

**HOME IMPROVEMENT APPLICATION**

All of the below information must be provided before your Home Improvement Application (HIA) may be considered by the Design Review Committee (DRC). Applications may take 30 days to review if application is complete.

**SECTION 1: LEGAL OWNER INFORMATION**

Date: \_\_\_\_\_ Tract#: \_\_\_\_\_ Lot #: \_\_\_\_\_ Model: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work, and/or Cell Phone \_\_\_\_\_

Description of Improvement(s): **PLEASE DESCRIBE CLEARLY EACH ITEM OF IMPROVEMENT** (Use additional page, if necessary).

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

**SECTION 2: NEIGHBOR AWARENESS**

Applicable to front yard improvements and visible rear yard improvements. Prior to DRC review immediate neighbors will be notified of the intended improvement and be given a chance to respond. If you wish to expedite the application review have the Neighbor Awareness Form completed and return with your Application. See Design Rules, Art. III, Approval Process, Sec. 3.1, Home Improvement Application (HIA).

**SECTION 3: CONTRACTOR INFORMATION**

The homeowner is required by California law to obtain the following information for all improvements valued in excess of \$500, where a contractor is to be used. This information should be obtained by the home owner for their own protection and submitted with the HIA.

Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

CA State Contractors License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City of Indio License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Verify that the Contractor has General Liability and Workers Compensation Insurance coverage. \_\_\_\_\_

**SECTION 4: REQUIRED ATTACHMENTS**

The following information is required to be submitted with your Home Improvement Application.

**Note: Absence of required information will constitute an incomplete application. Incomplete applications will not be processed.** Be sure to read the Design Rules and follow the requirements relating to your proposed improvement.

**SUBMIT THE FOLLOWING INFORMATION: (as written in Design Rules 3.2 Drawing / Pictorial Plan)**

Three (3) complete copies of **Drawing/ Pictorial Plans to SCALE** and / or **Digital Version** with details on a plot map showing setbacks, drainage (if applicable), a complete plant list and location of the plants. Please be sure the plans contain the following:

- a. Property lines, location of residence and all improvements on the lot.
- b. Measurements from the property lines to the residence and to the improvements.
- c. Dimensions of improvements (including elevations of structures and masonry).
- d. Description of materials and color scheme. Supply sample materials where applicable.
- e. Alterations to the existing Drainage (your plan must indicate the drainage pattern to be utilized, even if it follows the original drainage pattern.)
- f. All demolition must be identified and described on the plan.

If it will be necessary to cause any temporary demolition to a perimeter wall or other property in order to complete your project, indicate on your plans what demolition will be done and the exact location. See Design Rules & Article VI of the C. C. & R's for additional information.

**Applications may take up to 30 days to review if HIA is complete.**

I accept full responsibility for any damage to and repair of property (property includes but is not limited to common area, streets, perimeter walls, easement areas and private property) visible from the street or common area that is caused by me, my contactors or anyone in my employ that occurs in the course of completing the project for which I am applying. Further, I agree that repairs will be made per original construction specifications and it will be at the Association's sole discretion in determining who shall complete such repairs to any damaged property,

HOMEOWNERS SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**RESUBMITTAL OF APPLICATION:**

HOMEOWNERS SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**SHADOW HILLS COMMUNITY ASSOCIATION  
HOME IMPROVEMENT REVIEW**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor Awareness form mailed to adjacent owners. By: \_\_\_\_\_ Date: \_\_\_\_\_

Ten (10) day period expired w/o response. By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**

**DISAPPROVED , for reasons stated in comments section below,**

Comments: (Use additional page if necessary) \_\_\_\_\_

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

**IF YOU WISH TO RESUBMIT YOUR DISAPPROVED PLAN:**

Revise this plan, as recommended above, SIGN at “RESUBMITTAL OF APPLICATION” on front page and return this application and the revised plan to the DRC.

Submit a new plan, SIGN at “RESUBMITTAL OF APPLICATION “on front page and return this application and new plan to the DRC.

WHEN PROJECT IS COMPLETE and in compliance with the approved application, the Applicant shall date and sign the ‘Home Improvement Permit’ and return it to the Association Office. A final inspection will then take place.

**APPROVAL IS BASED ON THE DESIGN RULES.** Approval by the Design Review Committee (DRC) does not preclude the applicant from having to obtain a building and/or other permit(s) from the City of Indio or other entity prior to commencement of construction. It is further understood that approval is made with the stipulation that the improvement will be constructed pursuant to the submitted and approved plan and the current DRC Rules.

PLAN APPROVAL IS NOT AN APPROVAL OF STRUCTURAL SAFETY, or integrity or conformance with any applicable building codes or any other regulations.

APPEAL OPTION: Disapproval of a proposed home improvement HIA by the DRC may be appealed to the Sun City Shadow Hills Community Association Board of Directors. Submit your disapproved Home Improvement Application, accompanied with a cover letter stating your intention and reasons for appeal.

**EXECUTED BY THE DESIGN REVIEW COMMITTEE  
ON BEHALF OF THE SUN CITY SHADOW HILLS ASSOCIATION  
BOARD OF DIRECTORS**

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