

**CASTELLAMMARE MESA HOME OWNERS**

**ARCHITECTURAL COMMITTEE**

**OPERATING PRACTICES AND PROCEDURES**

**Revised September 1, 2023**

**CASTELLAMMARE MESA HOME OWNERS ARCHITECTURAL COMMITTEE**

**OPERATING PRACTICES AND PROCEDURES**

***Introduction***

These “Operating Practices and Procedures” represent a consolidation of existing procedures and practices generally used by the Castellammare Mesa Home Owners (“CMHO”) Architectural Committee (“AC”). As such they are designed to provide guidance to the AC members in implementing and enforcing the terms and conditions of the CMHO’s conditions, covenants and restrictions in force, as amended, in the DECLARATION OF RESTRICTIONS AND CONDITIONS on Tract 8923 (commonly known and identified here as the “CC&Rs”) in a businesslike and consistent manner.

The main restrictions in the CC&Rs are:

- “In all cases the Architectural Committee shall have the right and power to reject plans for new buildings or alterations to existing buildings if, in their opinion, the proposed height or location on the lot would cause unreasonable interference with views from other lots.” CC&Rs, Article II, Sections 6 & 7.
- “No alteration shall be made in the exterior design of any structure, residence, garage, outbuilding, fence, walls, steps, or other structure, or in any parking area or driveway, unless written approval shall have been first obtained from the Architectural Committee.” CC&Rs, Article III, Section 2.
- “No new building shall be erected and no existing building shall be altered to exceed one story in height, except that the AC is empowered to approve an additional story or stories as underfloor space.” CC&Rs, Article II, Section 6.
- The depth of front and rear yards shall not depart materially from those of adjoining dwellings or other dwellings in the block. CC&Rs, Article II, Section 7.

Architectural Guidelines have been prepared that contain key provisions of these operating practices and procedures. These guidelines may be used by property owners, potential buyers, realtors and other interested parties in Castellammare Mesa to gain a better understanding of how the CC&Rs are applied. These guidelines are available in a separate document.

The content of this material is organized as follows:

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**If there is any discrepancy between the procedures and practices described here and the terms and provisions of the CC&Rs, the CC&Rs will be the controlling document.**

### **A. Duties and Powers of the Architectural Committee--Overview**

The duties and powers of the AC, which consists of 5 members, appointed annually by the CMHO Board of Directors within 30 days of the Annual General Meeting, are outlined in Article III of the CC&Rs. The Board of Directors shall appoint an AC Chair (ACC) and an AC Secretary. The ACC should appoint a Vice-Chair to act as ACC in the absence of the ACC. The CMHO Board may appoint alternate members to serve on the AC in the absence of one or more AC members.

The AC is responsible for:

- (a) administering and enforcing the provisions of the CC&Rs; and,
- (b) reviewing, passing upon, approving or rejecting any plans in accordance with the CC&Rs.

The assenting votes of 3 of the 5 AC members shall decide any questions within the jurisdiction of the AC. Wherever possible, the vote of all 5 members should be obtained. If an alternate member is taking the place of a regular member when a vote is taken, the vote of the alternate member shall carry the same weight as the votes of the regular members.

The actions and decisions of the AC are not subject to the intervention or review of the CMHO Board unless the AC fails to act, acts contrary to the provisions of the CC&Rs or otherwise acts illegally or unethically.

Modification or termination of any of the duties and powers of the AC contained in the CC&Rs require the approval of the CMHO Board of Directors and 51% of dues paying CMHO members. Specific additional responsibilities are described below.

### **B. Pertinent Sections of the CC&Rs**

The pertinent sections of the CC&Rs are listed below. \*\*Sections marked with "\*\*\*" are sections that deal either directly or indirectly with the important issue of views. Summaries of these sections follow along with, where applicable, guidelines for applying them when reviewing construction plans.

#### ARTICLE I – General Restrictions

- Section 4: Diligent prosecution of construction
- Section 7: Property must be kept in good order

#### ARTICLE II – Building Restrictions and Conditions

- Section 1: Single family residences only
- Section 2: Trailers, buildings, other structures are not to be moved on the property
- Section 6: One story and underfloor space restrictions\*\*
- Section 6: Construction causing view impairment may be rejected\*\*
- Section 7: Front, rear and side yards\*\*

#### ARTICLE III – Duties and Powers of the Architectural Committee

- Section 1 – AC may seek professional architectural or legal assistance
- Section 2 – Review of plans fees for services
- Section 3 – AC powers to impact set backs\*\*
- Section 4 – Consultation with property owners\*\*

#### ARTICLE IV – Duration and Reversionary Rights

- Section 3 – Breach of the CC&Rs and the lot may revert to the CMHO. NOTE: reversionary rights have been eliminated by statute, California Civil Code 5885.020.
- Section 4 – CMHO's right to enter the property
- Section 9 -- Recording and Mailing of Notices of Violation

Each section noted above is summarized here. Please see Section C below for further considerations regarding views.

1. ARTICLE I – General Restrictions

a. Section 4: Construction to be Diligently Prosecuted and New Material Used. Construction work is to be “prosecuted diligently” and be “continuous” from commencement to completion.

*Guideline for applying Article 1, Section 4:* Although there is no time limit specified in the CC&Rs, construction is expected to be completed within the Two-year term of the City Building Permit. This time limit should be included in the letter to the homeowner approving the plans. See sample letter #7 in Appendix 2.

b. Section 7: Lots to be Kept Cleared of Weeds and Rubbish. Each lot owner or lessee is required to keep their property “free and clear of all weeds and rubbish” and to keep the premises “neat” and in “good order”. If a property owner fails to meet this requirement, the CMHO has the right to enter the property, put it in good order and charge the owner.

2. ARTICLE II – Building Restrictions and Conditions

a. Section 1: Single Family Residences. Only single family residences are permitted to be constructed. No residence shall be used for any purpose other than exclusively for private, single family, residential occupancy.

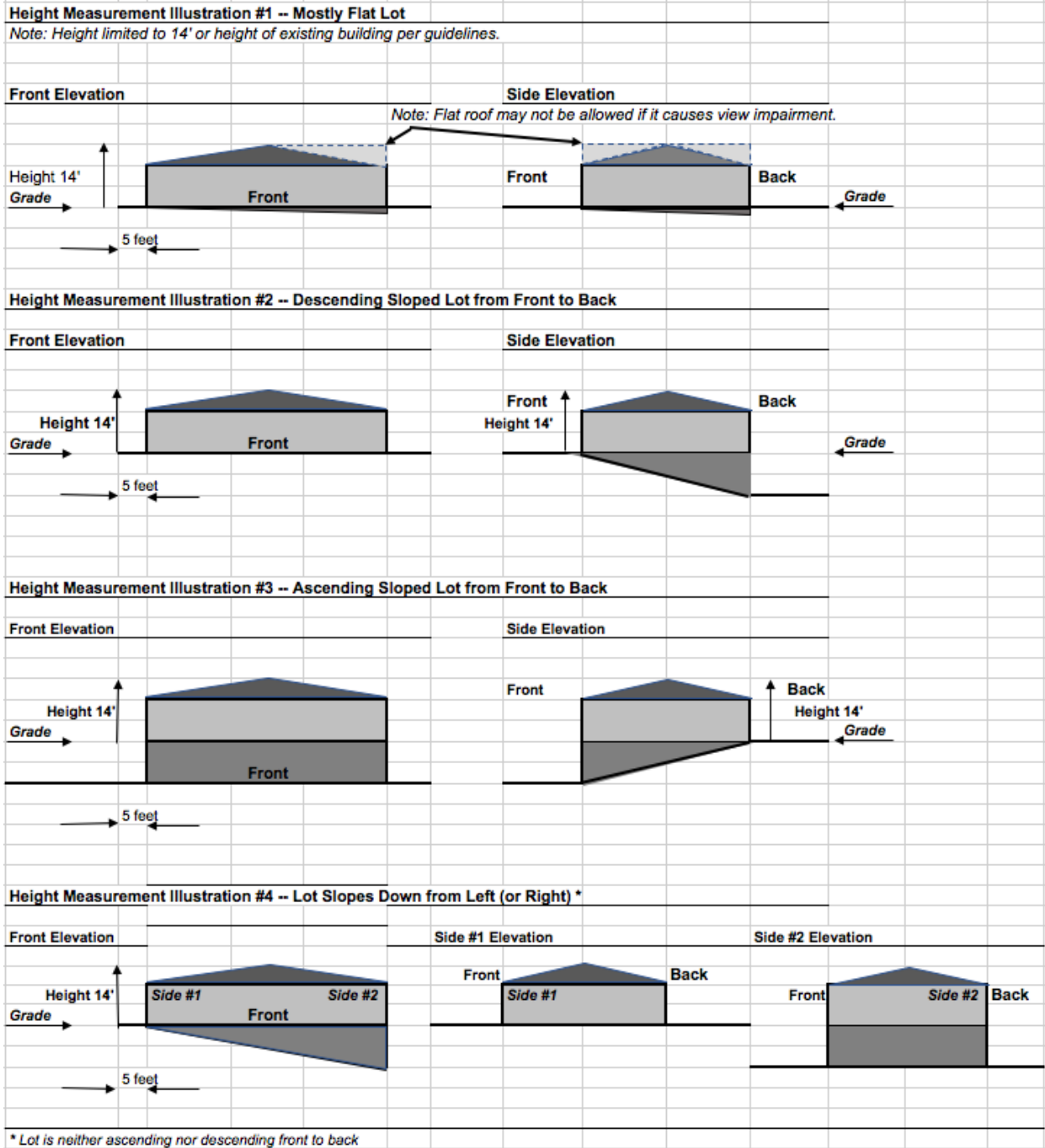
b. Section 2: Moving of Buildings or Trailers onto Property Prohibited. Trailers, buildings or other structures may not be moved onto the property.

c. Section 6: Height of Buildings & Underfloor Space: No new or existing building shall exceed one story in height. The AC can approve an additional story or stories as “under floor space”. The AC has the right and power to reject construction if, in its opinion, the proposed height would cause “unreasonable interference” with views from other lots.

*Guideline for applying Article II, Section 6 with respect to height:*

- “One story in height” means that (a) buildings are limited to a single story above the Grade of a lot when the buildings are seen from the street or any adjoining lot and b) the vertical distance from Grade to the highest elevation of the roof, parapet, or roof deck railing, whichever is higher, shall be limited to the higher of 14’ or to the height of the roof of the existing building being remodeled or replaced.
- For this guideline, “Grade” means the highest point of elevation of the natural or finished surface of the ground, whichever is lower, on which the current or planned structure is to be remodeled or built. Grade is measured within a 5’ perimeter around the planned structure.
- The “natural” surface of the ground refers to the elevations across the property prior to grading or excavating or adding fill material. The “finished” surface of the ground refers to the final elevations of the property after grading, excavating or adding fill material. The finished surface of the ground may also refer to the elevation at the top of a paved or otherwise improved surface.
- Certain elements may be excluded in the measurement of height such as antennae and chimneys—if the element does not unreasonably impair the view.

- In determining height, reference should be made to the diagrams below. Note that, for all illustrations, building height is limited to 14' or to the height of the existing building, the standard used for most houses in the tract.
- As required by the CC&Rs, proposed buildings, skylights or solar panels may not cause unreasonable interference with views from other lots. To meet this requirement the height of all or part of new sections of the proposed building may be restricted to heights below 14'.



Guideline for applying Article II, Section 6 with respect to approving underfloor space as a story or stories:

- Underfloor space may be used for one or more additional stories below the single, top story provided that a) the criteria for “one story in height” have been met and b) the finished ceiling of any part of the story immediately below the single, top story does not exceed 2 feet above Grade.
  - Notwithstanding how “underfloor space” is defined in any city, county or state regulation, for this guideline, “underfloor space” means any enclosed or unenclosed space between the floor of the single-story building and the surface of the ground below it, either finished or natural. In the above illustrations, “underfloor space” would be the dark shaded areas beneath the dashed lines. “Grade” for this guideline is defined the same as for the guideline on height.
- d. Section 7: Front, Rear and Side Yards. Side yards must be of a width of not less than 5 feet from the property line or the distance required by the current city code(s). The depth of front and rear setbacks shall NOT depart materially from those of adjoining dwellings or other dwellings on the block. In determining the location on the lot of a new home or an addition to an existing home, “reasonable” effort must be exercised to ensure that new construction does not obstruct views from other lots.

Guideline for Applying Article II, Section 7:

- “Adjoining dwelling” means a property which shares a common boundary with the property that is the subject of the AC review. The AC has the sole discretion to use either adjoining dwellings or “other dwellings on the block” or both to determine setback departures.
- The setback and view requirements in this section are independent of one another. In determining compliance with this section, the AC must ignore the view issue and first ensure that there is no “material” departure from the setbacks of “adjoining buildings or other dwellings on the block”.
- The setback of a structure from the front, side or rear property line is the shortest distance between the front, side or rear property line and the existing or proposed structure measured along a line perpendicular to the property line.
- There is no definition of “material” in this section, so the AC must use its best judgment, discretion and common sense in each case. As one reference point, the City of Los Angeles considers a 20% variance from normal setbacks to be a “slight modification” that requires no public hearing if there is no “public controversy” and there is no “significant effect” on adjacent properties. To the extent that there is a disagreement between the neighbors and/or there is an impact on adjacent properties, caution should be exercised before approving setbacks significantly different than the norm by more than 10-20%.
- If the AC determines that the setback of the proposed construction is not materially different from adjacent or other dwellings but the proposed construction creates view impairment from another lot or other lots, then the AC and applicant-owner should work on the “location” of the proposed construction and exercise “reasonable effort” to avoid view obstruction as determined by the AC in its sole discretion. Suggested criteria for assessing view impact are listed below, in Section C, “Guidelines for View Considerations.”

### 3. ARTICLE III - Duties and Powers of Architectural Committee (Additional Detail)

e. Section 1: Architectural Committee, How Constituted. The AC is empowered to seek professional architectural and/or legal advice to aid in making any decisions.

#### Guideline for applying Article III, Section 1:

- Because the Board of the CMHO has ultimate control over the corporation's affairs, the AC cannot initiate legal proceedings unless the CMHO Board delegates such powers to it. The AC should notify the Board of pending litigation and/or contentious plan approvals.
- The AC, if it wishes to initiate legal proceedings, should notify the Board and await instructions. If the AC is threatened with litigation, it should investigate the reasons, and then seek legal and/or architectural consultation per this Section and notify the corporation's insurance provider.
- The AC may not initiate any action involving an expense to the corporation without obtaining the approval of the CMHO Board.

f. Section 2: Review of Plans and Fees for this Service. Every new residence or any construction outside the footprint of an existing residence shall generally require two sets of plans to be submitted to the AC. However, after reviewing proposed minor alterations or improvements, the AC may waive the requirement for plans.

The ACC shall have discretion, with the concurrence of the AC, to charge a fee commensurate with the amount of work involved.

#### Guideline for Applying Article III, Section 2:

See guidelines for fee determination below under Administration.

g. Section 3: (a) The AC has the power to "amend, change, or modify" the front, side, street and/or rear set back lines of any of the lots in the tract if, in the judgment of AC, the changes are "necessary or advisable".

h. Section 4: If, in the opinion of the AC, "some aspect of the proposed plans or specifications may prove objectionable to adjacent property owners", the AC shall invite such owners to a meeting to voice their objections. The AC shall give full consideration to such objections prior to making their decision. Particular attention shall be given to the extent that views are obstructed.

### 3. ARTICLE IV – Duration and Reversionary Rights

a. Section 3: Reversion of Title. The CC&Rs state that a breach of any of the CC&Rs "shall cause the lot with relation to which such breach occurs to revert to CMHO".

#### Guideline for Applying Article IV, Section 3:

This right has been abolished by law and is no longer valid. This section cannot, therefore, be used.

b. Section 4: Right of Entry to Correct Violations. The CMHO has the right to enter the property and abate the violation at the expense of the owner provided the terms of Section 9. below are met.

c. Section 9: Recording and Mailing of Notices of Violation. Notice of a breach of the CC&Rs shall be sent within reasonable time after the occurrence of the breach. The CMHO, AC or the owner of any lot in Tract 8923 may send a notice of a breach. The notice must be mailed by certified mail and no action may be taken against the person responsible for the breach until the notice is mailed. See Sample Letter #8 in the appendix.

The following sections of these Operating Practices and Procedures provide additional guidelines for the AC's application of the CC&Rs.

**C. Guidelines for View Considerations: Story Poles and Possible View Criteria**

1. "Story Poles": Height and setback issues often involve potential view impairment issues. In such cases, the erection of "story poles" is customarily required for the AC to carry out its duties under the CC&Rs. Story poles represent a combination of vertical poles and horizontal strips of tape or other material to show the dimensions of the proposed construction. Colored mesh is preferred to flags. Guidelines for erecting story poles include the following:
  - a. The story poles should ensure that the proposed height, width and depth of the portion of the project under review are shown. This may require only a partial, rather than a full, mockup of the proposed structure. For example, it may be necessary to erect story poles for only two sides of a proposed structure if these are the only two sides that may have some view impact.
  - b. The story poles must accurately reflect the proposed structure or portion of the structure under consideration as shown in the submitted plans. In most instances, the AC will require the location of the story poles be certified by a licensed surveyor.
  - c. The material for story poles should be constructed of such material and in such manner to ensure that they accurately represent the proposed construction and remain correctly positioned in various weather conditions.
  - d. The AC, in their sole discretion, may approve a method for assessing view impact other than story poles.
  - e. The AC assumes no liability for the construction and duration of story poles and may request that the poles be removed.
  - f. Due to changes in the initial plans to meet the requirements of the CC&Rs, the initial story pole placement may require adjustment as many times as deemed necessary at the sole discretion of the AC. If the poles require adjustment after the initial set up, re-certification may be required.
  - g. Once the AC has completed its review, story poles should be promptly removed.
2. There is no mathematical or strictly objective method to determine if a proposed construction meets the standards of the CC&Rs as they relate to views. Factors that may be considered, however, in determining whether a proposed construction should be rejected or modified because of view obstruction include, but are not limited to, the following:



- a. Precedent: Does a review of AC files indicate that a similar change was proposed for this or another property and was rejected based on view impairment? While precedent may be a guide, it is not always binding depending on the specific circumstances.
- b. “Quantity” or “Quality” of View Obstructed: Does the proposed change affect a reasonably significant portion of the neighbor’s total view and/or a reasonably substantial portion of a critical part of the total view such as a whitewater coastline view? While no precise percentage can be assigned, the greater the view quantity obstructed means that approval of the proposed construction will be less likely.
- c. Evidence of View Impact: Does the assembled “evidence” of the view impact support the AC’s conclusions? Pictures, artist rendering, computer simulation, story poles and/or file notes should support, as well as possible, the determinations of the AC.
- d. Neighbors’ Objections: Does the neighbor object to the proposed construction because they feel it will unreasonably obstruct their views? Article III, Section 4 requires the AC to consider the input of neighbors, when in the opinion of any AC member, some aspect of the project may prove objectionable. Lack of any negative input, however, does not necessarily mean that the AC should approve the construction because the AC’s obligation is to enforce the CC&Rs regardless of neighbor opinions.

To the extent these questions may be answered positively, a stronger case may be made for rejecting or modifying the proposed construction.

#### ***D. Plan Approvals Procedure Guidelines for Major Construction***

The sequence of procedures listed below is the generally followed chronological sequence for any “major construction”. “Major construction” means construction which alters the footprint, height and/or shape of the structure. The AC may, in its discretion, modify these steps to ensure compliance with the CC&Rs in accordance with its interpretations of the CC&Rs. In the absence of the ACC, the AC Vice Chair shall have the responsibility to ensure that these steps are carried out. An abbreviated form containing these procedures is included in Appendix 1.

For any other construction including, but not limited to, building a fence or wall, adding a deck or putting in a swimming pool, an AC review is required but the AC, in its discretion, may omit one or more of the steps below.

1. ALL requests for AC review of plans should be forwarded to the ACC for handling and processing. The approval process should be reviewed by the ACC with the property owner. The ACC will generally send to the property owner the “Plan Submittal Checklist and Review Process” form (Appendix 2), the Architectural Guidelines and the CC&Rs. If plans are to be submitted by email, the email address [cmho.ac@gmail.com](mailto:cmho.ac@gmail.com) should be used with the address of the project in the subject title. Note: This process has been revised. See Plan Submittal Checklist and Review Process form for new process, H. Appendix 2.
2. If no plans are submitted with the initial review request, the owner should be encouraged to first submit rough drawings since changes may be required. These initial plans should include the dimensions of the lot, the footprints of the existing and proposed construction structure, the heights of the existing and proposed structure, the front, side and rear set back measurements and the property elevations,
3. If the AC becomes aware of pending or actual construction about which it has not been previously notified, the ACC should send a letter to the owner(s) advising the owner(s) of their obligations under the CC&Rs. See Appendix 3 for a sample letter (#1).

4. If plans have been submitted with the initial request, the AC will review the plans in a timely manner to determine a) if any additional information is needed for its review and b) the fee to be paid by the owner for the plan review process in accordance with the guidelines in Section 6. below. If additional information is needed, the AC will notify the owner of the additional information needed. (See Sample Letter #2A) The AC may request a site visit or be requested by the owner to visit the site. If no additional information is needed, the owner will be so informed and-informed of the amount of the review fee. THE AC SHALL TAKE NO FURTHER STEPS IN THE PLAN REVIEW PROCESS UNTIL THE FEE IS PAID.
5. Per Article II, Section 6 of the CC&Rs, the AC may, after its review of the submitted plans, render a tentative, non-binding opinion as to the plans' acceptability pending additional review including, if necessary, a review with the adjacent property owners (as required by Article III, Section 4).
6. The AC will review the plans to determine if they conform to the CC&Rs. The review will focus on view, set-back, height and underfloor story issues. If the plans do not conform to the requirements of the CC&Rs, the owners will be advised in writing of the plan changes required. See sample letter #3.
7. If, at any time in the review process, it appears that there is potential view impairment ~~issue~~, the owner will be required to erect story poles to outline and define the HEIGHT, DEPTH and WIDTH of the proposed construction or extension such that the possible view impairment may be assessed. Notification of the need for story poles should be in WRITING. A sample letter is included in Appendix 3 (#2B). Refer to Section C1 above for story pole guidelines.
8. Certification by a licensed surveyor of the story poles may be required. Further review of the plans and/or discussions with neighbors may require that the story poles be adjusted and re-certified.
9. Following its review of plans or placement of story poles if required, the AC will notify property owners advising that the plans and/or story poles are available for review. The ACC will send letters by first class mail and e-mail (if available) to adjacent property owners (as required by the CC&Rs, Art. III, Sec. 4) or to any other property owner it reasonably deems may be affected by the construction. Neighbors will be advised that they have 3 weeks (21 calendar days) to respond from the date of the letter with any objections related to the CC&Rs. See Appendix 3 for a sample letter, #5.
10. If the AC receives objections, at least 3 members of the AC will visit the home(s) of the objecting neighbor(s) to assess the construction's impact on the neighbor(s). Depending on the AC's assessment, the owner may be requested to modify the plans and story poles. This step may be repeated as needed. See Appendix 3 for a sample letter (#3) that may be modified and used to communicate additional changes requested by the AC.
11. If the AC, after reviewing neighbor objections and/or the owner's plan modifications, determines that no further changes are required and is prepared to approve the plans, the AC may, at its discretion, work with the property owner and the neighbor to see if there can be some mitigation of the neighbor's objections. This may or may not be possible. When the AC determines that no additional changes are required or possible, the owner(s) will be advised in writing to submit two final sets of architectural drawings to the AC for approval. See Appendix 3 for a sample letter, (#4).

The AC may consult with the CMHO Board of Directors before making its decision regarding any proposed construction. The Board should provide such advice as it deems necessary. The AC, however, has the ultimate responsibility to make the decision.

12. If the CMHO Board is requested by an owner to review an AC decision, the Board may ask the AC for a consultation to ensure that the CC&Rs are being enforced correctly and the approval process is being carried out in accordance with the CC&Rs. In all cases, the Board has a duty of good faith to all owners to see that the CC&Rs are followed. The Board's "due diligence" is limited to the AC process itself, not the decision. Refer to Section E.4. below for additional information regarding the review of AC decisions.
13. Once a majority of the AC approves the plans—and the fee is paid—each page of both copies of the approved plans will be stamped "APPROVED", signed and dated by the ACC. One copy will be mailed as soon thereafter as possible with a letter to the owner and one copy will be placed in the owner file. Approvals will be valid for 18 months from the date the plans are signed. If construction has not begun upon expiration of this 18 month "approval period", the property owner may apply to the Committee for an extension of this period. The Committee will review the circumstances at the time of the extension application to determine whether the extension application shall be granted or denied. If denied, the Committee will determine whether the property owner will be required to go through the entire approval process and whether additional fees shall be charged.
14. In the letter to the owner that will accompany the approved final plans, the owner will be requested to provide in WRITING an estimate of both the commencement and completion date of the project if expected to go beyond two years. This should help facilitate compliance with Article I, Section 4 regarding diligent construction. The letter should include a sentence advising that the approval is subject to the construction being performed in strict compliance with City Building Code or other relevant requirements and that the homeowner obtains all necessary City and other building permits as required. See Appendix 3 for a sample letter (#6)
15. AC minutes will reflect the review process, the outcome, and will be placed in the appropriate file.

#### **E. Administration Guidelines**

1. Files:
  - a. A file by STREET ADDRESS will be opened for each new plan review request. Subsequent plan review requests for the same property will be added to the same file. Files may be hard copy or electronic or both.
  - b. The file will contain a copy of the APPROVED PLANS and a copy of all related correspondence with the property owner, AC members, neighbor property owners and the CMHO Board of Directors.
  - c. Attorney-client privileged material must also be included with the file and clearly identified as such. If the privileged nature of the material is uncertain, it should be filed with the privileged material for further review by counsel in the event of litigation.
2. Minutes of Meetings:
  - a. Minutes of ALL plan review meetings will be prepared and a copy placed in the owner file and the AC Secretary file.
3. Reports to the CMHO Board of Directors:
  - a. In the event that the ACC is not a member of the CMHO Board of Directors, at the request of the CMHO President, the ACC will attend monthly or other meetings of the Board to report on the status of AC projects. Alternately, the CMHO President, who is also a member of the AC, may give the report.

- b. The ACC should provide the CMHO Board and the AC members with a status report of all open projects each month. If there has been no activity since the last meeting or report, the Board should be so informed.
  - c. Notifying the Board of Contentious Approvals: The ACC should immediately notify the CMHO President of ALL lawsuits, threatened lawsuits or contentious or potentially contentious plan approvals/decisions about which the ACC becomes aware. The President, in turn, should alert the Board.
4. Handling Property Owner Complaints About the AC Process:
- a. All complaints or requests for rulings or decisions or appeals regarding properties from owners MUST be submitted in WRITING to the ACC.
  - b. The ACC should consult with other members of the AC in the preparation of the written response
  - c. The ACC should respond in writing in a timely manner (with a copy to the CMHO President).
  - d. If the owner is not satisfied with the response of the ACC, the owner may submit his or her complaint to the CMHO Board of Directors.
  - e. The Board will fully review the owner's complaint and will respond in writing to the owner in a timely manner.
  - f. In its review of the complaint the Board is limited to determining whether the AC followed the procedures as stated in the CC&Rs.
  - g. If the Board determines that the correct procedures were followed, the decision of the AC will stand as initially communicated to the owner. The President of the CMHO will communicate this decision in writing to the owner who filed the complaint and to the ACC.
  - h. If the Board determines that the correct procedures were not followed, the Board will direct the AC to re-consider its decision and modify its process based on the Board's findings. The Board will communicate this decision to the owner and inform the owner that the AC will be conducting a second review. The decision of the AC after this second review shall be considered final and the owner will be notified as such.
5. Responsibilities of the AC Secretary. The Secretary shall be responsible to ensure that the:
- a. Minutes are prepared for all plan review projects and a copy placed in the project file and a record kept in the secretary's file.
  - b. Communications to and from owners and neighbors are sent and responded to on a timely basis.
6. Fees
- a. Fees (for review and approval of Architectural Plans) should be sent to the AC after the initial plan review or site visit by the AC.
  - b. Non-dues-paying property owners shall pay an additional fee equal to no less than the current annual membership dues.



**G. APPENDIX 1: AC PROCEDURES FORM: Major Construction**

**Address of Project:** \_\_\_\_\_

The sequence of procedures listed below is the generally followed chronological sequence for any “major construction”. “Major construction” means construction which alters the footprint, height or shape of the existing structure. The AC may, in its discretion, alter this sequence or modify this process to ensure compliance with the CC&Rs in accordance with its interpretations of the CC&Rs.

- Property owner submits application for construction. Date: \_\_\_\_\_
- In the absence of a property owner request where the AC becomes aware of actual or pending construction, the ACC (AC Chair) will send a letter to the owner(s) advising the owner(s) of their obligations under the CC&Rs. See Appendix 3 for a sample letter (#1). Date letter sent: \_\_\_\_\_
- Fee paid by owner. Date: \_\_\_\_\_
- The AC will review the plans to determine if the plans conform to the CC&Rs. The review will focus on view impacts and setbacks, underfloor story(ies) and height issues.
- If, at any point in the review process, it appears that there is a potential view impairment, the owner will be advised IN WRITING to install story poles. The owner will also be advised that adjustments and certifications of the story poles may be required during the review process. See Appendix 3 for a sample letter (#2B). Date owner advised: \_\_\_\_\_
- Following its review(s) of the plans or following the placement of story poles if required, the AC will notify neighbors. Date neighbors notified: \_\_\_\_\_
- If the AC receives objections, at least 3 members of the AC will visit the home(s) of the objecting neighbor(s) to assess the construction’s impact on the neighbor(s). Depending on the AC’s assessment, the owner may be requested to modify the plans and story poles. See Appendix 3 for a sample letter (#3).
- If/when a majority of the AC approves the plans, both copies of the approved plans will be stamped “APPROVED”, signed and dated by the ACC. One copy will be mailed with a covering letter to the owner and one copy will be placed in the owner file. See Appendix 3 for sample letter (#6). Date approved plans signed by AC and mailed to owner: \_\_\_\_\_
- AC minutes will reflect the review process and the outcome and will be placed in the appropriate file.
- Board President will update the BoD on status of project and ask a BoD member (usually the secretary) on behalf of the BoD to sign that the BoD has reviewed the form.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by ACC \_\_\_\_\_ Reviewed by Board of Directors \_\_\_\_\_  
Name Date Name Date

## H. APPENDIX 2: Plan Submittal Checklist, Review Process & Fee Schedule

### 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](mailto: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, transformer location, if necessary, should be screened by landscaping 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 and height, 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. Submit a solar panel plan with type and height of panels. **Show the outline of the existing house on all proposed elevations.**
7. Exterior lighting plan.
8. Building Cross Sections.
9. Additional copy of the site plan **showing the footprint of the existing house superimposed over the proposed house.**
10. Make sure all pages are dated and that revised pages have revision dates
11. Renderings (and/or model).
12. If you are seeking a variance from the city, please include a one-page description of the parameters of the variance request.
13. 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 poles to show overhang vs. vertical poles 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.
- Homeowner should remove story poles immediately after a final decision is made by the AC.

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](mailto:CMHO.AC@Gmail.com). Please put the address of the project in the email subject line.

Thank you in advance for your cooperation.

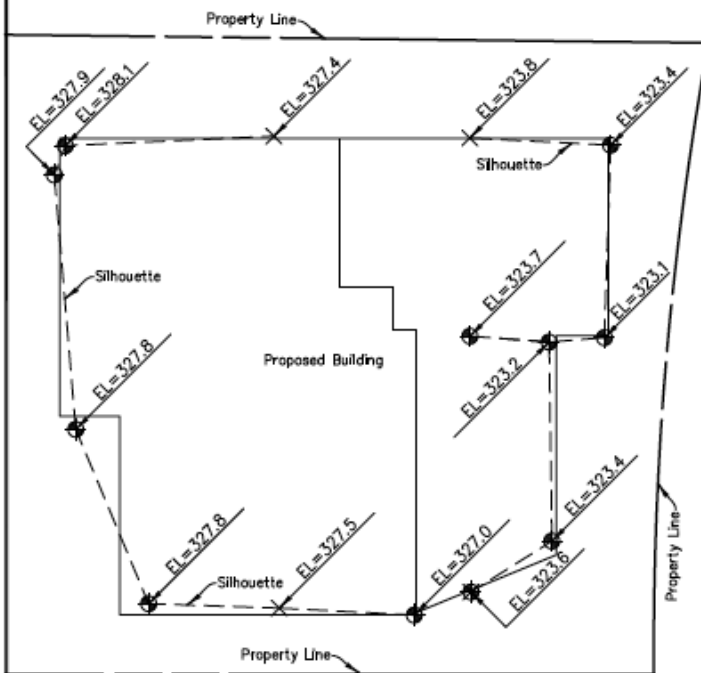


# Story Pole Plot Plan Survey Sketch

## Survey Sketch

Address: [REDACTED] Tramonto Drive, Pacific Palisades

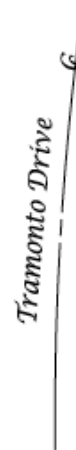
Date of Survey: January 15, 2018



Scale: 1" = 16'

### Legend

- ◆ = Story Pole
- × = Nail on Roof



Plan Prepared For: [REDACTED]  
[REDACTED] Tramonto Drive  
Pacific Palisades, CA 90272

Plan Prepared By: M & M & Co.  
16145 Roscoe Boulevard  
North Hills, CA 91343  
(818) 891-9100  
Gregory M. Amoroso, L.S. 8771



17757 West Tramonto Drive 01-18

**Castellammare Mesa Homeowners Architectural Committee**  
**PO Box 742**  
**Pacific Palisades, CA 90272**

**Plan Review Fee Schedule**

<b>CATEGORY</b>	<b>AC FEE</b>
New Projects, Additions & Remodels	\$1.25 per square foot
Minor projects (fences, walls, pools, gates, solar panels, roofs, etc.)*	\$300.00 per project
Resubmittal of revised plans	20% of original fee
Time extension Each 18 months	\$250
Plan submitted after start of demolition/construction	AC fee + 25%
Plans submitted by non-dues paying homeowners	AC fee + Additional \$0.25 per square foot
Recordation of Covenant	\$150.00
Preliminary Review	\$0
Request for document research	\$60.00 per hour

\* For further information, contact the AC.

Please make checks payable to CMHO with "AC Fee" in memo line.

Revised 7/10/2019

**I. APPENDIX 3: Sample Letters**

Sample Letter #1: AC becomes aware of construction without being notified by homeowner.

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Name  
Address  
Address

Dear \_\_\_\_\_

The Castellammare Mesa Home Owners Architectural Committee (the "AC") noticed that construction is planned [proceeding] at your residence.

The CC&Rs attached to the Deed of Trust that you received when you purchased your home require that you have plans for any modification to your property approved by the AC. Please contact \_\_\_\_\_ at cmho.ac@gmail.com so that guidelines for your project can be clarified and we can begin the approval process. Please enter your address in the subject line of the email.

The following are some of the items and procedures that the AC may require:

1. Architectural plans
2. Letters to nearby homeowners informing them of pending construction
3. Stake and string lines for the project
4. Surveys
5. Three-dimensional drawings
6. A fee

If the project is minor, the AC has the right to waive the requirements for plans, specifications and a fee.

We hope this information will help you complete your project.

Very truly yours,

\_\_\_\_\_AC Chair

Sample Letter #2A: Requirement for Additional Information; Fee Required

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Name  
Address  
Address

Dear \_\_\_\_\_

Thank you for [meeting and] sharing your remodeling plans with the Castellammare Mesa Home Owners Architectural Committee (the "AC") on \_\_\_\_\_ [date].

After a preliminary review of the plans you submitted, the AC determined that there is additional information required before we can complete our review. We will need the checked items:

- Dimensions of the lot
- Footprints of current and proposed structures
- Grade elevations within a 5' perimeter of the proposed structure
- Height of proposed structure as defined in the Architectural Guidelines (attached)
- Front, side and rear setback measurements

If the AC determines that there may be a potential impact on the views of any of your neighbors, we will also require you to erect "story poles" to enable the AC to fully assess the view impact. If that is the case, we will let you know.

To proceed with the review, the payment of a fee is required. The fee for your project is \_\_\_\_\_. A check may be made payable to the Castellammare Mesa Home Owners and mailed to the above address.

Please let us know if you have any questions. I may be reached at [phone #] or at cmho.ac@gmail.com.

Very truly yours,

\_\_\_\_\_ [AC Chair]

Sample Letter #2B: Possible view impairment; story poles required

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Name  
Address  
Address

Dear \_\_\_\_\_

Thank you for [meeting and] sharing your construction plans with the Castellammare Mesa Home Owners Architectural Committee (the "AC") on \_\_\_\_\_ [date].

The AC has determined that there may be potential view impairment issues related to your construction. Per Article II, Section 6, of the CC&Rs, the AC has the responsibility to determine whether new construction will cause "unreasonable interference" with the views of other homeowners.

The method chosen by the AC to make this assessment is the erection of "story poles" to clearly show the outline of the new construction. If you have any questions about setting up the story poles, please contact me. The poles will need to be certified by a licensed surveyor.

When the story poles have been installed, please contact me so the AC can make a preliminary determination about view impairment and request any changes in the construction plans.

Please let us know if you have any questions or comments. I may be reached at [phone #] or at cmho.ac@gmail.com.

Very truly yours,

\_\_\_\_\_ [AC Chair]

Sample Letter #3: Changes in plans requested

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Name  
Address  
Address

Dear \_\_\_\_\_

Thank you for [meeting and] sharing your remodeling plans with the Castellammare Mesa Home Owners Architectural Committee (the "AC") on \_\_\_\_\_ [date].

We have reviewed the plans [and story pole construction] [and considered the comments of your neighbors] and find that there is [are] \_\_\_ [number] issue/s that should be addressed and your plans should be revised accordingly. The issue/s is/are as follows:

[Examples]

1. Building Height

Article II, Section 6 requires that no new construction shall exceed one story in height.

Your current plans call for a roofline at 21 feet above the grade of the street. While the plans call for only one story, 21 feet approaches the height of a two-story residence. To maintain the one-story restriction, the AC generally limits the height of buildings to 14 feet in the absence of any view impairment.

2. Rear Setback

Article II, Section 7 states requires that the depth of front and rear setbacks shall not depart materially from those of adjoining dwellings or other dwellings on the block.

The rear setbacks for the properties adjoining you are 31 feet and 35 respectively, an average of 33 feet. The currently planned rear setback for your construction is 20 feet. Your plans should be modified such that the rear setback is less than or equal to the average setbacks of your adjoining properties.

3. Unreasonable View Impairment

Your roof deck is considered an unreasonable view impairment for your uphill neighbor. Please modify your plans to eliminate the roof deck.

Please address these issues and revise your final plans accordingly.

As you may be aware, once the plans are re-submitted, the AC is obliged to take the neighbors' opinions into account before making our final decision. We anticipate that the entire decision-making process will take approximately 6 weeks.

Once there is agreement on the building height and setback requirements, two sets of final plans are required and should be submitted to me upon their completion.

Please let us know if you have any questions or comments. I may be reached at [phone #] or at cmho.ac@gmail.com.

Very truly yours,

\_\_\_\_\_ [AC Chair]

Sample Letter #4: Request for two sets of plans

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Name  
Address  
Address

Dear \_\_\_\_\_

Thank you for [meeting and] sharing your construction plans with the Castellammare Mesa Home Owners Architectural Committee and for making the changes in the plans requested by the Committee.

Two sets of final architectural plans are required and should be submitted to me upon their completion. Plans/elevations/sections should be at 1/4" scale and a minimum 24/36" sheet size with printed pdfs provided via email. One set will be returned to you upon final approval.

Please contact me should you have any questions.

Very truly yours,

\_\_\_\_\_ [AC Chair]

Sample Letter #5: Letter to neighboring homeowners who may be impacted by the construction.

Date:

Name:

Address:

RE: (address of project)

Dear \_\_\_\_\_,

The owner of \_\_\_\_\_ is planning on remodeling their home (OR rebuilding on their property). They have submitted plans to the Castellammare Mesa Home Owners Architectural Committee (the AC) for review and approval (and they have installed story poles).

Because you live near \_\_\_\_\_, you are welcome to view these plans (and/or the story poles). If you are interested in doing so, please contact the AC Chair, \_\_\_\_\_ at (email address, phone number).

As you may know, this neighborhood is in Tract 8923 and is governed by Covenants, Conditions and Restrictions (CC&Rs), a copy of which you received when you took title to your property. Please note the CC&RS are limited in their restrictions and the AC has governance only over those conditions contained within the CC&Rs. The AC will review any comments or objections you wish to make about the project. However, keep in mind that the AC is only allowed to act upon the CC&Rs' restrictions such as view impairments. We cannot, for example, take any action related to privacy concerns or "quiet enjoyment" of your property because these issues are not covered in the CC&Rs. If you would like a copy of the CC&Rs, please let us know and we will provide you with a copy.

You have 3 weeks from the date of this letter to view the plans [and the story poles] and provide comments, in writing, via email or USPO or both, to the Architectural Committee.

Please let me know if you have any questions. I may be reached at [phone #] or at [cmho.ac@gmail.com](mailto:cmho.ac@gmail.com).

Very truly yours,

\_\_\_\_\_, AC Secretary

cc: AC members



Sample Letter #6: Approval Letter

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

Date

Owner or LLC & LLC Mgr  
17921 San Vicente Blvd.  
Los Angeles, CA 90069

**Via USPS and electronic mail,  
john@gmail.com**

Re: 800 Tramonto Drive, Pacific Palisades, New Construction

Dear :

The CMHO Architectural Committee (the "AC") has reviewed the plans for new construction at 800 Tramonto, Pacific Palisades, CA. The AC found that the plans are within the guidelines of the CC&Rs for Tract #8923. Your plans, consisting of 10 pages, dated January 9, 2020 prepared by Mesa Architecture include, T0.0 Cover Sheet (9/14/19); A1.0 Demo Site Plan (1/31/20); A3-1 Floor Plans; A3.2 Roof Plan; A-6.1, 6.2 and 6.3 Elevations; A-7.1 and 7.2 sections and a survey dated 9/11/19 for 888 Tramonto Drive have been approved. [This approval also includes the roof deck covenant previously filed with the original approval of plans.](#) This approval is contingent upon the lack of reflectivity caused by the roof material and a lack of unreasonable view obstruction by the solar panels. Owner agrees to address any unreasonable view loss for neighbors due to a reflection from the roof, solar panels or any other roof fixture added on that could unreasonably block a view.

Final Approvals are valid for 18 months from the date of approval stamped on the final plans, which you will receive along with this letter.

When work begins the CC&Rs require that the project must be completed with reasonable diligence until the project is completed. The time allowed by the City of Los Angeles is two (2) years and this is used as a guideline by the AC. If you anticipate that the construction period will extend beyond 2 years, please let me know in writing or by email and indicate the expected duration of the construction period.

Any changes to the plans as approved must be submitted to the AC for review and approval. Pursuant to Article III, Section 2 of the CC&Rs this includes additions, fences, walls, solar panels, pools or decks.

Finally, please be advised that the CMHO approval not only follows the criteria set forth in the CC&Rs but is contingent upon satisfactory compliance with the official building, grading, plumbing, and electrical codes of the City of Los Angeles and any other regulatory requirements.

Thank you for your cooperation during this process. If you have any questions, I may be reached at Phone (310) XXX-XXXX or at cmho.ac@gmail.com.

Sincerely,  
xxxxx  
AC Chair

Cc: Approved Plans (one set, stamped with approval)

**Receipt of this Approval Letter is acknowledged and the undersigned owner (or owner representative) of the property at 800 Tramonto Drive, Pacific Palisades, CA, agrees to it:**

\_\_\_\_\_  
Name, Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, owner

\_\_\_\_\_  
Date

**Castellammare Mesa Home Owners Architectural Committee  
PO Box 742  
Pacific Palisades, CA 90272**

[Date]

[Sent via Certified Mail & email \(if available\)](#)

[Address]

[Address]

Your Property at [Address], Pacific Palisades – Notice of Violation of CC&Rs

Dear Neighbor:

The Restrictions and Conditions (the CC&Rs) that govern property use in our neighborhood require that every property owner keep his or her premises free of weeds and debris and in neat and good order at all times. When a property is kept in an untidy or derelict condition, its neighbors (and their property values) suffer.

Accordingly, we are advising you that your property is in violation of Article I, Section 7 of the CC&Rs. Specifically, [describe problem; an example follows] the yard is composed exclusively of weeds and/or dirt, and frequently accumulates trash and debris. While we understand that some of the weeds are removed on occasion, no subsequent planting or any other kind of maintenance occurs. Additionally, the structure itself appears to be in a derelict and obviously abandoned state. In addition to its overall state of disrepair, there are broken boards and gaps at the foundation which raise concerns about the structural soundness of the building. The condition of the property not only is unsightly, but also offers a likely refuge for rodents and other vectors. The obviously unmaintained and abandoned state of the property likely makes it attractive to vagrants as well.

The foregoing conditions constitute violations of Article I, Section 7 of the CC&Rs, and constitute a nuisance pursuant to Article IV, Section 5 of the CC&Rs. Please take action as soon as possible, but in all events within 30 days, to bring the property into good order and repair. Pursuant to Article I Section 7 and Article IV Sections 4 and 5 of the CC&Rs, the Castellammare Home Owners Board has the right to enter onto the property and correct these violations at your expense, should the violations persist.

If we do not receive either evidence of completion or executed contracts within the stated time period, the Board will be entitled – but not obligated – to conduct the work at your expense, payment for which will be due five days after written demand.

Please do not hesitate to contact us with any questions, or if we can be of any assistance to you in finding a remedy for the problems at [Phone or e-mail at cmho.ac@gmail.com]

We thank you in advance for your cooperation in maintaining the unique beauty of Castellammare Mesa.

Sincerely,

\_\_\_\_\_ AC Chair

**J. APPENDIX 4: Revision Log**

DATE	REVISION	REVISION ENTERED BY:
October 14, 2006	Original version approved	
February 1, 2007	<u>Section B.2.e.</u> Clarified meaning of Article II Section 7 in cases where there are both setback and view issues. <u>Section E.15.</u> Clarified plan approval guidelines in the event construction does not start within 18 months of plan approval. <u>Section H: Appendix 2: Sample Letters:</u> Changed sample letter #7 to conform to approval period guideline change in Section D.15. <u>Section I: Appendix 3:</u> Added this Revision Log.	D. J. Morena
March 8, 2008	<u>Section A.</u> Clarified voting weight of alternative members. <u>Section B</u> and following: Clarification of what is in the CC&Rs versus what are guidelines for implementing the CC&Rs. <u>Section B.2.c.:</u> Explanation of the reason for the 14' guideline. <u>Section E.6.b.</u> was changed to fix the standard fee for an Architectural Committee plan review at \$300 with latitude to adjust the fee for the scope of the project.	D. J. Morena
December 30, 2010	<u>Section B.2.c.</u> Clarified guidelines approved by the AC for height and underfloor space referenced in Article II, Section 6 of the CC&Rs. Pagination and minor text changes where needed.	D. J. Morena & Kim Clary
January 13, 2011	<u>Section C.2:</u> Clarified guidelines for view considerations.	Kim Clary
March 8, 2012	<u>Introduction:</u> Added paragraph describing the availability of Architectural Guidelines as a separate document.	Kim Clary
April 18, 2017	<u>Introduction:</u> Added main restrictions in the CC&Rs <u>Section A: Duties and Powers of the Architectural Committee—</u> <u>Overview:</u> Added that votes outside of AC meetings require unanimous written consent; this conforms with CMHO by-laws. <u>Section B2:</u> Guidelines for applying Article II, Section 6 with respect to height: Added clarifications of “one story in height”; roof deck railings now included in the measurement of height; revised diagrams to reflect clarifications. <u>Section B2:</u> Guideline for Applying Article II, Section 7 with respect to setbacks: Defined “setback”; other minor clarifications. <u>Section B3:</u> ARTICLE III - Duties and Powers of Architectural Committee (Additional Detail): Added that insurance company should be notified in the event of litigious action. <u>Section C:</u> Guidelines for View Consideration: added clarifications of view considerations; stipulates that story poles must be certified to ensure conformity with submitted plans; adds that story pole adjustments may be required based on the AC’s assessment of view impact; quality of view impact added to view considerations. <u>Section D:</u> Plan Approvals: Procedure Guidelines for Major Construction: Revised and clarified procedures. Included clarifications of some letters in Appendix 2. <u>Section E:</u> Administration: Added several procedural clarifications including the appeal process related to an AC decision. <u>Section G:</u> AC Procedures Form: Simplified and clarified procedures to conform to Section D. <u>Section H:</u> Added Appendix 2 with new form to facilitate plan submission. <u>Section I:</u> Changed numbers for this and next appendix. Letters revised as necessary to conform to changes in OPPs and to add clarifications where needed.	Kim Clary & D.J. Morena
July 21, 2017	<u>H. APPENDIX 2: Plan Submittal Checklist and Review Process:</u> Fee Schedule added.	Kim Clary

March 30, 2018	Minor changes + E. Administration Guidelines, 6. Fees, pg. 12, revised to match new fee schedule. + Plan Review Fee Schedule, pg. 16, updated	Kim Clary
July 10, 2019	H. APPENDIX 2: Plan Submittal Checklist and Review Process Revised Plan Review Fee Schedule	Cindi Young
March 16, 2021	<p>C. Guidelines for View Considerations: Story Poles and Possible View Criteria. Section 1e, page 8, clarified that CMHO has no liability for story poles</p> <p>D. Plan Approvals Procedure Guidelines for Major Construction. Section 1, page 9, Added note to indicate that AC review process changed as indicated in Appendix 2.</p> <p>G. APPENDIX 1: AC PROCEDURES FORM: Major Construction Form has been revised and shortened, page 14.</p> <p>H. APPENDIX 2: Plan Submittal Checklist, Review Process &amp; Fee Schedule. Checklist items #5 and #6 have been modified to include solar panels, p15. Story pole sketch added, page 17.</p> <p>I. APPENDIX 3: Sample Letters. Letter #6, Approval Letter modified to conform to current process, page 25.</p>	Kim Clary