

**Santaluz Maintenance Association
Plan Change Request Form
Landscape/Hardscape Improvements**

Submittal Date:	Lot No:	Unit No.
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Homeowner Name:	Home Phone No.:
Homeowner Signature:	Work Phone No.:
Address:	e-mail Address:

Landscape Architect's Name:	Address:
Architect's Signature:	Phone No.:
Architectural Firm:	e-mail Address:

Submittal Checklist: The following information is required for a complete Plan Change submittal. Please complete and sign this submittal form and check boxes noting required information to be attached. **Three (3) copies** of any required documents must be submitted to the Design Review Office. Please see the Santaluz Design Books that are on-line for any additional details.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Three sets of plans <input type="checkbox"/> Plan Change processing fee. (if required) <input type="checkbox"/> All plans are to be drawn at 1/8" = 1'-0" scale <input type="checkbox"/> Photos or imagery will be reviewed to evaluate the authenticity of the requested change. The focus of imagery is upon establishing the overall feel, massing, and direction of the design of the building and landscaping <input type="checkbox"/> Propose changes clearly indicated with clouds, highlighting, with a delta symbol with date of change <input type="checkbox"/> Clearly indicate approved condition being changed for reference <input type="checkbox"/> Provide manufactures specification sheets for any product approvals requested <input type="checkbox"/> Modified hardscape/paving, drainage and grading plan <input type="checkbox"/> Modified lighting plans, if needed | <ul style="list-style-type: none"> <input type="checkbox"/> Modified irrigation plan showing all existing irrigation to be modified <input type="checkbox"/> Modified planting plans, plant material legend. Showing how the plant material is to be modified and meeting the Santaluz Design Guideline requirements <input type="checkbox"/> Show all plan views, any setbacks, easements, property lines, streetscape area, interior yard lines and perimeter yard lines <input type="checkbox"/> Provide all construction details for all proposed construction modifications <input type="checkbox"/> All originally approved plans are to be screened back a minimum of 50% with the proposed improvements shown at full density for graphic clarity and clouded the proposed revisions with a date and delta number <input type="checkbox"/> Show the North arrow on all plans <input type="checkbox"/> Provide all yard expansion calculations on the plans |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Landscape Contractor's Certificate of Liability Insurance is required prior to construction. The certificate should list the address and client's name in the Description box. Santaluz Maintenance Association must be listed as additionally insureds in the Certificate Holder's box. | <ul style="list-style-type: none"> <input type="checkbox"/> Construction Deposit. <input type="checkbox"/> Fees and construction deposits vary with home and construction type. <input type="checkbox"/> Completed Adjacent Owner Awareness Form |
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Please list and briefly describe the proposed improvements in the space provided below.

**Design Review Office
14885 Camino Del Sur
San Diego, CA 92127
858-759-3178 ph, 858-759-3182 fax**