

Application for Approval of New Construction or Major Addition

TO OBTAIN APPROVAL: Return completed application to the ACP Committee along with Plan Check Fee, Performance Bond and four (4) sets of plans before submitting to any county agency.

PLANS: When approval is granted, the plans will be stamped and signed. One (1) set of the plans will be retained by the ACP Committee and the remaining stamped sets will be returned to the applicant.

NOTE: *The Lake County Building Department requires that the plans be approved by the Association prior to submission to their department.*

PLAN CHECK FEE & PERFORMANCE BOND: Please be prepared to pay a non-refundable \$300 Plan Check Fee, and a conditional refundable \$2,000 Performance Bond upon submission of plans. The \$2,000 Performance Bond ***MUST BE ISSUED ON POSTAL MONEY ORDERS***. Bond must be posted by the owner of the property, not the builder. The bond will be returned upon the following conditions being met:

1. Start of construction is within a year of the date the performance bond was issued.
2. Completion of the project is within a year of pouring footings.

TIMELINES: Start of construction is the date the County Inspector signs the footings and forms block on the Inspection Record Card.

The owner/builder will agree to inform the Association on there (3) separate occasions:

1. When the foundation inspection is completed by the County.
2. When the sub-floor is installed.
3. When the roof trusses are installed, before the roof is complete.

COMMUNICATION WITH THE ASSOCIATION: Courtesy letters will be sent to remind the owner of the expiration of the performance bond. Please supply the ACP office with a copy of the Inspection Record Card as soon as one is available for our files, so that we can track the progress of the project. Mailing address for KRCA is 9689 State Highway 281, Kelseyville, CA 95451. Phone number is 707 277-7281. Fax number is 707 277-7734. Office hours are Tuesday-Friday from 9 a.m. to 4 p.m.

PROPERTY INFORMATION:

APN: _____

Owner Name: _____

Physical Address of Property: _____

MEMBER INFORMATION:

Name: _____

Phone# _____

Alt. Phone# _____

Mailing Address: _____

Email: _____

Builder Information:

Name: _____

Phone# _____

Alt. Phone# _____

Mailing Address: _____

OFFICE USE:

Date Submitted: _____ Posted? Y N

Performance Bond Posted? Y N
Amt: \$ _____ # _____ Date: _____

Plan Check Fee: Posted? Y N
AMT: \$ _____ # _____ Date: _____

Good Standing?: Yes NO
Overdue Amt: _____ or Violation Amt. _____
Resolved: _____

A.C. P. Committee
Approval Stamp

Date ACP Approved: _____

Owner Notified of Results? Date: _____

Posted on Wall? _____ TAG# _____

CONSTRUCTION APPLICATION CHECK LIST

Prior to submitting your application to the ACP, the below items must be completed and initialed.

APN# _____ SITE ADDRESS: _____

_____ The address has been posted at the proposed building site.

_____ The property corners have been marked and are visible from the street.

_____ A paint dab is marking the centerline of the street and at center of lot.

_____ A plot plan has been provided showing the elevation of the four (4) property corners and control point.

_____ If the septic system has been installed prior to this application, I have provided a copy of the County approved plan to the ACP Committee. If it has not yet been approved, I will attach a septic system application with Plot plan showing all county requirements including:

1. Elevations of four (4) lot corners.
2. Elevations of Control Point.
3. Foundation foot print and all setbacks.

_____ The street address is clearly indicated on each page of the plans and supporting documents.

_____ The plans specify and show a minimum 5/12 roof pitch and a minimum of eighteen inches (18") eaves/overhang.

_____ Downspouts and gutters are included on the plans.

_____ The drawings submitted show the four side views and elevations of the proposed building.

_____ The propane tank is included on the plot plan.

_____ Application completely filled out and signed for approval.

CONSTRUCTION SPECIFICATONS

Please complete all items on this page as indicated

Structure Size: Living Area: _____ sq. ft. Overall square footage (include garage): _____ (_____ sq. ft. minimum required for new home construction)

Structure Description: Total number of rooms: _____ Total number of levels: _____

Exterior:

Paint Color (Body) _____ Paint Color (Trim) _____
Attach paint color SAMPLE here (Body) Attach paint color SAMPLE her (Trim)

Home & roof color must harmonize with the environment rather than be intrusive or command attention.

Structure Roofing & Height: Maximum **17** ft. structure height *above Control Point*. Roof pitch no less than 5/12.

- _____ Highest Point on Roof _____ ft. above control point.
- _____ Show roof pitch _____ (minimum 5/12).
- _____ Roof & eave overhang (minimum 18 inches): _____.
- _____ Downspouts and gutters.

Roofing: Due to the nature of the terrain, materials and colors which are reflective are not acceptable. Wood shake or shingle must not be used per County of Lake Building Department.

Color: _____ Attach Roofing Material SAMPLE here:
Material: _____

Garage: _____ sq. ft.
(A double-car garage with a minimum size of 400 sq. ft. is required.)
For auxiliary construction (RV pad, storage shed, shop, etc.) please furnish size and plot plan.

Fuel tanks:
If propane is used, please indicate position of tank on plot plan. Tanks exposed to the roadway must be enclosed.

BUILDING SETBACKS & HEIGHT

Please fill out A through H and all dimensions as indicated.

LOT SIZE:

B. Left Side Lot Length _____

E. Left Side Set Back _____
(Minimum 5 feet)

A.
Front
Width
Of Lot

G. Lot Front Set Back _____
(minimum 20 feet)

*Proposed structure
location on lot*

H. Lot Rear Set Back _____
(minimum 20 feet)

C.
Rear
Width
of Lot

F. Right Side Set Back _____
(Minimum 5 feet)

D. Right Side Lot Length _____

HEIGHT CONTROL POINTS:

Check one lot slope and fill in Height

17 feet

Control Point

_____ Up Slope Lot:

The height Control Point is the center of the lot.

The Control point must be measured based upon the undisturbed natural grade.

Ridge Height above Control Point is: _____

_____ Down slope or level lot:

17 feet

The height Control Point for a down slope
lot is center of street (at center of frontage).

Control Point

Ridge Height above Street

Street Level

Level: _____

PLOT PLAN ELEVATIONS

Lot Type A, B, C, D

Elevation
+ or - ft.

Elevation
+ or -

ft.

CONTROL POINT FOR UPSLOPE LOT
(CENTER OF LOT)
Undisturbed Natural Grade

Elevation
+ or -

ft.

All points are
+ or -
From this point

ft.

Elevation
+ or -

CONTROL POINT FOR
DOWNSLOPE LOT
(CENTER OF STREET)

FT.

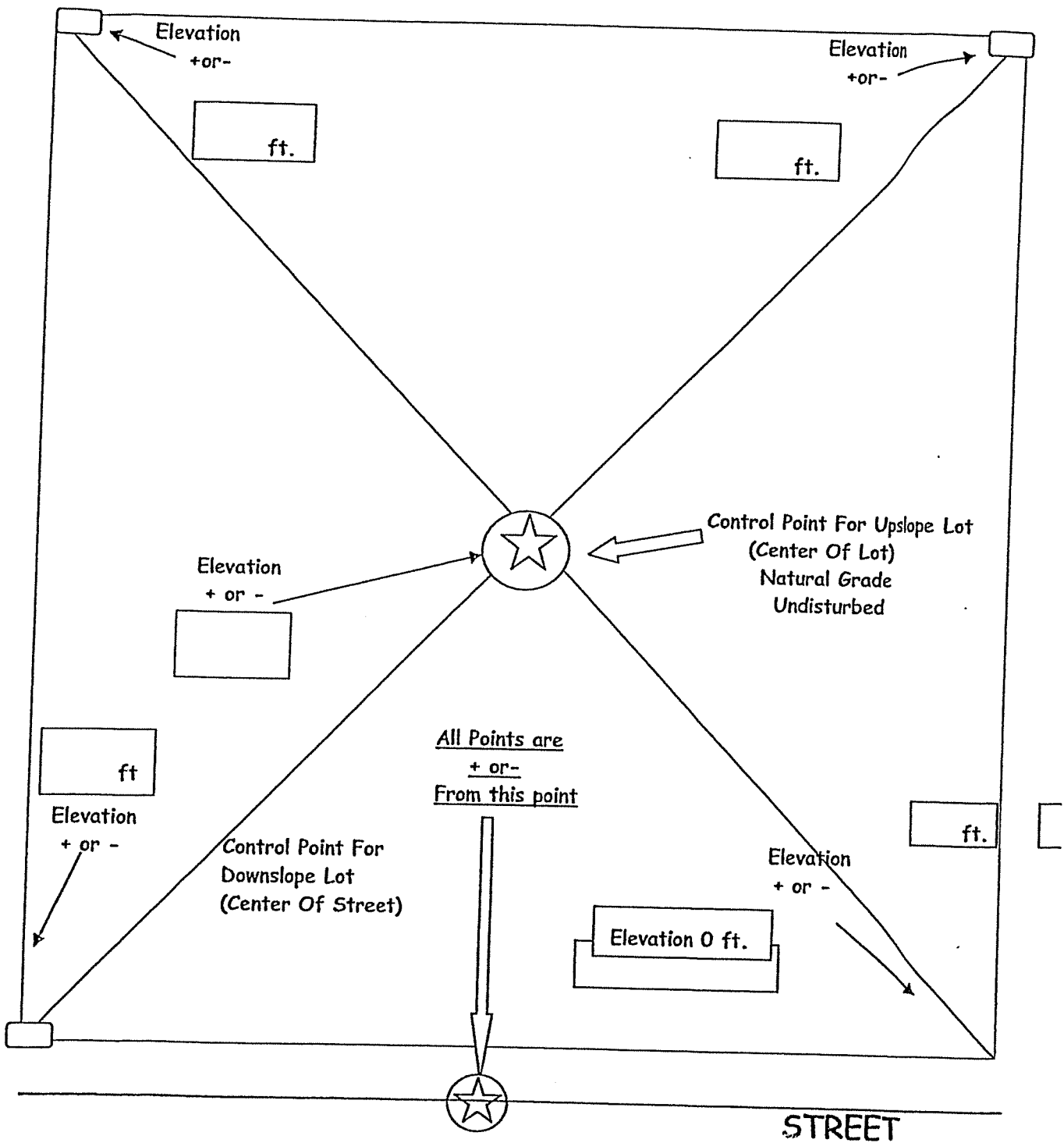
Elevation
+ or -

Elevation 0 ft.

STREET

EXAMPLES OF KELSEYVILLE RIVIERA LOTS

Type A, B, C, D



PLOT PLAN WITH BUILDING FOOTPRINT

Must be submitted if no plot plan submitted with Building Plans

STREET

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Information on Plans Submitted to ACP

Please check to be certain your application includes the following:

Cut and/or Fill Sheet (if applicable). The ACP Coordinator can tell you if this is necessary on your lot.

Plot Plan: Show exact footprint and location of structure on the lot, and dimensions of the construction in relationship to boundaries, setbacks and any other structures already on the lot.

Modular/Manufactured Homes: If the proposed structure is a modular home, it will be required to have a continuous perimeter foundation, 18 inch overhang on the roof and eaves, porches and/or decks, 5/12 roof pitch, downspouts, gutters and wood siding.

Floor Plans: Show all levels, including foundation, roof details, and all rooms with dimensions complete.

Elevations: Provide full views of each side of structure, as well as front and back, with all dimensions shown. This must conform to the height control requirements for the lot and type of roof.

Full Views: Front, back and each side with dimensions.

Exact Overall Height at undisturbed natural grade.

Street Address on each page of plans and supporting documents.

Please initial as read:

____ I am a member in good standing of KRCA.

____ I have read the KRCA Guidelines to Building, current CC&R's, and Bylaws and hereby agree to these rules. I understand the building time limits outlined and will stay in communication with the ACP Coordinator throughout the building process.

____ I agree to contact the ACP three (3) times as listed during the building process.

____ I agree to give Kelseyville Riviera Community Association permission to access my property to complete construction inspections. Inspections may be completed as part of the application process, construction follow-up or the final inspection phase.

____ If litigation or other formal legal action becomes necessary to enforce the terms and conditions required by the above documents, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred.

Owner Signature: _____ Date _____

Builder Signature : _____ Date _____

APN _____ Address: _____

Received by the Community Association on: _____ By _____

Approved by ACP Committee on Date: _____

Please Provide four (4) sets of plans along with your completed application form.

Information on the plans you submit must include:

Cut and/or Fill Sheet (if applicable).

Plot Plan: Show exact footprint and location of structure on the lot, and dimensions of the construction in relationship to boundaries, setbacks and any other structures already on the lot.

Modular/Manufactured Homes: If the proposed structure is a modular home, it will be required to have a continuous perimeter foundation, 18 inch overhang on the roof, porches and/or decks, 5/12 roof pitch, downspouts, gutters, and wood siding. The design of the structure and the color scheme used must be in harmony with surrounding buildings.

Floor Plans: Show all levels, including foundation, roof details, and all rooms with dimensions complete.

Elevations: Provide full views of each side of structure, as well as front and back, with all dimensions shown. This must conform to the height control requirements for the lot and type of roof.

Inspections: The owner agrees to give Kelseyville Riviera Community Association permission to complete construction inspections on the lot. Inspections may be completed as a part of the application approval process, construction follow up, or for the final inspection needed to refund the performance bond. This includes permission to access the lot during any of these inspections.

I have read and understand the GUIDELINES TO BUILDING and I am familiar with and agree to the restrictions set forth in the Guidelines to Building, the ACP rules and regulations, and the Associations governing documents (CC&Rs).

Owner Signature: _____

Builder Signature: _____

Date: _____ APN: _____

Received by the Community Association on Date: _____

By: _____