

CONSTRUCTION APPLICATION PROCEDURE

As set forth in the Architectural Requirements, prior Architectural Review Committee ("ARC") approval is required for all building construction and Minor Projects in the Huntington Palisades. The initial application must consist of the submission materials set forth below, which include a submission fee to cover the cost of the architectural review and a deposit as security for compliance. The deposit is returned at project completion when conformance with approved plans can be verified. The ARC strives to complete reviews in a two week period, but the process can take longer if there is a need for plan adjustments.

1) Submission Materials:

- a) Architecture Plans and Initial Survey – see section 2 for details
- b) Submission Fee – see section 8 for details
- c) Deposit – see section 12 for details
- d) Completed Application – see Construction Agreement attached to this application
- e) Resubmission plans and fees – should plans change during construction, see section 5 for details
- f) Final Survey – see section 7

2) **Plan Submissions:** Submit two (2) full size sets AND four (3) sets reduced to 8-1/2x11" of drawings, a PDF digital file of the submission drawings, specifications drawn to scale in sufficient detail to include at a minimum, the following:

- a) Existing Site Plan (supported by a survey) -- Note elevations at the intersection of the 5 ft. side setback and the 20 ft. front setback (from the property line—not the curb) on each Side, and the calculated height datum.
- b) Plot Plan: Include the following information:
 - i) All man-made physical features including buildings, swimming pools, spas, fences, walls, equipment enclosures, and mechanical equipment.
 - ii) All distances of building from front, side and rear yards dimensioned.
 - iii) Table showing
 - (1) Total lot area; total lot coverage; total building area
 - (2) Actual lot coverage percentage (lot coverage ÷ total lot area)

- (3) Maximum lot coverage percentage allowed (from Architectural Requirements Item 3)
- (4) Actual building area to lot ratio (total building area ÷ total lot area)
- (5) Maximum building area to lot area ratio (from Architectural Requirements Item 3)
- iv) Calculations used to determine lot area, lot coverage percentage, and total building area to lot ratio (see Architectural Requirements Item 3).
- v) Clear indication of ALL grades and finished grades
- vi) Natural (unmodified) grades and finished grades .
- vii) Notation of first floor elevation and calculated height datum.
- c) Floor Plan(s): Include the following information:
 - i) Dimensions of all outside elements of building(s)
 - ii) Dimensioned floor plan OVERLAYS showing method of area calculations for total building area, summary of building areas, calculations of lot coverage percentage and total building area to lot ratio (see Architectural Requirements Item 3).
 - iii) Transfer these areas and percentages to Table on Plot Plan.
- d) Roof Plan: Include the following information:
 - i) Dimension of all overhangs
 - ii) Call out all roof slopes and roofing materials
 - iii) Show and dimension all chimneys, skylights, and other roof appurtenances
- e) Exterior Elevations: Include the following information:
 - i) Vertical dimensions referenced to finish grade
 - ii) Exterior details clearly defined with all exterior finished materials called out as to both material and color
 - iii) Building envelope outline, starting from calculated height datum, with proposed structure shown within envelope (see Item 4, Architectural Requirements)
- f) Building Sections clearly showing design intent:
 - i) Show Building Envelope outline, starting from calculated height datum.

3) **Materials Submission:** Submit two (2) sets of brochures showing materials, paint colors, etc. Material boards and samples WILL NOT BE ACCEPTED.

4) **Submission Formats:** Each page of drawings, specifications and other information must be numbered and dated.

5) **Submission Fees:** All fees must be paid in full before plans are reviewed.

	Initial submittal fees prior to commencement of construction	Resubmittal Fees	Submittal fees if construction commenced prior to approval
Major Projects – new homes and additions over 1,000 sq. ft. **	\$2,500 * \$5,000	\$2,500	\$10,000
Small Projects – additions less than 1,000 sq. ft. and detached accessory structures ***	\$1,500	\$1,000	\$3,000
Minor projects – roof change, repaint exterior (to a new color), change windows, add awnings, shutters, fences, walls, BBQ's, etc.	\$750	\$375	\$1,500

*Until December 31, 2025 unless extended by the Board

**ARC may recalculate sq.ft. to determine accuracy and if ARC reaches a different result, their calculations prevail and the fees will be adjusted accordingly.

***Small projects are subject to the same submission requirements as a major project.

9) **Deposit:** Applicant must tender a deposit of \$1,500.00 plus \$2.00 per square foot for each square foot of newly added area ("Deposit") as security for compliance (i.e., the deposit for a 5,000 square foot home is \$21,500). HPPOC may use the Deposit to pay any fine assessed under the Schedule of Fines which Applicant acknowledges receiving when signing the Construction Agreement. When construction is completed, HPPOC shall return the Deposit to Applicant minus any fines assessed under the Schedule of Fines. HPPOC shall place the Deposit in a bank account designated for holding deposits pursuant to this paragraph. Further, if the project is not constructed per the approved plans, then this Deposit will be forfeited and Applicant will be responsible for reimbursing the HPPOC for any legal fees, costs and/or judgments incurred to bring the project into compliance with the approved plans,

including fees paid to the ARC Committee members to manage the non-compliance activity, less the amount of the forfeited deposit.

10) Submission Process: Plans may typically be dropped off any time between 9am and 5pm, Monday thru Friday in the management office located at 3415 S. Sepulveda Blvd., Suite 720, Los Angeles, CA 90034. In order to confirm someone will be able to receive your plans, please call Community Manager Kavell Ferguson at 310-981-9913.

11) Review Time: It usually takes 10-14 working days unless special circumstances exist. Applicant will be notified in writing of approval or disapproval. If approved, Applicant will be sent one (1) set of stamped approved plans. If disapproved, HPPOC will hold one (1) set of plans for pickup by Applicant within 30 days of letter notification.

12) Meetings with Consulting Architects: If the Applicant or an agent of the Applicant requests a personal meeting with ARC, then the meeting must be in person and the Applicant shall pay for the costs of the involvement of at least two ARC architects. The Applicant shall pay in advance the on the Architects standard billing rates to the public. Applicant is responsible for plans submitted after the meeting and compliance with the Architectural Requirements. Please contact the HPPOC Office to schedule a meeting. Architects will not be held responsible or liable for plans not being approved after a preliminary meeting as meetings are consultation only.

13) Changes Made During Construction: Any deviation from or alteration to the approved drawings and specifications need to be approved by the ARC before they are made. Construction of unapproved changes is a violation of the restrictions and renders the approval null and void and residents will be asked to cease construction until the revisions are approved. A final set of full plans with the revisions as detailed above need to be submitted and bear the revision date along with the resubmittal fee outlined in section 8. The final approved plans must be submitted digitally for historical record keeping by the HPPOC.

14) City Building Permits: Upon issuance of building permit for the project, submit two (2) sets of the construction drawings showing the City's approval of: plot plan, foundation plan, floor plan, roof plan, exterior elevations and sections.

15) Building Envelope Survey: Upon completion of framing, Application must submit a survey by a licensed surveyor at Applicant's expense which shows the first floor elevation, eave & rake height at the setback lines, and highest portion of the roof.