etc.

Important: ARC approval in no way relieves the homeowner of the responsibility for proper drainage.

Signature of Applicant(s):

_____ Date: _____

_____ Date: _____

THIS SPACE FOR ARCHITECTURAL COMMITTEE USE ONLY

Homeowner's Account Number is _____

This application has been assigned ARC File Number _____

The Architectural Committee has determined that this application is:

_____ **APPROVED** (Subject to compliance with Association's CC&R's and By-Laws and approval by all applicable local state, and federal agencies)

_____ **DISAPPROVED AS SUBMITTED FOR THE FOLLOWING REASONS:**

- (A) Improvements detrimental to the surrounding properties as a whole
- (B) Improvements not in harmony with the surrounding structures
- (C) Improvements unreasonably interfere with other existing lots
- (D) Improvements will be a burden on the Association
- (E) Application incomplete; Specifically: _____

Signature of ARC member

_____ Date _____

**CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION
NEIGHBOR COMMENT STATEMENT**

To avoid delays, please include a Neighbor Comment Statement for every neighbor that is affected by your planned improvement. Your neighbor's response is for information purposes only. You may be approved or denied regardless of your neighbor's input.

NEIGHBOR INFORMATION:

Neighbor Name(s): _____

Neighbor Address: _____

Daytime Phone: _____ Evening Phone: _____

APPLICANT INFORMATION:

Applicant Name(s): _____

Property Address: _____

In relation to our residence, the neighbor's residence is (please circle one):

North South East West Above Below Other: _____

BRIEF DESCRIPTION OF IMPROVEMENT:

NEIGHBOR COMMENT:

We have reviewed the plans being submitted for architectural approval by our neighbor. Our evaluation of the proposed improvements shown on the plans is as follows:

_____ **WE DO NOT** find the proposed improvement objectionable.

_____ **WE DO** find something objectionable about the proposed improvement, specifically:

Signatures of Neighbor(s)

_____ Date: _____

CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

STREET NUMBER

CITY

ZIP

The work of improvement on the above described property was COMPLETED ON THE _____ day of _____, 20____ in accordance with the Architectural Review Committee's written approval through the above owner's plans and submittal package

NAME OF OWNER: _____

SIGNATURE OF OWNER: _____

DATE: _____

CAMBRIDGE VILLAGE COMMUNITY ASSOCIATION

DRAINAGE GUIDELINES

HOMEOWNER: _____

ADDRESS: _____

UNI NO: _____ TRACT NO: _____ PLAN TYPE _____

This is not an approval of drainage plans submitted, but guidelines which must be implemented in your design and construction.

1. Your yard has been designed with a drainage swale to accommodate storm run-off and irrigation water. It should be noted, when making improvements which interrupt the path of drainage, you should account for all the sources of water for which the original design was intended. This may require the modification of grades, the addition of interceptor drain, or the re-design of your improvements.
2. Finish grade elevations set against all surrounding structures (including walls, fences, and buildings) must remain unaltered. This includes the prohibition of raising or lowering grades at these locations without properly engineered retaining walls.
3. Unobstructed flow to the drainage swale must always be maintained, and surface flow should be designed with at least 1% drainage. Any obstruction or modification of the existing flow line must be accompanied by the addition of interceptor drains which tie directly into the street or at least 1% drainage to swale. Curb coring for drain lines must be permitted through the City of Downey.
4. Any approved patio, impermeable barrier, or obstruction adjacent to your residence shall be placed so that the finished surface is below the stucco weep-screed and placed in such a manner to allow proper drainage away

from the structure.

5. You are responsible for maintenance of your drainage including clearance of surface debris and alteration of grade.