



**Santaluz Aesthetics Council
Adjacent Homeowner Awareness Policy and Process**

All new custom home applications, major remodeling, room additions, solar and/or photovoltaic panels, and landscape renovation projects reviewed by the Aesthetics Council require notification of the adjacent properties of the plans proposed. Please follow the instructions below:

1. When submitting plans for a Solar Plan Change, Landscape Plan Change, Design Change, Major Architectural Revision, or a Step 2 submittal you will need to show or mail the following drawings and materials to each adjacent neighbor:
 - a. Site plan (including building footprint)
 - b. Elevations plan
 - c. Landscape plan
 - d. Attached letter, with your address and date updated within

2. The Aesthetic Council takes into consideration how your home and landscaping impacts the community. For this reason, neighbors are given fair time to look at your plans and provide feedback to the Aesthetics Council. **Your due date for providing proof of Adjacent Homeowner Awareness (AHOA) is the time of submittal.** If the Adjacent Homeowner Awareness is not completed at the time of submittal, then plans will be held until the AHOA is received.

3. You must send these plans via certified mail or obtain signatures by walking door to door. **Provide one of the following to the Design Review Office for each neighbor.**
 - a. Original receipts of certified mail, dropped off at the Design Review Office (DRO). If you choose to send your plans via certified mail, the complete package must also be sent or dropped off to the Design Review Office.

**Design Review Office
14885 Camino Del Sur
San Diego, CA 92127**
 - b. Scans of the receipts of certified mail, emailed to designreview@santaluzhoa.com, or dropped off at the DRO
 - c. A signed "Owner Awareness Form". You may walk door to door with a set of plans for each one of your neighbors. The neighbor's signature verifies the neighbor has seen the plans, and does not mean the neighbor is (dis)approving the plan. If a neighbor has comments, (s)he may still notify the DRO, even if (s)he has signed the "Owner Awareness Form".

4. No neighbor has the power of approval or veto, however, (s)he has 10 days to respond to the Aesthetics Council from the date stated on your submittal intake letter with any questions or concerns. The AC will consider this input when reviewing your plans.