

SKYLIGHT GUIDELINES & REQUIREMENTS

Broadmoor Park: Orange Park Community Association

1. The size of the skylight that will be approved is determined by the location of the ceiling beams. Generally, sizes range from 2 feet to 4 feet.
2. Submit detailed plans with the following information along with the request form:
 - a. Show the proper orientation of the house; e.g., front, side, back, driveways, north/south directions.
 - b. Indicate the specific location of the skylight; e.g., what area, room, or hallway.
 - c. Include the color of acrylic materials (dome), height of dome, and skylight frame.
3. The metal flashing and frame must be painted to blend in with the roof color if it is mill finished (aluminum color).
4. Provide a brochure of the proposed skylight that you wish to install.
5. Homeowners or contractors are responsible for obtaining the appropriate building permits from the City of Orange.

SKYLIGHT REQUEST FORM

BROADMOOR PARK: ORANGE PARK COMMUNITY ASSOCIATION

Name _____

Street _____ Home Plan: 1 2 3 4

Phone _____ Date _____

GENERAL DIRECTIONS AND INFORMATION:

- Read the guidelines on the reverse side to make sure your request is consistent with current regulations and follows the process indicated. **Please indicate that you have seen and read the guidelines on the reverse side by signing your name here** _____
- Use a separate form for each request and each owner if both are making a request. Submit this completed form and all the required material or information to Cardinal Property Management, 1290 N. Hancock, # 103, Anaheim, CA 92807. Phone: 714-779-1300 Fax: 714-779-3400 E-mail: contactus@cardinal-online.com
- Allow 30 days for your request to be reviewed by the Architectural Committee. Note that the submission date is considered the date that the completed form and all the required information and material are received by Cardinal Property Management. Homeowners will receive a letter from Cardinal verifying that their plans have been received and forwarded to the Committee. **No work is to be done prior to approval.** Work done prior to approval is subject to a fine.
- The Architectural Committee meets the third Thursday of the month. In order to have your request reviewed by the Architectural Committee that month, Cardinal must receive your request by the second Thursday.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Brochure: Attach a manufacturer's brochure showing information about the skylight you are requesting to install.

Plans: Attach detailed plans, which include the required information. (See reverse side for necessary information.)

Color of metal flashing and frame: Indicate color of the flashing or indicate paint color if skylight requires painting.

Skylight Contractor (For Reference Only) _____

(FOR ARCHITECTURAL COMMITTEE USE ONLY)

Approved Not Approved Conditional Approval Insufficient Information Prior Work

Comments _____

Committee Signature _____ Date _____