

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

Submittal Date:	Lot No:	Unit No.
-----------------	---------	----------

Homeowner Name:	Home Phone No.:
Homeowner Signature:	Work Phone No.:
Address:	e-mail Address:

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

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

**Three (3) copies of plans and this submittal form** must be submitted to the Design Review Office. Please see the Santaluz Design Books that are online for any additional details about the requirements for plan changes at <http://santaluzscc.com/our-community/design-professionals/>

**Submittal Checklist:** The following information is required for a complete Plan Change submittal. Please complete the checklist and check off items you completed. Make notes in the ruled section below on what was not completed and why. If there isn't sufficient space, then attach a letter addressed to the Design Review Office.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Three sets of plans</li> <li><input type="checkbox"/> Plan Change processing fee. (if required)</li> <li><input type="checkbox"/> <b>All plans are to be drawn at 1/8" = 1'-0" scale</b></li> <li><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</li> <li><input type="checkbox"/> Propose changes clearly indicated with clouds, highlighting, with a delta symbol with date of change</li> <li><input type="checkbox"/> Clearly indicate approved condition being changed for reference</li> <li><input type="checkbox"/> Provide manufactures specification sheets for any product approvals requested</li> <li><input type="checkbox"/> Elevations showing existing and proposed changes for architectural changes.</li> <li><input type="checkbox"/> Elevations must be drawn with realistic (true to scale) shadows.</li> <li><input type="checkbox"/> Modified hardscape/paving, drainage and grading plan</li> <li><input type="checkbox"/> Modified lighting plans, if needed</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Modified irrigation plan showing all existing irrigation to be modified</li> <li><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</li> <li><input type="checkbox"/> Show all plan views, any setbacks, easements, property lines, streetscape area, interior yard lines and perimeter yard lines</li> <li><input type="checkbox"/> Provide all construction details for all proposed construction modifications</li> <li><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</li> <li><input type="checkbox"/> Show the North arrow on all plans</li> <li><input type="checkbox"/> Provide all yard expansion calculations on the plans</li> </ul> |
|---|---|

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

