

Santaluz Custom Homesites Design – Plan Change, Landscape Only Request

The Design Review Committee will allow field changes to occur as long as the changes are documented and within the Santaluz community guidelines. Changes will be handled in the same manner as previous Design submittals. Please document the changes in red upon your plans and note all changes listed upon a standard cover letter, as well as below.

Application Date:	Owner:	Lot No.:	Unit No.:
Style:	Architect:	Landscape Architect:	Current Phase of Construction:
<input type="checkbox"/> In House: No processing fee required.		<input type="checkbox"/> Send to Review Consultant: Fee required.	

The Design Review Office will determine if the Plan Change Request should be sent to a Plan Review Consultant. If consultant review is required then the Plan Change Request shall be considered Major and a fee required to cover the cost of the consultant and processing. Go to: www.santaluzliving.com for more information and forms.

Submittal Checklist: The following information is required for a complete Plan Change submittal. Please complete and sign this submittal form and check boxes noting required information to be attached. **Three (3) copies** of any required documents must be submitted to the Design Review Office. Please see the Custom Homesites Design Book for any additional details.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Three sets of plans <input type="checkbox"/> Cover letter requesting changes <input type="checkbox"/> Plan Change processing fee. (if required) <input type="checkbox"/> All plans are to be drawn at 1/8" = 1'-0" scale <input type="checkbox"/> Photos or imagery will be reviewed to evaluate the authenticity of the requested change. The focus of imagery is upon establishing the overall feel, massing, and direction of the design of the building and landscaping <input type="checkbox"/> Propose changes clearly indicated with clouds, highlighting, with a delta symbol with date of change <input type="checkbox"/> Clearly indicate approved condition being changed for reference <input type="checkbox"/> Provide manufactures specification sheets for any product approvals requested <input type="checkbox"/> Modified hardscape/paving, drainage and grading plan <input type="checkbox"/> Modified lighting plans, if needed | <ul style="list-style-type: none"> <input type="checkbox"/> Modified irrigation plan showing all existing irrigation to be modified <input type="checkbox"/> Modified planting plans, plant material legend. Showing how the plant material is to be modified and meeting the Santaluz Design Guideline requirements <input type="checkbox"/> Show all plan views, any setbacks, easements, property lines, streetscape area, interior yard lines and perimeter yard lines <input type="checkbox"/> Provide all construction details for all proposed construction modifications <input type="checkbox"/> All plans are to be shown on the originally approved plans screened to a minimum of 50% with the proposed improvements shown at full density for graphic clarity and clouded the proposed revisions with a date and delta number <input type="checkbox"/> Show the North arrow on all plans <input type="checkbox"/> Provide all yard expansion calculations on the plans |
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Please list and describe the proposed changes:

Owner hereby represents and warrants to the AC and to SMA that the plans and specifications submitted in connection with this application do not violate any governing provision of law, including but not limited to the Fair Employment and Housing Act (California government Code Section 12900 *et seq.*), or a building code or other applicable law governing land use or public safety. Owner shall indemnify, defend, and hold the AC, its members, SMA, its officers and directors harmless from and against any and all claims that are related to, or may arise in connection with the proposed modifications contemplated in said plans and specifications.

Submitted by: _____

Print Name Signature

Date Submitted: _____