

# SPECIAL ATTENTION

## APPROVAL MUST BE OBTAINED PRIOR TO ANY EXTERIOR IMPROVEMENTS

**Architectural plans must be mailed.  
Faxed plans are not acceptable.**

You may also drop your plans off at Encore Property Management, 526 Queensland Circle, Corona, CA 92879. Plans can be dropped off between the hours of 9:00 am and 5:00 pm, Monday through Friday. The office is closed between 12:00 pm (noon) and 1:00 pm for lunch.

**If you wish to meet with the Architectural Coordinator, you must make an appointment.** Appointments should be made at least 24 hours in advance. Appointments can be scheduled between the hours of 9:00 am - 11:00 am and 1:00 pm - 4:00 pm. To schedule an appointment, please call one of the following numbers:

951-279-3934

714-692-1670

# Submittal Checklist and Application

PEPPER TREE IN CORONA MAINTENANCE CORPORATION

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

(Applicant to Complete)

Please complete this request form, the submittal checklist form and attach three (3) copies of your proposed Improvement plans. Incomplete applications will not be considered and will be returned. To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee:

Mail or deliver to: Pepper Tree In Corona Maintenance Corporation
Attn: Architectural Review Committee
P. O. Box 1117, Corona, CA. 92878-1117
526 Queensland Circle, Corona, CA. 92879
(951) 279-3934

From: \_\_\_\_\_ Date: \_\_\_\_\_
Owner

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_
Area Code Home Phone Number Area Code Work Phone Number

Property Address: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Tract No.: \_\_\_\_\_

Architect, Engineer or Applicant's Representative: (If applicable)

\_\_\_\_\_ Contact \_\_\_\_\_ Company Name

Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Description of Improvements desired - give full details of type and extent of Improvements, material, colors and location on the Lot.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

PEPPER TREE IN CORONA MAINTENANCE CORPORATION

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

(Applicant to Complete)

I UNDERSTAND AND AGREE THAT:

- 1. No work on this request shall commence until written approval of the Architectural Review Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Guidelines shall apply to any approval.

SIGNATURE:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by the Architectural Review Committee: \_\_\_\_\_ Date: \_\_\_\_\_

(Do Not Write Below Line - To Be Completed By Architectural Review Committee Only)

Committee Comments:

APPROVED

CONDITIONAL APPROVAL

DISAPPROVED

- Incomplete Submittal
Require Additional Information

- Community CC&R's
Notes on plans
Appearance Evaluation Review Checklist
Letter dated
Notes on plans
Neighbor Review Signature
Neighbor Review Signature

RETURNED TO APPLICANT/OWNER

Date: \_\_\_\_\_

COMMITTEE SIGNATURE(S):

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

PEPPER TREE IN CORONA MAINTENANCE CORPORATION

**NEIGHBOR AWARENESS FORM**

(Applicant to Complete)

**NOTE TO APPLICANT-** This form is designed to advise your neighbors that you propose to construct Improvements on your Lot. Affected neighbors (identified by the management company) must sign this form and they may add their comments in the spaces provided below. Each neighbor must also review and initial each set of plans for proposed Improvements.

**NOTE TO NEIGHBORS:** This form is to provide to you notice of a proposed Improvement which may occur on adjacent property. This Neighbor Awareness form is part of the Applicant's request for Architectural Review Committee approval of proposed Improvements. You should review the plans and other materials provided to you and you should indicate your receipt and review by signing below. Each Owner in the Community is subject to the Community Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Pepper Tree, which provides that the Committee has the power to review and approve or disapprove all proposed Owner-installed Improvements in the Community. You are encouraged to write your comments concerning the Improvements below. However, please note that your approval or disapproval of the proposal is not a veto power or an approval right. The CC&R's give the Committee the sole power to make the final decision to approve or disapprove the proposed Improvements.

\_\_\_\_\_  
NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

\_\_\_\_\_  
DATE:

SIGNATURE

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

\_\_\_\_\_  
NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

\_\_\_\_\_  
DATE:

SIGNATURE

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

\_\_\_\_\_  
NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

\_\_\_\_\_  
DATE:

SIGNATURE

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

Neighbor Comments (attach additional sheets as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PEPPER TREE IN CORONA MAINTENANCE CORPORATION**  
**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**  
**CHECKLIST**

(Owner to Complete)

This checklist must be completed by Owner and be attached to the Architectural Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. All incomplete submittals will be returned without review by the Architectural Review Committee.

A description of what must be included on each of the drawings required below may be found in the Architectural Guidelines.

**PART I - ALL IMPROVEMENTS**

This part lists the submittal requirements for All Improvements which must be included with any and all submittal requests.

- \_\_\_ Completed Architectural Review Committee Application Form
- \_\_\_ Signed Neighbor Awareness Form
- \_\_\_ Submittal Checklist
- \_\_\_ Plot Plan

**PART II - LANDSCAPE IMPROVEMENTS**

This part must be completed by all applicants for Improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- \_\_\_ Landscape Plan (may be included on plot plan)

**PART III - EXTERIOR IMPROVEMENTS**

This part must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

- \_\_\_ Exterior Elevations
- \_\_\_ Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan).

**PART IV - SPACE IMPROVEMENTS**

This part must be completed for space Improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

- \_\_\_ Exterior Elevations
- \_\_\_ Floor Plans (may be included on plot plan)
- \_\_\_ Building Section(s)
- \_\_\_ Roof Plan