

**ARCHITECTURAL REVIEW COMMITTEE (ARC)  
APPLICATION FOR APPROVAL**

Completed application form and supporting plot plans or drawings for approval to be submitted to:  
Ocean Colony Association, 480 Fairway Drive, Half Moon Bay, CA 94019  
Phone (650)726-7676 FAX: (650) 726-5920

Submitted by (Homeowner of Record): \_\_\_\_\_

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

Property Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

Description of the work for which approval is requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Notification to Neighbors**

Notification to all owners of any property immediately adjacent to (side and rear) and facing subject property as will be impacted by the requested change has been made and is below acknowledged. (Signature only indicates notification; it does not constitute approval.) If any neighbors have concerns about this application, they should notify the ARC in writing.

Name	Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For ARC use only**

Application No: \_\_\_\_\_

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

Application Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Further Information requested: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

**Member Approval Signatures**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION FOR APPROVAL**

	<u>YES</u>	<u>NO</u>	<u>NOT APPLICABLE</u>
Will heavy equipment be required for this work?	_____	_____	_____
Is the street & sidewalk adjacent to your property free of cracking? (If no, existing conditions may need to be recorded by the ARC prior to beginning work.)	_____	_____	_____
Are you proposing to change the existing grade of your property? (If yes, a supplemental grading & drainage plan is required.)	_____	_____	_____
Are you proposing to make any changes in the drainage of your property or to make changes that may affect the existing drainage? (If yes, a supplemental drainage & grading plan is required.)	_____	_____	_____
Have you asked the City of Half Moon Bay if a building permit is required?	_____	_____	_____
Is a permit required?	_____	_____	_____

**AGREEMENTS & UNDERSTANDINGS:**

1. This application must be accompanied by plans sufficiently detailed to describe the work involved. If the size of the plans submitted is larger than 11" x 17" a copy of the plans no larger than 11" x 17" must also be submitted.
2. If proposal is to expand an existing structure or to erect any new structure, fence, wall, patio, deck, trellis, post, etc., a dimensioned plot plan is required that documents all property lines and setbacks. An elevation is required that documents the height of all added or changed structures. Any building within setbacks is subject to certain restrictions.
3. Plans are not required if the work only involves painting or replacement of existing components. An application only is required.
4. For approval of paint colors, applicant shall submit small color chip samples of each color, or samples large enough to be cut into eight smaller chips. No application is needed for homeowners repainting their house the existing color.
5. The applicant is responsible for any damage to streets and sidewalks caused by equipment used for the work.
6. Applicant will provide property access to ARC members before and after completion of work for purposes of inspection.
7. The ARC will approve, disapprove or suggest changes to any application within 60 days of receipt of a properly completed application and supporting plans.
8. If an application is not approved, the applicant has the right to appeal to the Association's Board of Directors. (See ARC General Operating Procedures.)
9. ARC approval does not constitute an evaluation or opinion on applicable building codes, structural integrity, engineering, drainage, method of construction or verification of property boundary lines or setbacks as represented by the applicant. ARC approval is not in lieu of any other permits or reviews that may be required by the City of Half Moon Bay, other governmental agencies, or by any of the Ocean Colony sub-associations.
10. All work shall be completed within twelve calendar months from the date of approval and **ninety days for tree replacement**. If not, an application for extension for a specific length of time must be submitted to and approved by the ARC.
11. The applicant shall notify the ARC in writing when the work is completed. One or more ARC members will inspect the work to ensure that it conforms to the approved application.
12. No work shall be begun before receipt of a written approval from the ARC: Proceeding prior to such approval exposes the applicant to penalties and/or legal sanctions.
13. Applicant, by submission of this application, expressly consents to allow the Architectural Committee members, Ocean Colony Association Board members or their designated representatives access onto the subject property for inspection and evaluation. Except that such access shall not include entry into any structure(s) located on the property.

**NO APPLICATION WILL BE ACCEPTED FOR REVIEW UNLESS IT HAS BEEN COMPLETED AND VALIDLY EXECUTED AND INCLUDES ALL REQUIRED SUPPORTING AND/OR SUPPLEMENTAL INFORMATION.**

Applicant by signing this application acknowledges that he/she has read and understood the above Agreements & Understandings and agrees to abide by them.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received for Ocean Colony Association by: \_\_\_\_\_ Date: \_\_\_\_\_