

# ARCHITECTURAL APPLICATION

**PLEASE submit your full set of plans and ALL other information requested, or your plans will be returned as incomplete and may delay your review. If you have large plans (over 8"x 12"), please try to reduce a set for electronic filing.**

***Please Note: It may take up to 45 days to process your application, please plan accordingly.***

Name:

Project Address:

Mailing Address (if different): \_\_\_\_\_ Unit No: \_\_\_\_\_ Lot No:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Addition/Sunroom   | <input type="checkbox"/> Front Yard Landscaping      | <input type="checkbox"/> Exterior Paint – Whole Home                 |
| <input type="checkbox"/> Arbor / Trellis  | <input type="checkbox"/> Rear Yard Landscaping       | <input type="checkbox"/> Exterior Paint – Trim/Accent Only           |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Driveway / Walkway Stain    | <input type="checkbox"/> Front Door                                  |
| <input type="checkbox"/> Patio Cover / Gazebo   | <input type="checkbox"/> Driveway / Walkway Addition | <input type="checkbox"/> Security Door Screen                        |
| <input type="checkbox"/> Shed / Greenhouse  | <input type="checkbox"/> Retaining Wall              | <input type="checkbox"/> Garage Door                                 |
| <input type="checkbox"/> Swimming Pool  | <input type="checkbox"/> Yard Art (fountains, etc.)  | <input type="checkbox"/> Solar Panels (Plans must be from Installer) |
| <input type="checkbox"/> Spa / Hot Tub / Jacuzzi  | <input type="checkbox"/> Play Equipment              | <input type="checkbox"/> Fence Install                               |
| <input type="checkbox"/> Utility Service / fiber optic cable / meter relocation <input type="checkbox"/> Other Alterations Specify: _____ |  |  |

**PLEASE MAKE SURE ALL APPLICABLE INFORMATION IS PROVIDED:**

<input type="checkbox"/> COMPLETED APPLICATION:	--Application to be signed and dated acknowledging the ARC Rules/Guidelines. --Contractors are not able to submit application packets on the owners behalf. --Must include all identified submittals --Projects requiring a permit will need to submit an application fee of \$75.00. --A check will need to be made out to Whitney Oaks Community Association. --Applications will be marked as incomplete if application fee is missing.
<input type="checkbox"/> SIGNATURES OF NEIGHBORS:	--Required. Application shall include signatures from neighbors who are able to see the proposed improvement <i>Signatures confirm that neighbors have seen proposed plans and where applicable, elevations showing all features of proposed work.</i> <b>Signatures are not APPROVAL OF PLANS.</b>
<input type="checkbox"/> GRADING PLAN / DRAINAGE WORK:	--Minimum 8"x12" drawing with name, address and date on drawing --Scale: 1" = 20'-0" or appropriate legible scale <i>The plan shall show property lines, dimensions, easements, setback requirements and existing topography. Indicate square footage of lot, proposed grading and drainage. Show existing and proposed driveways and structures. If V-ditch modifications are proposed, applications must be accompanied by a drawing prepared and stamped by a licensed professional civil or soils engineer.</i>
<input type="checkbox"/> SITE PLAN / LANDSCAPE PLAN (Including Irrigation Plan)	--Minimum 8"x12" drawing with name, address and date on drawing --Scale: 1" = 20'-0" or appropriate legible scale <i>The plan shall identify all plant material including quantity, size, and type of plant, type and dimensions of ground cover, type of irrigation, hardscape (including retaining walls), hardscape dimensions, fence designs, yard art, structures, and trees. ALL DRAWINGS SHALL CLEARLY IDENTIFY ALL EXISTING ITEMS AND ITEMS THAT ARE TO BE REMOVED. Landscape plans must include legend that defines drawing's graphics, markings, and symbols. All yard art colors shall be identified and whether yard art surfaces are reflective, and where applicable, screening from streets, golf courses, and adjoining common area open space.</i>
<input type="checkbox"/> EXTERIOR ELEVATIONS	--Required when structures exterior is physically altered (not required for exterior painting) --Minimum 8"x12" drawing with name, address and date on drawing --Scale: 1/4"=1'-0" <i>The elevations(s) shall show all elevations with existing and finished grades, and all elevations of existing and proposed structures, including retaining walls. Dimensions and colors for proposed and existing yard art, fountain(s), and other appurtenances shall be clearly identified, including proposed light fixtures.</i>
<input type="checkbox"/> SOLAR ELECTRIC (photovoltaic, "PV") System Plan and Solar Heating (hot water) System Plan	--Minimum 8"x12" drawing with name, address and date on drawing --Scale: 1/4"=1'-0" <i>Solar Electric: Plans to identify all PV panel manufacturer(s), model number(s), locations, number of panels, system generation size (KW(DC)), as well as inverter manufacturer(s), model number(s), location, and number of inverters.</i> <i>Solar Heating: Plans to identify all solar heating panel manufacturer(s), model number(s), locations, and number of panels.</i>

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<input type="checkbox"/> MATERIALS AND SAMPLES	--Provide paint color samples and color photos of all exterior building materials including, but not limited to, siding, shingles, and brick. Paint colors must be selected from the approved paint palette and included with the application.
<input type="checkbox"/> TREE REMOVAL / TREE PRESERVATION	--Owners shall include photographs of proposed trees to be removed and photographs showing overall perspective of area around tree.
<input type="checkbox"/> FENCE INSTALLS/ADDITIONS	--Provide color photos of the existing fence and other fences(s) in proximity. A scope of work must be included with the application. Owners must list the intended stain or fence finish. Refer to the approved wood stain colors on the Whitney Oaks website.
<input type="checkbox"/> PHOTOGRAPHS	--Provide color photos of all of the proposed area(s) of modifications.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION: \_\_\_\_\_

Applications are to be submitted no later than seven (7) days prior to the meeting to ensure it is forwarded to the committee in a timely manner. **An application received within less than seven (7) days of the meeting will be put on the following month's meeting Agenda.** If you wish to send the application via FedEx or UPS to ensure it gets to Management in enough time, please contact Management for their physical address. **Do not use express mailing options when using the PO Box as it will delay processing of the application.**

**NEIGHBOR ACKNOWLEDGMENT:** I have reviewed the attached plans and am aware of all their proposed alterations/improvements shown. By signing this I am aware that I am **not giving approval** just acknowledgment of the project.

Address	Name	Signature	Phone #	Date

Return Submittals to:

The Management Trust  
C/O WOCA ARC  
P.O. Box 1459  
Folsom, CA 95763-1459  
[dawn.scott@managementtrust.com](mailto:dawn.scott@managementtrust.com)  
916-985-3633 x 5126

Questions?

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

By signing my name above, I certify that I have reviewed the Whitney Oaks Architectural Guidelines and agree to comply with all the rules and requirements contained therein. I understand that I must follow only those plans that have been approved. I will also return a Notice of Completion with photos once the project is complete.

**FOR ASSOCIATION USE ONLY:**

**APPROVED:** \_\_\_\_\_

**DENIED:** \_\_\_\_\_

**APPROVED WITH CONDITIONS:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_