

IMPORTANT IMPROVEMENT NOTICE: For your protection, inquire about applicable permits that may be required before starting any work on property that involves additions, alterations or modifications which include structural, electrical, heating, water, gas, sanitary plumbing systems, gas burning or electrical equipment, garden or retaining walls, patio covers, carport, garbage, swimming pool, yard sprinklers, water softeners.

San Diego City Building Inspection Department can be found at: <https://www.sandiego.gov/development-services/inspections> . You may also call 858-492-5070 8am-5pm, Mon-Fri for general questions about inspections or to report problems with scheduling inspections online.

SUBMITTALL REQUIREMENTS: The application must include all supporting documentation required for the review of the request. The types of supporting documentation will vary depending upon the nature of the request. Examples might include but are not limited to:

- 1. STRUCTURES** – including patio covers and room additions
 - a. Plot Plan – must include property lines and dimensions, site of proposed new construction and its relation to property lines and existing structures, location and dimensions of existing structures
 - b. Elevations – elevations and renderings which fully explain structure.
 - c. Building plan – Construction details to assist in evaluating the project, including dimensions, materials, colors, etc.
- 2. LANDSCAPING** – plot plan fences retaining and/or garden walls, plants, trees, ground cover stone, etc. with location, type and size. Material samples (rock, artificial turf) may also be needed. Irrigation and drainage must be plainly indicated. Original drainage patterns may not be distributed without prior Committee approval.
- 3. EXTERIOR** – color chips, paint, or stain numbers must be submitted when painting stucco, trim, garage and entry doors, fences, patio covers, etc. Colors must follow existing color schemes.

The applicant may deliver the application and all documentation to the High Country West Management Office via hard copy, may submit all materials via email archhewl@gmail.com, or submit the materials directly to the POA software. The deadline for submitting documentation for review at an Architectural Committee meeting is two business days (48 hours) prior to that meeting. Any new applications or any revisions to an existing application received by the Architectural Committee after the cutoff time may be held and scheduled for review at the subsequent meeting. Missing or insufficient information may cause delay in approvals. No improvement can proceed without prior written approval from the Architectural Committee.

This application and supporting documentation must be made available to all adjoining property owners for their review prior to submission to the Architectural Committee. Each neighbor’s signature is required below acknowledging they are aware of your proposed plan.

Neighboring property owners: if you have any concerns regarding this application, please contact the Architectural Committee in writing immediately. Your concerns will be taken under advisement when the application is reviewed.

Name (print)	Signature
Address	Telephone: Date
Name (print)	Signature
Address	Telephone: Date
Name (print)	Signature
Address	Telephone: Date
Name (print)	Signature
Address	Telephone: Date
Name (print)	Signature
Address	Telephone: Date

HIGH COUNTRY WEST ARCHITECTURAL COMMITTEE APPROVAL

DATE