

Surfside Homeowners Association
Architectural and Landscape Variance Request
Application Procedure and Guidelines

Instructions

1. Complete the attached Architectural/Landscape Variance Request Form in its entirety. Failure to complete the form correctly will result in unnecessary delays in obtaining consideration of your project.
2. Compile a set of plans illustrating all pertinent areas which will be affected by the proposed modification. Hand drawn sketches and/or photos will be fine for simple modification. The more involved a modification, the more professional the plans need to be. In the case of structural modifications, an architect or other professional must prepare the plans. Satellite dishes must only be mounted on fascia and not the roof.
3. Submit all documents mentioned in 1 & 2 (above) to the Architectural Chairperson 2 weeks before the monthly HOA Board Meeting. This date as well as the name and phone number of the Architectural and Landscape Chairpersons can be found on the Surfside monthly newsletter.
4. The Neighbor Awareness Form is to be filled out by the neighbors who are the owner of record. It is only necessary in the case of a major remodel such as deck, balcony, sun room, awnings, solar panels or porch.
5. If your project is conditionally approved subject to obtaining a City permit, prior to commencing your project, you **MUST** submit copies of all H.B. City permits to the Architectural Chairperson. Contact the City of Huntington Beach at 714 536-5241 for permit information or go to <http://www.huntingtonbeachca.gov/>

Architectural and Landscape Committee Guidelines

The basic rule is that nothing can be done to the exterior of your home without written approval of the Architectural and/or Landscape Committee which is comprised of Surfside homeowners.

Satellite Dish/Antenna must be placed in an area least visible to the common area, **never on the roof or in the front of the home**, but where the homeowner can receive a signal. The homeowner is responsible for any damage done to the structure by installation of the dish/antenna. No cords across the roof, and stand or brackets used to mount are at the homeowners expense. Fascia mounts of satellites are acceptable.

A good general rule of thumb; **if in doubt get permission**. Additions/modifications may never encroach into the common area which is four (4) feet beyond the front of your home regardless of modifications seen throughout the community. Landlords, please make sure that your tenant is aware of these rules and restrictions and that without your written approval, as well as Committee approval, they may not make changes to your home.

The Committee will review your request and notify you of their finding within thirty (30) days of receiving the request.

Thank you for your patience and cooperation. It is greatly appreciated.

Architectural and Landscape Committees
Surfside Homeowners Association

Surfside Homeowners Association
General Conditions of Committee Approval

1. Architectural and/or Landscape Committee shall require all relevant information including, but not limited to floor plans site plans, landscaping plans, elevation drawings and description samples of all materials and colors.
2. Homeowner shall give written notice of completion to the Architectural and/or Landscape Committees (hereafter referred to as Committee).
3. The Committee shall review and approve or disapprove all plans submitted to it for any proposed improvement, alteration or addition, solely on the basis of the considerations set forth in Section 11.2 of the Covenant, Condition, & Restrictions (hereafter referred to as CC&R's). The Committee shall not be responsible for reviewing, or shall its approval of any plan or design be deemed approval of, any plan or design from the standpoint of structural safety of conformance with building or other codes.
4. Committee approval does not constitute a waiver of any requirements of applicable governing agencies.
5. Committee approval does not constitute acceptance of any technical or engineering specifications; and Surfside HOA assumes no responsibility for such. The function of the Committees are to only review submittals as they relate to aesthetics, adjacent properties, Surfside Rules & Regulations and CC&R's. All technical and engineering matters are the responsibility of the lot owner.
6. An oversight of a CC&R or a Committee policy does not constitute a waiver of that rule, and therefore must be corrected upon notification at the homeowner expense.
7. Local city ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjoining properties or does not prevent off-flow from same.
8. Access for equipment used in construction must be through your property only. Access over common area property or adjoining property will not be permitted without express approval of Committee and Board of Directors.
9. Streets and alleyways may not be obstructed with objects and/or building materials, or with materials that are hazardous to pedestrians, vehicles, etc.
10. If upon inspection of the improvement or modification, the Committee finds that the approved Application and supporting information have not been complied with, the improvements or modifications will be required to be brought into compliance at homeowner's expense.
11. Building permits from local agencies are required on certain improvements. Be sure to check with the City of Huntington Beach for information. Permits must be submitted to the Committees prior to commencing any project.
12. Any damages to common area caused by the project are the homeowner's responsibility. Any area damaged by the project and not taken care of in a timely manner will be repaired by Surfside HOA and assessed to the homeowner.

ACKNOWLEDGEMENT

I have read and fully understand the above text and conditions for approval.

Signature

Date

**Surfside Homeowners Association
Architectural and Landscape Variance Request**

Submit to :
Architectural or Landscape Chairperson
See Surfside Newsletter for their name & phone number

Date Received by Chairperson: _____

Please Print

Owner Occupied: yes _____ no _____

Homeowner Name: _____ **Date:** _____

On-site Address: _____ **Lot #** _____

Mailing Address if different: _____

Work Phone Number: _____ **Home Phone Number:** _____

Email Address: _____

Tenant Name: _____ **Phone Number:** _____

Project(s) being submitted
please check appropriate box

Start Date: _____ **Approximate Finish Date:** _____

- | | |
|--|---|
| <input type="checkbox"/> AWNINGS | <input type="checkbox"/> SKYLIGHT(S) |
| <input type="checkbox"/> WHITE METAL GUTTERS | <input type="checkbox"/> SOLAR TUBE(S) |
| <input type="checkbox"/> WALL(S)/FENCE(S) | <input type="checkbox"/> SATELLITE DISH |
| <input type="checkbox"/> PATIO SHED | <input type="checkbox"/> ANTENNA |
| <input type="checkbox"/> TRASH ENCLOSURE | <input type="checkbox"/> GARAGE DOOR |
| <input type="checkbox"/> GATE | <input type="checkbox"/> OUTSIDE LIGHTING |
| <input type="checkbox"/> PATIO COVER | <input type="checkbox"/> LANDSCAPE |
| <input type="checkbox"/> WINDOW(S) | <input type="checkbox"/> TREE(S) |
| <input type="checkbox"/> FRONT DOOR | <input type="checkbox"/> EXTERIOR MODIFICATION |
| <input type="checkbox"/> SCREEN DOOR | <input type="checkbox"/> OTHER <i>if other, please explain on separate, attached sheet of paper</i> |

Please ensure that the following details are shown on your plans and the following documents attached:

- | | |
|--|---|
| <input type="checkbox"/> NAMES OF TREE(S)/SHRUB(S) | <input type="checkbox"/> TWO SETS OF DRAWINGS |
| <input type="checkbox"/> TYPE OF MATERIALS USED | <input type="checkbox"/> NEIGHBOR SIGNATURES |
| <input type="checkbox"/> TYPE OF WOOD SURFACES | <input type="checkbox"/> PRODUCT BROCHURE OR PHOTOS |
| <input type="checkbox"/> COLOR SCHEME | |

FINAL APPROVAL WILL BE GIVEN UPON RECEIPT OF APPROPRIATE H.B. CITY PERMITS
Building permits may need to be obtained from the City of Huntington Beach for improvements such as patio covers, spas, and non-retrofit windows and must be turned in to the committee prior to starting project.

**Surfside Homeowners Association
Architectural and Landscape Recommendation**

Lot # _____

Committee Recommendation

Date _____

APPROVED

WITH CONDITIONS

REQUEST DENIED

Comments: _____

Committee Signatures:

- | | |
|----------|--------------------|
| 1. _____ | yes _____ no _____ |
| 2. _____ | yes _____ no _____ |
| 3. _____ | yes _____ no _____ |
| 4. _____ | yes _____ no _____ |
| 5. _____ | yes _____ no _____ |
| 6. _____ | yes _____ no _____ |
| 7. _____ | yes _____ no _____ |

Board of Directors Recommendation

APPROVED

WITH CONDITIONS

REQUEST DENIED

Comments: _____

Director Signature

Date

**Surfside Homeowners Association
Neighbor Awareness Form
Facing Adjacent and Impacted Neighbor Statement**

This Form is to be used for major remodels such as deck, balcony, sun room, awnings, solar panels and front porch.

The attached plans were made available to the following neighbors, whose signatures appear below. I have secured their consent without objections, except as noted. They are the owner of record and not the tenant.

FACING NEIGHBOR

Homeowner Name: _____ Date: _____

On-site Address: _____ Phone Number: _____

Signature: _____ Objection: yes _____ no _____

ADJACENT NEIGHBOR 1

Homeowner Name: _____ Date: _____

On-site Address: _____ Phone Number: _____

Signature: _____ Objection: yes _____ no _____

ADJACENT NEIGHBOR 2

Homeowner Name: _____ Date: _____

On-site Address: _____ Phone Number: _____

Signature: _____ Objection: yes _____ no _____

IMPACTED NEIGHBOR

Homeowner Name: _____ Date: _____

On-site Address: _____ Phone Number: _____

Signature: _____ Objection: yes _____ no _____

The neighbors have reviewed the plans I am submitting for Architectural/Landscaping approval. I understand that neighbor objections do not, in themselves, cause denial. However, the Committee will contact the neighbors to determine if their objections are applicable, if necessary.

Homeowner Signature

Date