

LEISURE VILLAGE ASSOCIATION, INC.
ARCHITECTURAL PERMIT APPLICATION

PERMIT NUMBER

PLEASE PRINT AND PRESS FIRMLY

Owner's Name _____ Village Address _____

Model Name _____ Telephone _____

Contractor's Name _____ Telephone _____

Address _____ License No. _____

Detailed Description of Project _____

CONDITIONS: By signing this Permit Application, owner(s) agrees to hold the Association harmless from all obligations, controversies, suits, or actions that may arise in connection with the work described in or done in connection with and pursuant to the permit. Owner accepts responsibility to maintain said improvements. Owner understands that the sprinkler system, trees and shrubs may not be altered or changed without further approval of the Association.

WORK MAY NOT COMMENCE ON THIS JOB UNTIL THIS PERMIT IS SIGNED BY THE ARCHITECTURAL COMMITTEE CHAIRPERSON. PERMIT EXPIRES IN 60 DAYS, UNLESS EXTENDED BY THE CHAIRPERSON. A COPY OF THIS PERMIT MUST BE DISPLAYED AT THE JOB SITE.

OWNER ACKNOWLEDGMENT: It is highly recommended the Owner obtain all required City of Camarillo Building Permits for work being done. A business doing work with a total value over \$500, (labor and materials), is required to be licensed with the State of California Contractor's License Board. A business without a Contractor's License is limited to work involving \$500 or less, (labor and materials). Contact a licensed insurance professional concerning appropriate levels of insurance the business should carry to work on your home. Owner acknowledges receipt of the Architectural Guidelines.

I have read and understand the foregoing conditions fully and by signing this Application I agree to abide by all terms and conditions herein set forth.

Homeowner's Signature _____ Date _____

UPON COMPLETION OF THIS PROJECT PLEASE CALL THE LVA COMPLIANCE INSPECTOR AT 484-2861.

FOR COMMITTEE USE ONLY

Committee Consultant _____ Date _____

Guideline Page Number(s) _____

Waiver Required _____ Irrigation Required _____ On-Site Inspection _____

Approved to proceed: Date _____ By _____ Chairperson _____

Compliance Inspector: On-Site Inspection (if needed) _____ Date _____

Final Inspection _____ Date _____

Permit Denied _____

Distribution: White-LVA Office

Yellow – Committee

Pink: Homeowner/Contractor

A Guide to filling out an Architectural Permit Application

At the August 2021 Open Board Meeting, the Board of Directors voted to eliminate the minimum insurance level contractors were required to have to work on the exterior of the home and eliminated Contractor's List.

This allows homeowners the opportunity to select their own contractor to do their projects. The Architectural Guidelines is the document that describes what can be done to the exterior of the home. Any change or modification requires an Architectural Permit Application. It is important both the homeowner and contractor understand what must be done to obtain a signed permit from the Architectural Committee.

Additional submittals with an Architectural Permit Application:

WHAT IS IT? Provide a detailed **project description**.

WHERE IS IT? Provide an **Architectural Plan** with notes on where the project is located including measurements.

WHAT DOES IT LOOK LIKE? Provide an **elevation** with notes on material used, color and a picture to show project appearance.

Following are examples of typical projects done in Leisure Village. Always refer to the Architectural Guidelines for complete project requirements.

WINDOW REPLACEMENT:

1. Indicate if the window will be vinyl retro-fit or new construction.
2. On an architectural plan mark with a "W" the location of each window.
3. Indicate the color of the exterior window frame. Allowed colors are Almond, beige, white or tan.
4. Option: Provide a brochure picture of the proposed window.

A/C or HEAT PUMP REPLACEMENT:

1. Locate on an architectural plan where the unit will be installed.
2. Confirm if the unit will be at the same location and utilize the same concrete pad or if a new one will be installed.
3. If relocating the A/C or heat pump, show the new location on an architectural plan. New pad must be installed at the new location and the old concrete pad removed from the lot.
4. Indicate if new electrical or A/C condenser lines will be installed on the exterior wall.

NEW GARAGE DOOR:

1. Locate door on an architectural plan.
2. Replacement garage doors may be one piece or roll up metal only.
3. Door style and color needs to match roof mate. See the Architectural Guidelines if window inserts will be used.
4. Door color can be either Almond or Navajo White.

CONCRETE PATIO AND WALKWAY:

1. Locate where the project will be on an architectural plan.
2. Provide all measurements of project on the architectural plan.
3. If the project will involve installing a masonry overlay check the Architectural Guidelines for more instructions.

SKYLIGHT AND SOLAR TUBE:

1. Locate project on an architectural plan.
2. Include size measurement on the architectural plan of the skylight or solar tube.
3. Indicate color of the flashing material. Color should compliment roof color.
4. Optional. Include a picture of the skylight or solar tube.

WATER CONDITIONER: (exterior installation)

1. Locate project on an architectural plan.
2. Indicate if plumbing lines are involved and where they will be hooked up at water main line on the architectural plan.
3. Installation requires a concrete pad that will totally support water conditioner tank and tank cover.
4. Tank needs to be covered by canvas or a fiber glass enclosure.

GUTTER AND DOWNSPOUT:

1. Locate project on an architectural plan.
2. Indicate if material used will be vinyl or metal.
3. Gutter color should match trim color as close as possible.
4. Downspout color should match stucco color as close as possible.

NEW FENCE OR SLUMP STONE WALL:

1. Fence material must be either vinyl or Doeskin color slump stone.
2. Solid vinyl fence section color can be tan, beige or almond. Post, top, bottom and side rails can be tan, beige or almond. Optional lattice can be tan, beige or white. If a vinyl gate is installed, it can be tan, beige or almond color.
3. On an architectural plan, locate where the project will be installed including all measurements.
4. Provide a detailed elevation showing appearance of the fence or slump stone wall.
5. Indicate the height of the fence, wall and gate (if used). Check the height requirement in the Architectural Guidelines.
6. Some fence or slump stone walls may require an 8 inch mow strip and/or relocation of irrigation lines. You will be told if this applies to your project when a site inspection is completed.

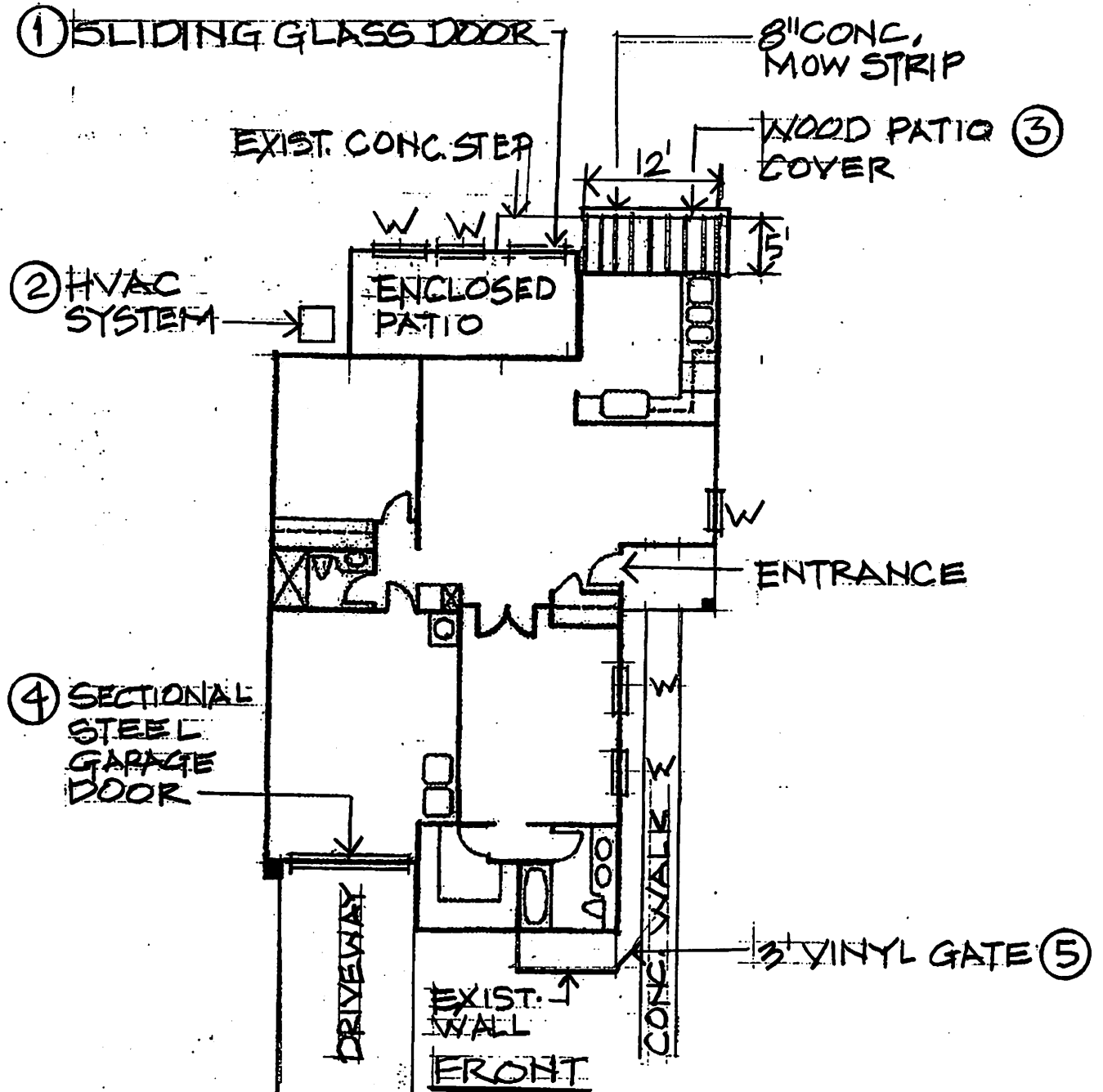
PATIO ENCLOSURE OR PATIO COVER:

1. Indicate the location on an architectural plan.
2. Provide a detailed elevation of the appearance, including the type of material used and color. Patio covers can be made of wood, aluminum or vinyl.
3. Provide measurements of the project.
4. 8 inch mow strip and/or irrigation relocation may be required.
5. Check the Architectural Guidelines for further details.

EXTERIOR DOOR AND SCREEN DOOR:

1. Locate where the door will be installed by marking a "D" on an architectural plan.
2. Indicate material used and color. Glass inserts are OK. Exterior doors are typically wood, fiberglass or steel.
3. Provide a picture of the door.
4. Indicate if the door will be installed in the same opening or will involve altering the structural framework.

EXAMPLE OF ARCHITECTURAL PLAN



Holmby Address 12345

HOMEOWNER NAME

HOMEOWNER PH.#

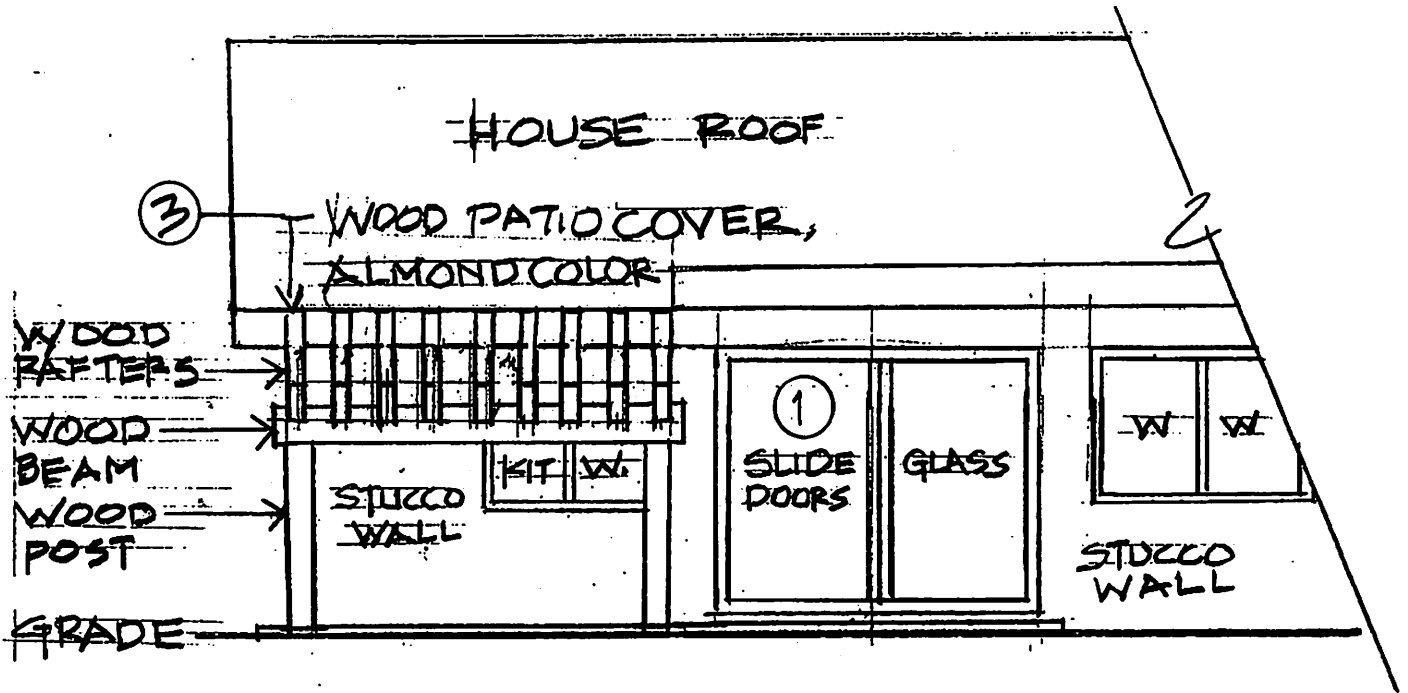
ARCHITECTURAL PLAN

EXAMPLE OF PROJECT DESCRIPTION

- ① REPLACE (5) WINDOWS W/VINYL DBL. PANE WINDOWS (W) AND (1) SLIDING GLASS DOOR, 7' X 8'-2" W/BLACK FABRIC SCREENS. VINYL COLOR - ALMOND.
- ② INSTALL NEW HYAC SYSTEM, COMPLETE REPLACEMENT IN SAME LOCATION @ REAR & IN ATTIC FOLLOW MANUFACTURERS INSTRUCTIONS FOR PROPER INSTALLATION.
- ③ INSTALL OPEN PATIO COVER W/RESAWN LUMBER, ATTACHED TO ROOF FACIA. INCL. 8" WIDE CONC. MOW STRIP ON TWO SIDES. COLOR TO MATCH EXISTING APPROVED HOUSE COLORS.
- ④ REPLACE SECTIONAL STEEL GARAGE DOOR W/4 WINDOWS IN TOP SECTION. DOOR SIZE 7' X 10', COLOR - ALMOND. COMPLETE REPLACEMENT, INCL. RAILS, OPENER, MANUAL RELEASE & REMOTE CONTROL.
- ⑤ INSTALL 3' X 3' SOLID VINYL GATE W/BLACK STEEL HARDWARE. COLOR - ALMOND.

NOTE: SEE ARCH. PLAN & ELEVATION.

EXAMPLE OF ELEVATION



REAR ELEVATION