

STRUCTURAL CHANGES AND ROOM ADDITION GUIDELINES & REQUIREMENTS

Broadmoor Park: Orange Park Community Association

Plans submitted for approval must be detailed, complete, and consistent with the requirements of the City of Orange building codes and the standards of the Architectural Committee. Approval of any project by the Architectural Committee does not waive the necessity of obtaining the required City permits. Obtaining a City permit does not waive the need for Committee approval. The Committee will not knowingly approve a project which is in violation of the City building or zoning codes.

To avoid extensive investment in architectural drawings (such as are required by city permits), especially in designs that are not typical, the homeowner may submit a preliminary request for conceptual approval of the project. However, final approval rests with review of actual architectural drawings and/or associated information. Any change to the approved plans will require the approval of the Architectural Committee.

Construction plans must not compromise such things as a neighbor's view, privacy, etc. Homeowners will need neighbors' approval for construction that in any way affects other homeowners living conditions.

The work must be performed in a manner consistent with the standards of the general dwelling construction and appearance of the community. Any work considered to be of an unsightly finished nature or lesser quality than the prevailing community standards will be required to be touched up or re-worked to an acceptable appearance.

Proposed plans must include drawings that are to scale, preferably to a minimum scale of one inch to eight feet, including only the areas of proposed changes. Drawings should include the following:

1. Plot plan showing:
 - a. Tract and lot number, north arrow, address, name of owner and telephone number;
 - b. Accurate lot lines—length of line, angles of corners and amount of curve;
 - c. All buildings, fences and other improvements *existing and proposed*;
 - d. All dimensions for proposed work, including distances between existing and proposed work, and distances between proposed work and property lines; and
 - e. Proposed construction in relation to the location and height of existing fences, walls, structures and lot lines.
2. Floor plan indicating:
 - a. All walls, columns, openings and any condition or feature that will affect the exterior design of the building;
 - b. Exterior landscape of other details affected;
 - c. Accurate dimensions of all parts of the plan and all items/details; and
 - d. All items on the exterior that cannot be clearly note on the elevations.
3. Roof plans showing:
 - a. All existing and proposed roofs with pitches and overhang dimensions;
 - b. Any unusual conditions and/or construction resulting from the proposed work; and
 - c. All materials of both existing and proposed roofs.
4. Elevation plan providing:
 - a. All exterior elevations of both proposed and existing buildings with all members drawn to scale showing principal dimensions;
 - b. Heights and details; and
 - c. All finish materials and textures on existing and proposed work.
5. Specifications including:
 - a. List of materials, quality, and finishes;
 - b. Method of installation or application of materials;
 - c. Samples of all paint or stain colors; and
 - d. Samples of materials with their colors.
6. Homeowners or contractors are responsible for obtaining the appropriate building permits from the City of Orange.

STRUCTURAL CHANGES AND ROOM ADDITION 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:

Plans: Attach complete and detailed plans. (See reverse side for necessary information and guidelines.)

Material(s): _____

Color(s): House Siding _____
 House Stucco _____
 House Trim _____

Contractor (For Reference Only) _____

(FOR ARCHITECTURAL COMMITTEE USE ONLY)

Approved Not Approved Conditional Approval Insufficient Information Prior Work

Comments _____

Committee Signature _____ Date _____