

How to Prepare a Complete ARC Application

This Handout has been prepared to assist Owners and Contractors with the preparation of complete and acceptable Architectural Review Committee (ARC) applications. The three types of applications covered are:

- All Applications;
- Landscape Applications;
- Paint Applications.

GENERAL NOTES

1. *All Application Forms must include the close of escrow month and year; and the lot type, e.g. interior, golf course etc.*
2. *All Application Forms and Checklists must be signed by the Owner of the home. Electronic signatures are acceptable.*
 - *If the Owner is not available to sign, a letter from the Owner indicating a Renter, Property Manager, or Contractor is authorized to sign on their behalf, must accompany the application.*
 - *In the case of a deceased Owner, the Executor of the Estate or a Trustee of the Trust may sign.*
3. *Checklists must have ALL the Owners check boxes filled in. This indicates that you are certifying you agree with the statement, that follows the check box; or that the statement is not applicable (N/A) to your application.*

ALL APPLICATIONS

All ARC applications require the following information arranged in the order shown.

1. **ARC Application Form**, signed by the Owner. See General Note 2.
2. **Plot Plan**, showing the area of work. This is the letter size Plot Plan you received with your closing documents. If you do not have this Plot Plan, the Community Standards Department may be able to help obtain a copy.
3. **Current Color Photographs**, of the Home's front elevation and the area of the work.
4. **Applicable Checklists for the Scope of Work**, organized in numerical order.
 - Make sure each Checklist is signed by the Owner. See General Note 2.
 - Each Checklist shall be followed by the required documents for that Checklist. Large size drawings may be attached at the back of the package.



LANDSCAPE APPLICATIONS

ARC applications for Landscape Improvements require the following information arranged in the order shown.

1. **ARC Application Form**, signed by the Owner. See General Note 2.
2. **Plot Plan**, showing the area of work. This is the letter size Plot Plan you received with your closing documents. If you do not have this Plot Plan, the Community Standards Department may be able to help obtain a copy.
3. **Current Color Photographs**, of the Home's front elevation and the area of the work.
4. **Applicable Checklists for the Scope of Work**, organized in numerical order.
 - Landscape applications may require the following Checklists, depending on the scope of the work.
 - Checklist 03, Arbors
 - Checklist 04, Artificial Turf
 - Checklist 07, Courtyard Walls & Gates
 - Checklist 09, Equipment & Machinery
 - Checklist 13, Fire Pits, Exterior Fireplaces & Built-in Barbeques
 - Checklist 15, Fountains & Water Features
 - Checklist 16, Gazebos
 - Checklist 19, Hardscape, Concrete & Pavers
 - Checklist 20, Landscape (Plant, Trees, Bark, Rock)
 - Checklist 21, Lighting (Exterior)
 - Checklist 22, Patio Covers
 - Checklist 23, Pergolas
 - Checklist 24, Plant Containers & Permanent Planters
 - Checklist 25, Pools & Spas
 - Checklist 28, Trash Enclosures
 - Checklist 29, Trellis
 - Checklist 30, Walls
 - Checklist 31, Yard Decorations
 - Checklist 32, Other Improvements
 - Make sure each Checklist is signed by the Owner. See General Note 2.
 - Each Checklist should be followed by the required documents for that Checklist. Large size drawings may be attached at the back of the package.



PAINT APPLICATIONS

1. **Paint Application Form and Standards** with attached Checklist must be read, filled out, signed by owner and dated. ***Revision 7 dated February 29, 2024 is the only accepted Paint Application.**
2. **Current colored photograph** of the home's front elevation. Must include entire view of house.
3. **Submit two copies of all items to the ARC drop box.**

If you have any questions concerning the application process or requirements, please contact the ARC at arc@sclhca.com or the Community Standards Manager at (916) 625-4006, for clarification or assistance.