

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&Rs, please submit to AC Plans Coordinator: the application, signed by the homeowner; plan fee (see fee schedule)*; **two large print sets** of your architectural drawings (at 1/8" or 1/4" scale); a digital copy in expandable **.pdf format** to cmho.ac@gmail.com and the following:**

1. Topographical survey by a licensed surveyor (minimum scale 1"=20').
2. Project data sheet (usually shown on the plans) indicating applicant's name and contact information, owner's name and contact information, lot size, gross floor areas of existing and proposed residence.
3. Site Plan, including lot dimensions, property line, north arrow, easements, proposed driveway curb cut, new structure and setbacks, footprints of adjacent houses, adjacent homes' front and rear setbacks, and natural and/or proposed elevations.
4. Floor Plan, indicating **existing and proposed finished floor elevations**.
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 if they would cause a view impairment.) **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. Make sure all pages are dated and that revised pages have revision dates
10. Renderings (and/or model).
11. If you are seeking a variance from the city, please include a one-page description of the parameters of the variance request.
12. If plan resubmittal is required, a full set must be submitted with revision dates, not just the revised pages. The survey and plans notes must also be included.

*Please check separate fee schedule on website for amount. 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 a 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. Neighbors will have the opportunity to review the plans at a regular monthly AC meeting or a special meeting set up for this purpose at which the homeowner and/or Architect may be invited to attend, at the discretion of the AC, to answer questions. 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 frame, we will 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 vote on approving the project at the next AC meeting. If story poles need to be revised, revised plans, PDF and resubmittal fee are required. Neighbors will be given adequate time to review the revised plans and story poles.

IN ADDITION TO THE STORYPOLE SECTION IN THE ARCHITECTURAL GUIDELINES PLEASE NOTE:

- A story pole plan must be submitted from the story pole company 4 business days in advance of installation for the AC to review.
- Both the edge of the house and roof overhang should be represented. Use horizontal pole to show overhang vs. vertical pole and string line.
- Due to recent inaccuracies by story pole companies, it is important for the homeowner to have their Architect present during installation, so they can confirm accuracy.
- CMHO suggests using one-foot wide orange mesh for string lines as they are more visible. Flags can sometimes be noisy for the homeowners and/or neighbors in the wind. Different color mesh lines may be required to show deck railings, etc. The orange mesh recommendation is optional but preferred.
- Location of story poles to be highlighted on site plan.
- Horizontal lines should be highlighted on elevation sheets corresponding to the level of the installed string lines
- Story pole installations will require a certified letter with story pole plot plan (see example attached) from a licensed surveyor or civil engineer. (Small projects like decks without view complaints may be certified by an Architect at the AC's discretion).
- If story pole location is challenged by the AC, a licensed surveyor will be called back to verify at the homeowner's expense.

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

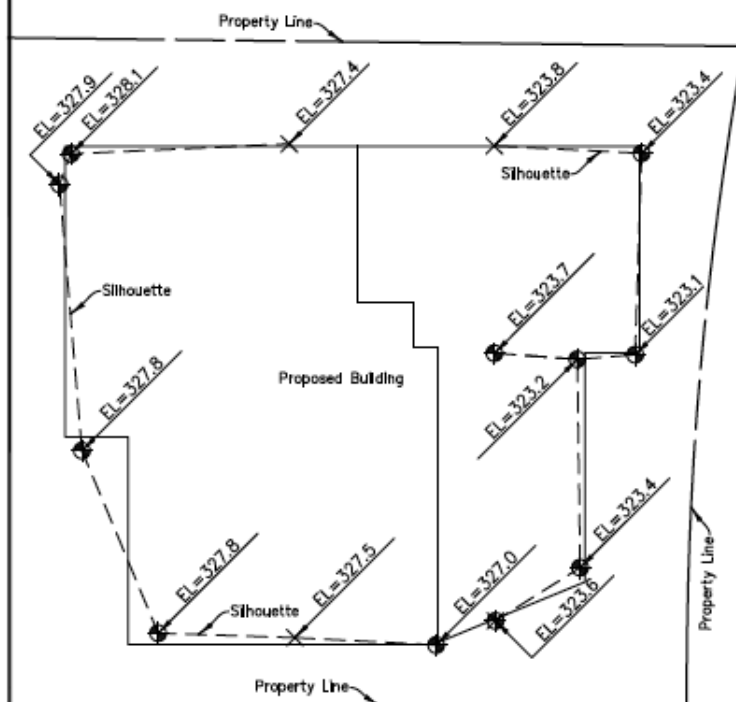
If you have any questions, please contact Castellammare Mesa Home Owners, Architectural Committee at CMHO.AC@Gmail.com. Please put the address of the project in the email subject line.

Thank you in advance for your cooperation.

Survey Sketch

Address: [REDACTED] Pacific Palisades

Date of Survey: January 15, 2018



Scale: 1" = 16'

Legend

- = Story Pole
- X = Nail on Roof

Tramonto Drive

Plan Prepared For: [REDACTED]

Pacific Palisades, CA 90272

Plan Prepared By: M & M & Co.

16145 Roscoe Boulevard

North Hills, CA 91343

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