

Sun City Shadow Hills[®] by Del Webb[®]

HOME IMPROVEMENT APPLICATION CHECK LIST

For your application to be deemed complete, all items listed below must be included in the Home Improvement Application (HIA).

_____ Date, Tract, Lot.

_____ Name, Property Address, Telephone number of Owner

_____ Complete Description of Home Improvement. (Use additional pages if necessary)

_____ Three complete copies of a **Drawing/ Pictorial Plans** to **SCALE**, with details on a plot plan with setbacks included, drainage (if applicable), a complete plant list (if applicable) and location of the plants. All plans must 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 when applicable.
- e. Any 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.

See Design Rules & Article VI of the C. C. & R's for additional information.

_____ Signatures of the owner(s) where applicable.

_____ Note variances and what type (if applicable). A variance will require a hearing before the DRC.

_____ Elevations (if applicable).

Any missing information will constitute an incomplete application. Incomplete applications will not be processed, nor will provision of Article V, Section 5.08 apply. HOA Staff will review all submittals and if it is determined that information is missing, the application will be returned to the applicant and the application will not be processed.

HOA Staff Initials _____

Sun City Shadow Hills Community Association
80-814 Sun City Boulevard, Indio, CA 92203 · 760-345-4349 · 760-345-4102 Fax

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Dear Homeowner,

In this package, you will find information to assist you with your exterior home improvement projects.

As a member of SCSH, a copy of the Governing Documents, including the Design Rules, was provided to you upon closing of your property. The Design Rules are also available at www.scshta.com. You may also request a printed copy of the Design Rules at the HOA Office. However, there is a \$5 charge for this service. The Design rules contain the requirements that the Design Review Committee (**DRC**) will follow when approving or disapproving your HIA request. To avoid delays in getting your project approved, it is important to follow the requirements completely. Failure to obtain a permit could result in a fine being imposed, work forced to stop and/or the improvement having to be corrected or altered to comply with the Design Rules.

The DRC will review completed plans within (30) days of receipt. The DRC usually meets on the 1st and 3rd Tuesday of each month (dates are subject to change based on the DRC's schedule and meeting quorum). You will be contacted if your application is approved, denied or if additional information is needed.

It is recommended that you give a copy of your completed HIA and the Design Rules to your contractor. Even though a contractor may be hired or involved with your project, the owner **is responsible** for submitting the HIA and Detailed Plans to the DRC. It is the owner's responsibility to make sure the submitted plans have been approved, in writing, prior to the commencement of construction or installation.

- 1. Home Improvement Application (HIA): Please complete the attached Home Improvement Application. An incomplete application will delay the approval process.**
- 2. Neighbor Awareness Form:** Should be completed and signed by four adjacent neighbors: front, side and back, and cady corner. Major improvements may require awareness within 200-feet of the subject property. The Homeowner's Association (**HOA**), upon request by the applicant and for a fee, will send a notification via US postal mail, to the neighbors, as a convenience. This will result in a (10) day waiting period before your request is submitted to the DRC. In addition, the notices to your neighbors are not for approval by your neighbors, it is a notification to bring awareness to your neighbors that work will be done to the exterior of your property.
- 3. Guide to hiring a contractor:** For homeowner review only.

BASIC GUIDELINES FOR HIRING A CONTRACTOR

There are some basic guidelines that you should be aware of before hiring a contractor to work on your home. California law requires that anyone who contracts to do a property improvement/project valued at \$500 or more must be properly licensed by the Contractors State License Board (CSLB).

If you contract with someone who does not have a license, the CSLB will not be able to assist you with a resolution, or a remedy against an unlicensed contractor. Protect yourself and your checkbook by doing your homework and planning responsibly for your project. Don't be fooled or pressured by a smooth-talking salesperson. Take the time and effort to make sure that the person or business doing your home improvement is going to perform in a professional manner. Most licensed contractors are competent, honest, hardworking and financially responsible.

Here are some guidelines to use on any contract project for your home. The CSLB urges consumers to follow these tips when dealing with a contractor:

- ✓ Hire only licensed contractors and ask to see license (they carry a pocket license).
- ✓ Don't rush into decisions and don't hire the first contractor who comes along.
- ✓ Verify the contractor's license by checking online at www.cslb.ca.gov or by calling 800-321-CSLB.
- ✓ Don't pay more than 10% down or \$1,000, whichever is less.
- ✓ Get three bids, check references, and get a written contract.
- ✓ Contact the CSLB if you have a complaint against a contractor.
- ✓ Verify that the contractor has general liability and workers' compensation coverage.
- ✓ By law, all contractors who perform work that totals \$500 or more (labor and materials) must be licensed by the CSLB.

Be warned that if you use unlicensed contractors:

1. You will assume all liability for injuries to persons working on the job. Using unlicensed contractors can make you liable for their employee workers' compensation insurance, payroll taxes and other expenses, putting your property at risk if these obligations are not paid.
2. Could incur liens or lawsuits by an unlicensed contractor/handyman.
3. Have NO RECOURSE through the California Department of Consumer Affairs or the CSLB.
4. The HOA does not recommend contractor's or verify contractor's licenses.

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Once your HIA is approved, a **GREEN PERMIT** will be issued to you. **This permit must be placed on a window visible from the street until your project is complete.** When you have completed your project, you must return the green permit to the HOA office for a final inspection. You do not need to be present for the inspection.

Friendly reminder: Please ensure you read all rules and regulations that pertain to your improvement project. All HIA applications must be accompanied by (3) copies of a detailed plan on a plot map, indicating all details of your project. Please review your application before submitting to the HOA office.

Design Rules, Section 6.4, Dumping: Absolutely no dirt, gravel, rock, debris or other material can be placed on the street at any time. All dirt, gravel, rock, debris or other material may be placed on the yard or driveway. It must be placed on a plastic tarp, or wood (such as plywood). The dirt, gravel, rock, debris or other material should be removed daily.

If dirt, gravel, sand, debris or other material is left overnight, it must be covered with a tarp and be approved by the HOA office as an exception. **In no event can it be stored for more than three (3) days.** Absolutely no dirt, gravel, debris or other material can be washed onto the streets or gutters, including washing or cleaning tools.

There are no exceptions to the above requirements. Violators may be subject to disciplinary action by the Board of Directors, which may result in fines, or loss of privileges. Also, the property owner responsible for the violation may be subject to violations of the Clean Water Act or other applicable code violations monitored and enforced by local government authorities, which carry significant fines.

We are here to assist you with any questions or concerns, please do not hesitate to visit the HOA office or call at 760-345-4349, Ext. 2105 and speak with Andrea Santoyo, Community Associate - Architectural.

**SHADOW HILLS COMMUNITY ASSOCIATION
HOME IMPROVEMENT APPLICATION**

This application must be completed in its entirety and submitted to the HOA Office and approved by the DRC, prior to any work commencing. The Home Improvement Application (HIA) may be considered by the Design Review Committee (DRC). Applications may take up to (30) days for review.

SECTION 1: LEGAL OWNER INFORMATION

Date: _____ Tract#: _____ Lot #: _____ Model: _____ Home Phone/Cell: _____

Name _____ Address _____

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 shall be notified of the intended improvement.

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 homeowner 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: _____

Homeowners should 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 in an incomplete application. Incomplete applications will not be processed. Please ensure to read the Design Rules and follow the requirements relating to your proposed improvement.

SUBMIT THE FOLLOWING INFORMATION: (Per Section 3.2, of the Design Rules)

Three (3) complete copies of Drawing/ Pictorial Plans to SCALE, with details on a plot map showing setbacks, drainage (if applicable), and a complete plant list and location of the plants (if applicable).

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 (include 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.

Complete Applications may take up to 30 days to review.

I accept full responsibility for any damage to common area and neighboring property. Further, I agree that repairs will be made per the 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: _____ Date: _____

HOMEOWNERS SIGNATURE

**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: _____

SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR HOME IMPROVEMENT APPLICATION IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.

DESIGN REVIEW COMMITTEE REQUEST SUMMARY

ADDRESS: _____ PRINT NAME: _____

HOMEOWNERS: Please attach this worksheet to your Home Improvement Application. Check either "yes" or "no" if the item applies to this application. If YES, is checked please note the improvement in accordance with the applicable section of the Design Rules.

Drainage (include size) YES _____ NO _____

Golf Course/Greenbelt Lot
Common Area YES _____ NO _____

Corner Lot YES _____ NO _____

Wall Extension YES _____ NO _____

COLOR _____ HEIGHT _____

Wrought Iron Fences YES _____ NO _____

COLOR _____ HEIGHT _____

* Fountains/Water Features YES _____ NO _____

HEIGHT _____

* Pool or Spa YES _____ NO _____

New Concrete YES _____ NO _____

OVER

* Patio Cover YES _____ NO _____

Courtyard Walls (Enclosure) YES _____ NO _____

Statuary (Any Artifacts) YES _____ NO _____

HEIGHT _____

Description 1 _____

Limit 3 IN FRONT 2 _____

3 _____

Other Important Features: _____

Owner Signature: _____ Date: _____

* SETBACKS ARE REQUIRED ON PLANS

**SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION
DESIGN REVIEW COMMITTEE
NEIGHBOR AWARENESS FORM**

Address of proposed improvement: _____

Applicable to structures in the rear and front yard, such as, but not limited to; patio covers, patio enclosures, room additions, gazebos, property walls, concrete work and other.

Notification to Neighbor: Each immediate adjacent neighbor (this includes side, corner, front and rear neighbor) shall be notified of your intended improvement. If you wish to expedite your application review, you may hand your neighbor a copy of your proposed improvement and have them complete the applicable section below.

Neighbor(s) completing the below section are not giving their approval, merely that they have been made aware of your intended improvement.

Neighbors with concerns about the proposed plans must immediately contact the Design Review Committee, in care of the Association Office. Objections shall be in writing. The identity of the objecting neighbor(s) will be kept confidential.

Please List Neighbors address(es) even if vacant or no one home

ADDRESS: _____ LOT# _____

NAME (PRINT): _____ PHONE # _____

SIGNATURE: _____ DATE: _____

ADDRESS: _____ LOT# _____

NAME (PRINT): _____ PHONE # _____

SIGNATURE: _____ DATE: _____

ADDRESS: _____ LOT# _____

NAME (PRINT): _____ PHONE # _____

SIGNATURE: _____ DATE: _____

ADDRESS: _____ LOT# _____

NAME (PRINT): _____ PHONE # _____

SIGNATURE: _____ DATE: _____

Exhibit A REQUIRED SETBACKS

	Front Property Line	Rear Property Line	Side Property Line	Side Property Line (Corner Lot)	Maximum Height
Room Additions – Attached (Rear Yard)	Not Applicable	15 Feet	5 Feet	10 Feet	Not to exceed overall height of existing dwelling unit.
Casita – Detached Room Addition	18 Feet See Article IV, Section 4.1.1 for exceptions	15 Feet	5 Feet	10 Feet	14 Feet
Patio Cover (Rear Yard) Retractable Awnings (Rear Yard)	Not Applicable	7 Feet Patio Cover area may not exceed more than 50% of rear yard area.	5 Feet	10 Feet	No higher than the lowest eave in the rear of the dwelling unit.
Patio Cover – Casita (Courtyard Only)	Must not exceed the front or side of the dwelling unit.	Not Applicable	Not Applicable	Not Applicable	No higher than the lowest eave in the front of the dwelling unit (rear of Casita)
Gazebos Palapas Pergolas	Not Applicable	7 Feet	5 Feet	7 Feet From the side property wall.	10 Feet
Courtyard Walls 3 feet high and under (including columns and pilasters)	May extend up to 5 feet past the vertical face of the front of the garage.	Not Applicable	Not Applicable	May not exceed existing property line wall.	3 Feet
Courtyard Walls over 3 feet high (including columns and pilasters)	May not extend past the vertical face of the front of the garage.	Not Applicable	Not Applicable	Not Applicable	4 Feet
Columns and Pilasters (Freestanding)	10 Feet	Not Applicable	10 Feet	10 Feet	3 Feet
Fountains Ponds Water Features	10 Feet	3 Feet To body of water.	3 Feet To body of water.	3 Feet To body of water.	48 inches From original grade of the lot. Front and all rear yards.
Pools Spas Spools	Prohibited	3 Feet To body of water.	3 Feet To body of water.	3 Feet Body of water to property wall.	45 Inches Including covering for portable spas. 30 Inches For built-in pools, spas and spools.
Barbeques Fireplaces (Permanent and Portable)	Prohibited	May not be attached to any property line wall.	May not be attached to any property line wall.	May not be attached to any property line wall.	5 Feet Below the wall not to exceed.
Equipment – General (Ground Mounted) Evaporative Coolers (Wall Mounted)	Prohibited	3 Feet To property wall.	3 Feet To property wall.	3 Feet To property wall.	5 Feet From original grade of the lot to top of unit. See 4.13

Design Review Committee Release Form

I _____ give _____

Permission to submit a home improvement application on my behalf and pick up upon approval from the Design Review Committee. I am responsible for displaying the GREEN PERMIT on my front window prior to work being performed. If the GREEN PERMIT is not visible from the street the HOA/ DRC has the authority to stop all work.

Address: _____

City: _____ State: _____ Zip: _____

Tract / Lot: _____

Signature: _____ Date: _____