

Sage Canyon Maintenance Corporation

*16775 Von Karman, Suite 100
Irvine, CA 92606
www.keystonepacific.com*

*FAX (949) 833-0919
(949) 833-2600*

GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS

The Architectural Committee strives to preserve the highest standard and quality of life for each owner within Sage Canyon Maintenance Corporation. Architectural approval must be given for structural or landscape changes prior to the start of any work. Some examples of items that generally need Architectural Approval are lawns, trees, shrubs, plants, ground cover, fencing, fountains, overhead trellises, patios, built-in barbecues, pools or Jacuzzis.

To hasten the approval process, please follow these guidelines:

- 1. Please complete a description of the proposed structural or landscape changes.*
- 2. Include plans to scale that show:
Location of improvement to home & property lines
Complete dimensions of changes proposed
Description of materials and color scheme
Clearly marked plant types, sizes and quantities
(Please be courteous of others when considering the use of any plants or trees that may litter into other yards or the common area.)*
- 3. Please submit the following: (IF you do not provide the information below your request will be automatically denied)*

*Completed APPLICATION FOR ARCHITECTURAL IMPROVEMENTS FORM
Three (3) set of plans, include specs, location, color or production information with your application.*

The plans will be sent for review and you will receive a written notice of the decision. Please note it may take up to 30 days for the Architectural Committee review process. We therefore encourage applicant to begin this process well before the work is scheduled. No work can start until you receive an approval letter from the Board. Failure to comply will result in violation, hearing and or fine.

Sincerely,

*Sage Canyon Maintenance Corporation
Architectural Review Committee*

APPLICATION FOR ARCHITECTURAL IMPROVEMENTS

RETURN FORM TO: Sage Canyon Maintenance Corporation
c/o Keystone Pacific Property Management
16775 Von Karman, Suite 100
Irvine, CA 92606

Date _____

Owner _____

Property Address _____

Daytime Phone Number _____

DESCRIPTION OF PROPOSED IMPROVEMENTS (attach plans):

I understand that my proposed improvements may require a permit from the City/County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I will assume the responsibility for any work under the above-proposed improvement that my contractors or I complete, which may, in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

Owner's Signature

The adjacent OWNERS have reviewed the proposed improvements. We understand that neighbor objections do not in themselves cause denial. The Architectural Committee may contact neighbors to consider their objections, if necessary.

_____ (Signature)	_____ Print Name
_____ (Signature)	_____ Property Address
_____ (Signature)	_____ Print Name
_____ (Signature)	_____ Property Address

FOR OFFICE USE ONLY
Date received _____ Submitted to Arc Committee on _____
Approved _____ Denied _____ Conditional Approval _____
Decision Letter sent on: _____
Comments: _____

