



Santaluz Maintenance Association  
Major Architectural Revision Form

Application Date:	Lot:	Unit:
Homeowner Name:	Home Phone No.:	
Santaluz Address:	Office Phone No.:	
Mailing Address:	Cell Phone No.:	
E-Mail Address:		
Architect/Designer's Name:	Company Address:	
Company Name:	Phone No.:	
Signature:	E-Mail Address:	
Estimated Start Date:	Estimated Completion Date:	

**Submittal Checklist:**

<input type="checkbox"/> Three (3) copies of this form completed.	<input type="checkbox"/> Contractor's <b>Certificate of Liability Insurance</b> is required <b>prior</b> to construction. The certificate should list the clients name in the description box for identification purposes with Santaluz Maintenance listed as additional insureds and must be written for \$1,000,000.
<input type="checkbox"/> Completed Owner Awareness Form is required prior to construction.	
<input type="checkbox"/> \$2,500 check for Design Review Fee payable to Santaluz Maintenance Association.	
<input type="checkbox"/> \$2,500 check for Construction Deposit payable to Santaluz Maintenance Association. This is refundable after construction is completed.	<input type="checkbox"/> Three (3) copies of Plans.

**NOTE:** If an encroachment into an SMA maintained easement is planned, an additional application package and fee are required. All costs for approved encroachment requests are the responsibility of the homeowner; payment must be received prior to start of construction.

**Plan Requirements Checklist for Custom Homes**

- Plans must be scaled 1/8" = 1 foot.
- Lot lines, easements lines and areas, City of San Diego building setback lines and any Brush Management Zones, from your plot plan must be reflected and clearly labeled on the plans.
- All existing or planned community landscaping or irrigation (streetscape and interior yard) must be reflected on plans and clearly labeled.
- All existing walls, fences, and gates must be reflected on plans and clearly labeled.
- Layout of your house and any builder-installed improvements must be reflected on plans and clearly labeled.
- Irrigation plans** for your landscape must be reflected on plans and clearly labeled.
- Drainage plans** showing any existing and proposed drain locations, including drain lines and down spout points of connection must be reflected on plans and clearly labeled. Please include a drainage legend and notes on how you propose to connect to the existing drainage system.
- Planting plan** for the streetscape and interior yard (backyard) must be reflected on plans. Please illustrate location of all shrubs, trees, and groundcover and clearly label.
- Plant legend** - a detailed plant list of the proposed shrubs, trees, and ground cover with botanical and common names, sizes, quantities and locations indicated, must be reflected on plans and clearly labeled.
- Hardscape plan** indicating all proposed hardscape improvements, including paving, fences, walls pilasters, trellises, gates, arbors, gazebos, patio covers, game courts, pools/spa, fountains, and all mechanical equipment and enclosures. All finishes of proposed hardscape items must also be clearly label on plans.
- For all proposed hardscape items (tile, stone, concrete, fountains etc.) a color photo must be submitted with your plans along with the specifications of the manufacturer, color and style.
- Any vertical improvements, including barbeques, outdoor fireplaces, water features, patio cover/trellis, gates, fences etc. require a detailed construction drawing with elevations, dimensions, finish color and materials used. If the vertical element is pre-fabricated a photo including dimensions, construction materials, colors, and selected finishes must be submitted.
- Lighting plan** if lighting is planned, a lighting plan and fixture cut sheets must be provided.  
NOTE: Only down lighting, with a concealed light source, is permitted.

Signature:

I certify that I have read the Design Guidelines and that the plans above are complete and within the Santaluz Guidelines for the home.

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Homeowner Signature

Date