

Castellammare Mesa Home Owners Architectural Committee
Plan Submittal Checklist, and Review Process
<http://castellammaremesa.com>

Dear homeowner:

In order for the Architectural Committee to make findings with respect to the **One Story** in height, **Setback** and **View Impairment** restrictions of our CC&R, please submit: the application, signed by the homeowner; fee*; **two large print sets** of your architectural drawings (at 1/8" or 1/4" scale); 2 8 1/2' x 11' copies, a digital copy in expandable **.pdf format** to cmho.ac@gmail.com and the following items:**

1. Topographical survey by a licensed surveyor (minimum scale 1"=20').
2. Project data sheet (usually shown on the plans) indicating applicants name and contact info., owners name and contact info., lot size, gross floor area of existing and proposed residence.
3. Site Plan, including lot dimensions, property line, north arrow, easements, proposed driveway curb cut, show new structure and setbacks, footprints of adjacent houses, adjacent homes front and rear setbacks, and natural and/or proposed elevations at perimeter of proposed residence.
4. Floor Plan, indicating **existing and proposed finished floor elevation.**
5. Roof Plan. Identify roofing material, including changes of level, percentages and directions of slope, projections above roof, solar panel locations, skylights, mechanical equipment. (Note: Reflective colored roofs and/or panel surfaces shall be fully screened to prevent glare from neighboring properties.) **Indicate existing and proposed peak elevations.**
6. Elevations. Identify all roof top equipment, such as chimneys, light shafts, skylights, solar panels, vents, HVAC, etc., **Identify existing and proposed grades.** **Show the outline of the existing house on all proposed elevations.**
7. Building Cross Sections.
8. Additional copy of the site plan **showing the footprint of the existing house superimposed over the proposed house.**
9. Plan fee (see attached fee schedule.)
10. Make sure all pages are dated and that revised pages have revision dates
11. Renderings
12. If you are seeking a variance from the city, please include a one page description of the parameters of the variance request.

*The AC shall, when requested, examine or discuss preliminary plans and render a tentative non-binding opinion on their acceptability. There shall be no charge for this service." CC&Rs, Article II, Section 6.

****Please note-depending upon the scope of your construction, not all of these items may be necessary.**

REVIEW PROCESS: If the AC tentatively finds your plan is consistent with the one story in height, and setback requirements, you may be requested, at the sole discretion of the AC, to erect **story poles** to identify the limits of the proposed building, and to provide poles height certificate from a licensed surveyor. The story pole company may request a CAD (.dwg) file. The AC will then send a notice of proposed construction to neighboring property owners, and conduct field visits. Owners whose views are impacted, or object to the proposed setbacks have **21 days** to file their objections in writing. If any reasonable objection is filed within this time period, we let you know so you can address the issue. If there is no objection, or the issues with neighbors have been resolved, the AC will then meet to vote on approving the project.

Once your plans have been approved, you will receive an approval letter (to be signed) with one copy of the stamped plans. The other copy will be retained by CMHO.

If you have any questions, please contact Castellammare Mesa Home Owners, Architectural Committee at CMHO.AC@Gmail.com. Please put the address of the project in the email subject line.

Thank you in advance for your cooperation.