



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

GUIDANCE OUTLINE FOR IMPROVEMENT APPLICATIONS

The Declaration of Covenants, Conditions and Restrictions for Lake Shastina (CC&R) shall govern the standards and guidelines of the request and approval procedure, please reference these documents if needed to clarify or further detail is needed. This is found under Article V (process for approval) and Article VI (minimum construction standards).

or other submittals pertaining to improvements shall in no way be deemed to constitute Review and approval by the Environmental Control Committee (ECC) of any proposal, plans satisfaction or compliance with, any building permit process or any other governmental requirements, the responsibility for which shall lie solely with the owner who desires to construct, install, or modify the improvements.

GENERAL ITEMS

All owners who desire to undertake any work of improvements must apply to the Committee (ECC) and receive its prior approval. The application shall be in writing and shall contain all information that is necessary to reasonably evaluate the nature, design, location and extent of the proposed improvement, **including at a minimum, two complete sets of plans and specifications for the improvement project** and such additional information as the ECC may reasonably request. Section 5.1, et al.

Once a proposed work of improvement has been duly approved by the ECC, no material modifications (as defined by ECC) shall be made in the approved plans and specifications therefore and no subsequent alteration, relocation, addition or modification shall be made to the work of improvements, as approved, **without a separate submittal to, and review and approval by the ECC in writing.** Section 5.1 (c).

The ECC shall be entitled to determine that a proposed improvement or component thereof is unacceptable when proposed on a particular lot, even if the same or a similar improvement/ component has previously been approved for use at another location within the properties if factors such as drainage, topography or visibility from roads, common areas or other lots or prior adverse experience with the product, design or components used in construction of the improvement. Finally, it is expressly agreed that the ECC shall be entitled to make subjective judgments and to consider the aesthetics of a proposed improvement project, so long as the ECC acts reasonably and in good faith. Section 5.5.

The ECC meets on the first and third Wednesday of the month, agenda deadlines are noon on the Wednesday prior to each meeting, to be eligible for agenda consideration, staff and all effected departments must have reviewed applicant's plans and applicant must include any changes that may be necessary or requested on those plans. Estimate of checking process is at least **fifteen workdays**. Plans will be checked in the order received; quality and quantity of plans will determine time schedules. There are some exceptions to ECC meeting schedules during winter and holidays.

No residence shall be occupied until the same has been completed in accordance with its plans and specifications and final approval received from the ECC. Section 6.6.

SITE IDENTIFICATION ISSUES

All **property pins** are to be located by owner and be visible prior to ECC inspection of the property. Pins are to be maintained during construction and thereafter by owner.

Proposed improvements **shall be staked on the property prior to ECC inspection**; at minimum, all corners and any other appropriate areas shall be staked. **THIS INCLUDES DECK ADDITIONS AND OUTBUILDINGS.**

All trees that are proposed for **removal shall be tied with a ribbon.**

CONSTRUCTION ISSUES

The owner shall include a proposed construction schedule.

Association approved Construction Hours:

Monday through Sunday 8:00 AM to 5:00 PM

Exception:

June 15 through September 15 Monday through Friday 7:00 AM to 5:00 PM

Saturday, Sunday and Holidays 8:00 AM to 5:00 PM

No owner shall permit noise, including but not limited to, barking dogs, the operation of excessive noisy air conditioners, **stereo amplifier systems**, television systems, **motor vehicles or power tools**, to emanate from an owner's lot or from activities within the common area, which would unreasonably disturb any other owner's or tenant's enjoyment of his or her lot or common area. Section 8.3.

Upon submission of New Home Construction plans to the Association and payment of deposits and fees as required, an owner and/or contractor, may proceed with clearing of **Brush Only**, from their proposed lot site prior to ECC member site inspection.

Contractor or builder for new home construction shall erect a commercial patented-type chemical toilet at the site **within two working days from the start of construction.**

Owner shall keep drainage courses, ditches and swales on owner's lot, free and clear of all obstructions (including drainage courses, ditches and swales within road right-of-way). Sections 6.13 and 9.4.

Confine building materials and equipment to owner's property; **roads and road right-of-ways cannot be used during construction for this purpose.**

Building materials or refuse must be contained and hauled off site, burning on site is not allowed.

Inspection of foundation forming may be required; this is sometimes the case if tolerances are close or ECC determines it is necessary as part of their process. **At least 2 working days notice must be given.**

No temporary house, trailer, tent, garage or other outbuildings shall be placed or erected on any lot; provided, however that upon written exception the ECC may grant permission for such temporary structure for storage of materials during construction. No such temporary structures as may be approved shall be used at any time as a dwelling place
No residence shall be occupied until the same has been completed in accordance with plans and specifications and final approval received from the ECC. Section 6.4.

Minimum square footage requirements for a **single-family residence is 1200 square feet**, fully enclosed floor area (exclusive of roofed or unroofed porches, decks, terraces, garages, carports or other outbuildings). Section 6.2(a).

Each garage constructed shall have a floor area of **not less than 400 square feet, with dimensions of 20' X 20' or greater.** Sections 6.2(a) and 6.14(a).

Applicant to submit proposed driveway apron profile, using the LSPOA template provided with application. LSPOA will issue a Use Permit once proposed profile has been approved by LSPOA Staff. No work may begin on driveway apron prior to receipt of a Use Permit. A forming inspection is required; **at least 2 working days notification of inspection request must be given.** See specifics under driveway use permit.

All residences must meet the current Zone 16 energy requirements and seismic requirements as required by the project design engineer. The residence must also meet the applicable provisions of all current Federal, State, and local, Building Standards, Codes, and laws as amended by the Building Standards Commission, State of California. Section 6.16(a).

Unless the owner has been granted an extension of time to complete the project by the ECC, construction, reconstruction, refinishing or alteration of any such improvements must be **completed within one year after construction has commenced (approval by ECC).** Section 5.9.

Upon the completion of any improvement work, which ECC approval is required, the owner shall give ECC a written notice of completion, and a County final permit (if applicable). Occupancy prior to final approval of the ECC is a violation of Section 6.6 of the CC&R and County ordinance (without an occupancy permit).

All deposits are interdependent and will be held until project meets final plan compliance and property complies with CC&R.

All work must be completed including clean up of any construction debris, clutter, litter and removal of chemical toilets, trash containers, construction material, location of all property pins and equipment before any consideration of final inspection and return of deposit can be made.

SOME ITEMS THAT SHOULD BE INCLUDED AS PART OF YOUR APPLICATION AND WILL BE ADDRESSED DURING PLAN REVIEW BUT NOT LIMITED TO:

Please Note:

Fence, decks, sheds, tanks and attached room additions follow items marked with * (also see the “Yard Enclosure” or “Deck” and “Deck, Room, Driveway, or Fuel Tank Addition” exhibits attached to application) and create a plot plan showing existing and proposed improvements.

Paint and Re-Roof follow item marked with **

Driveway aprons and Driveways follow item marked with *** (also see the “Roadways” and Driveway” exhibit attached to application) and create a plot plan showing existing home and proposed improvements.

New Home Construction, Additions and Modification not addressed above should address all of the below.

A plot plan drawn to scale (min scale 1" = 20') and we request a separate 8.5" x 11" sheet that should show the following. (A sample plot plan is attached to application that exhibits most of the items below). **Section 5.5.**

- * *** **Size and shape of lot** (dimensions of lot lines).
- * *** **Location, size and shape of existing improvements** (plot existing structures on lot).
- * *** **Setbacks-lot lines to proposed improvements (end of the eave)** (distance from property line to proposed improvements – end of the eave including gutters). Section 6.3.

Rectangular lots

- Min 20' from front lot line
- Min 20' from rear lot line
- Min 5' from side lot lines

Rectangular lots fronting two streets

- Min 20' from front (Address Street)
- Min 10' from other street (County 20')
- Min 20' from rear lot line
- Min 5' from side lot line

Triangular lots: The setback from the lot line, which is a point (apex of the triangle) shall be measured along a line that joins the apex to the center of the opposite lot line.

Lots with more than four corners curved lot lines: shall be measured inward to a line running parallel to each segment curve from front, side or rear setbacks. Setbacks shall be same as those for rectangular lots.

ECC shall have final setback authority.

- * *** **Location of trees** (all trees 3" diameter or greater measured 48" above grade). Plot trees with proposed trees to be removed clearly, mark as such, **suggest a large X on trees to be cut).**

- * **Fuel tank locations and type, tank screening location, size, type, material, color.**
(Recommended that tank screening be same material and color of house).
 - * **Location of heating and cooling equipment** (placed outside of house).
 - * **Sidewalks/Decking/Stoops/Stairs** (location, size, type and shape).
 - * **Screening devices/Fences** (location, size, type and shape).
 - * **Retaining walls and any grading that change the existing grade of lot** (recommend SEPARATE PLAN FOR GRADING unless minor in nature that is within the foundation).
 - *** **Driveway show dimensions of drive and apron details. Exact location on plot map from property lines** (if corner lot drive should be on secondary road and needs to be min 50' from primary road edge of asphalt).
 - *** **Driveway apron:** Apron width (12' min. needs to be increased to 16' min. at asphalt 2' on each side or all 16' min.). Apron location min 5' from PL Type required (swale, culvert, other) Please see Driveway Use Permit for specifics.
- Drainage plan showing direction of water flow** (drainage should flow into streets where possible, **drainage onto adjacent lots is not permitted.** If drainage not possible to streets show alternative plan including structures in detail). Please include rain gutters and downspouts if any and how they relate to drainage plan.
- * *** **Easements noted in CC & R locations plotted or noted on plot plan.**
Front (standard 10')
Rear (standard 5')
Sides (standard 5')
 - * *** **Easements recorded on lot or subdivision map** (show easements that are encumbering lot).
- Water** (Connection location on plans, show water line from house to meter).
- Sewer** (Connection location on plans, show sewer line from house to main).
- Sewer Low Pressure** (Pump and Tank location).
- Sewer Septic** (Tank & Field location).
- * **Fences must show location, size, material, color and height of fence, posts and gates. Please see fence standards for specifics.**
 - * Fences may be placed along lot lines within some easements provided owner executes an **Agreement** that owner is responsible for removing and re-erecting fence if easement needs to be used. Please see Easement Use Agreement for specifics.

- * Fencing must be **less than 5'** in height behind the front corner of the house and **less than 3'** in height in front yards, forward of the front corners of the house.
- * Fences must be open in construction and must not block views across lot lines. **Solid fences are not permitted** with the exception around the perimeter of a patio or deck.

The following should be shown on house construction plans (detailed plans drawn to scale min scale where possible 3/16" = 1').

Water house shut off and pressure regulator (owner's not meter) (indicate location of both).

Sewer low-pressure system controls (Control panel and Alarm exterior location).

Location of all heating and/or cooling equipment.

- * **Decking, sidewalks, stoops and stairs** (material and color).
- * **Screening devices and Fences** (material and color).
- * **Elevations including foundation** (four - front, back and both sides clearly marked).
- * **Roof slopes (min 4.5 / 12)** please indicate on elevations and show on all roof sides.
- * **Roof overhang (min 18" in width)** please indicate on elevations and show on all elevation sides. Shed overhang min 12". (all measured from finished siding).
- * ** **Rain gutters and down spots** (indicating point of disposal). Must match drainage plan.
- * ** **Full description of exterior materials** (or samples of roofing and siding materials).
- * ** **Full description of exterior base, accent and trim colors.** (the manufacturer's descriptive literature with color sample can suffice, unless not descriptive enough).

Residence may not exceed 35 feet in height (as measured at the highest point of the ridge).
Please note this height on elevation drawing.

I have read the above and I am aware of the information it contains. I will incorporate these guidelines into my application and construction process.

Print Owner's Name: _____

Owner's Signature: _____ **Date:** _____

If contractor is acting as owner's agent and in behalf of owner, please sign below.
Notices to be sent to owner.

Print Contractor's Name: _____

Contractor's Signature: _____ **Date:** _____