

SAMLARC Architectural Review Committee  
22342-A Avenida Empresa #102A  
Rancho Santa Margarita CA 92688-2126  
(949) 709-0016  
<https://samlarc.connectresident.com>



**OFFICE USE ONLY**

Tract/SUB: \_\_\_\_\_ Mgmt Co: \_\_\_\_\_  
☐ Arroyos ☐ Fiesta ☐ Golf Course ☐ Los Paseos  
☐ Mira Vista ☐ Town Center ☐ Village 1-Eastlake  
☐ Village 1-Ranchwood ☐ Village 2-Heights ☐ Vistas  
Scheme # \_\_\_\_\_

**SAMLARC Home and Landscape Improvement Form**

Homeowner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print) (Signature accepts "SAMLARC General Conditions")

Address: \_\_\_\_\_ Rancho Santa Margarita, CA 92688

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Alternate E-Mail: \_\_\_\_\_

☐ Yes, I'd like to receive the Architectural Review Committee's decision via e-mail.

**Homeowner Submittal Check List – Check Off All Documents Enclosed**

- ☐ Homeowner-Signed **SAMLARC Home Improvement Form**
- ☐ Homeowner-Signed **SAMLARC General Conditions**
- ☐ Sub-Maintenance Corporation (HOA) Approval from: \_\_\_\_\_
- ☐ Neighbor Notification Statement Form
- ☐ Paint Submittal Requirements Form
- ☐ Color photographs of the front elevation of home and all areas applicable for submittal. (Photos will not be returned)
- ☐ One (1) set of plans with a site plan and specifications; dimensions (width, length, depth, height); elevations; street and adjoining lot setbacks;  
(Projects below with asterisk (\*), e-mail a color ".PDF" file of proposed plans.)
- ☐ Detailed materials list, plant list, manufacturer's color brochure and/or color photos with specific product details listed
- ☐ Application Fee (Payable to SAMLARC): ☐ \$50 ☐ \$200 (Specified below by an asterisk \*) ☐ NFFS (Bank: \_\_\_\_\_ CK# \_\_\_\_\_)

**Homeowner Proposed Improvement - Check All That Apply**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Artificial Turf <input type="checkbox"/> Front <input type="checkbox"/> Side</li><li><input type="checkbox"/> Awning <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side</li><li><input type="checkbox"/> Balcony (2nd Story) <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side * (\$200 Fee)</li><li><input type="checkbox"/> Basketball Backboard (Attached to Home)</li><li><input type="checkbox"/> Door <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Entry <input type="checkbox"/> Garage <input type="checkbox"/> Patio Slider</li><li><input type="checkbox"/> Drains <input type="checkbox"/> Coring at Curb <input type="checkbox"/> Front <input type="checkbox"/> Side</li><li><input type="checkbox"/> Driveway <input type="checkbox"/> Pavers <input type="checkbox"/> Stain</li><li><input type="checkbox"/> Fence <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left <input type="checkbox"/> Worksheet</li><li><input type="checkbox"/> Fountain</li><li><input type="checkbox"/> Gate <input type="checkbox"/> Front <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left <input type="checkbox"/> Worksheet</li><li><input type="checkbox"/> Gazebo (Rear Yard, Only)</li><li><input type="checkbox"/> Hardscape <input type="checkbox"/> Front <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left</li><li><input type="checkbox"/> Landscape <input type="checkbox"/> Front <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Lighting</li><li><input type="checkbox"/> Painting (Exterior, Only)</li><li><input type="checkbox"/> Patio Cover <input type="checkbox"/> Rear <input type="checkbox"/> Side / <input type="checkbox"/> Solid Roof <input type="checkbox"/> Lattice Roof / <input type="checkbox"/> Slope Roof <input type="checkbox"/> Flat Roof</li><li><input type="checkbox"/> Play Structure (Rear Yard, Only)</li><li><input type="checkbox"/> Rain Gutters <input type="checkbox"/> Worksheet Attached</li><li><input type="checkbox"/> Roof (Roof material must remain in harmony with neighborhood)</li><li><input type="checkbox"/> Room Addition * (\$200 Fee)</li><li><input type="checkbox"/> Shutters (Exterior, Only)</li><li><input type="checkbox"/> Solar Roof Panels <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left</li><li><input type="checkbox"/> Tree(s) <input type="checkbox"/> Worksheet Attached</li><li><input type="checkbox"/> Walls: <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side-Right <input type="checkbox"/> Side-Left <input type="checkbox"/> Retaining <input type="checkbox"/> Worksheet Attached</li><li><input type="checkbox"/> Windows: Color: _____ Material: _____<br/>(Grids: <input type="checkbox"/> Yes <input type="checkbox"/> No) (<input type="checkbox"/> Retro-Fit <input type="checkbox"/> Nail-On) <input type="checkbox"/> Worksheet Attached</li><li><input type="checkbox"/> Other _____</li></ul> |
|--|--|

**For SAMLARC Architectural Review Committee Use ONLY**

☐ **APPROVED with Conditions (NOTE: City Permit May Be Required)**

Approval is subject to the attached "SAMLARC General Conditions" which must be signed by the Homeowner.  
Homeowner has six (6) months from "Approval Date" to begin project and 120 days to complete the project.

COMMENTS: \_\_\_\_\_

☐ **DENIED: COMMENTS:** \_\_\_\_\_

- ☐ Submittal does not meet SAMLARC Architectural Standards ☐ Submittal does not harmonize with neighborhood.
- ☐ Re-Submit and include: ☐ Site Plan ☐ Elevation Drawing ☐ Dimensions ☐ Materials ☐ Plant List ☐ Brochure ☐ Photo ☐ Sample

**Appeal Procedure:** Should you wish to appeal the Architectural Review Committee decision, you may appeal in writing to the SAMLARC Board of Directors. The appeal must be received by the Board of Directors not more than fifteen (15) calendar days following the date of this denial. Within forty-five (45) days following receipt of the request for appeal, the SAMLARC Board shall render its written decision.

Committee's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

(Rev. 1-29-2021)

## SAMLARC GENERAL CONDITIONS

1. SAMLARC Architectural Review Committee (ARC) approval does not constitute waiver of any requirements required by applicable government agencies. All modifications must conform to all governing provisions of law, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 commencing with Section 12900) of Division 3 of Title 2 of the Government Code), and all building codes and other applicable law governing land use or public safety. Building permits from the City of Rancho Santa Margarita may be required for certain improvements.
2. Members of a Subordinate Maintenance Corporation must receive approval from their Subordinate Maintenance Corporation prior to commencement of any improvement or modification and prior to submitting plans to SAMLARC ARC for approval. Modifications must conform to all approvals from all Architectural Review Committees, Boards or other entities, if any which have jurisdiction over the Separate Interest to be modified, including but not limited to those of Sub Maintenance Corporations in which the Separate Interest is situated.
3. The SAMLARC Architectural Review Committee (ARC) approval of plans does not constitute acceptance of any technical or engineering specifications, and SAMLARC assumes no responsibility for such. The function of the ARC is to review submittals as to aesthetics. All technical and engineering matters are the responsibility of the Owner. The ARC reviews all applications and modification documents, writings and information submitted with the application for adherence to the SAMLARC Architectural Standards that are intended to serve aesthetic purposes only. ARC review and approval does not replace structural requirements, building codes, or any governing agency requirements and/or review. It is the responsibility of the applicant/owner of the Separate Interest to confirm sound construction.
4. All Modifications must conform to all provisions of the Governing Documents as defined in CC1351 of SAMLARC, including, but not limited to all Use Restrictions. Should the ARC inadvertently approve an improvement which conflicts with a provision of the SAMLARC CC&R's, Bylaws, Policies and Guidelines, Architectural Standards, or a Committee policy, such approval does not constitute waiver of that rule and therefore, must be corrected upon notice.
5. Approved plans are not to be considered authorization to change the drainage plan as installed by the builder and approved by the City of Rancho Santa Margarita.
6. The City of Rancho Santa Margarita ordinances require Owners to maintain correct grades of Property so that runoff does not flow onto adjoining properties or does not prevent off flow from same to be consistent with historical records. Access for equipment used in construction must be through your property only.
7. Access under, over, or through Community Property requires written authorization from the Board of Directors. Approval is not consent, permission, or authority to attach to, trespass, encroach, use, convey, alter, perform work on, over, or under Community Property, Maintenance Easements, Trail, Trail and Landscape System, and/or Common Area or any property in which SAMLARC has an interest. Modifications must not encroach upon Community Property, Maintenance Easements, Easements, Trail, Trail Landscape System, and/or Common Area or any property in which SAMLARC has an interest.
8. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials, may not be stored on streets, sidewalks or Community Property.
9. Any damage to Community Property will be replaced or repaired by a SAMLARC subcontractor. All applicable charges for restoration will be charged back to the Owner by SAMLARC, and is due and payable within 7 days from notification.
10. Approval of plans is not authorization to proceed with improvements of any property other than the property owned by the applicant. Modifications are specifically limited to Separate Interests of the applicant only; no approval is granted for any Modifications other than to the Separate Interest of the applicant.
11. Construction may commence only after owner receives approval from the ARC and has acquired all required permits and licenses from applicable government agencies.
12. Upon completion of the improvement(s), a SAMLARC Completion Notice must be completed (include photographs) and forwarded to the management company at the address listed on the front of this form for ARC review and approval.
13. All writings relating to the Modification delivered to SAMLARC become the property of SAMLARC and may be disclosed, displayed, shared, commented upon, transferred, used or stored, abandoned or destroyed at the sole discretion of SAMLARC. Any photos required by the ARC will not be returned to the Owner.
14. Modifications may not increase the maintenance obligations of SAMLARC or the cost of maintenance of Community Property, Maintenance Easements, Trail, Trail and Landscape System, and/or Common Area or any property in which SAMLARC has an interest.
15. Modifications may not increase the Common Expenses.
16. Modifications must conform to all approved plans. No Improvement shall be constructed, installed, expanded, made, planted, commenced, erected or maintained except in compliance with plans and specifications therefore which have been first submitted to and approved by the Architectural Committee.
17. Modifications must conform to applicable Supplementary Declarations and recorded instruments, equitable servitudes, and applicable Sub Maintenance Corporation Governing Documents.
18. Applicant expressly agrees to indemnify, defend, and hold SAMLARC and the Architectural Review Committee and their agents, Directors, Officers, volunteers, management staff and Managing Agent from all claims, losses, causes of action, judgments, settlements, costs arising out of, resulting from, connected with or related to directly or indirectly the Modifications, the design of the Modifications, the work performed in making the Modifications, the materials used in the Modifications, the application, approval, decisions, conditions, disclosure, or communications.
19. Modifications shall be of good quality materials, and all work shall conform to the applicable standards of care, shall be defect free, and shall not cause any damage to property or persons.
20. All information submitted by applicant is true and correct; all dimensions, and all measurements, elevations, scales, drawings accurately describe and depict the Separate Interest and adjoining property interests and all Modifications.
21. All Modifications will be constructed as described; Approval does not extend to individual components. The Approval is for the entire Modification and described in the application. If for any reason any part of the Modification described in the application cannot or will not be constructed, the Approval may no longer be relied upon, is null, void, and unenforceable. A new application will need to be submitted for approval. Therefore, for example only, and without limiting the generality of this condition, if the City or other governing body refuses to allow or permit any portion of the Modifications as Approved, the Approval may not be relied upon, and is null and void and a new application will need to be submitted.
22. Approval only applies to the specific Modifications described in the application and does not extend to undisclosed and/or unapproved Modifications that may be required to perform work to complete the Approved Modifications. If Modifications not described in the application are needed to enable the Approved Modifications to be completed, then the owner of the Separate Interest shall cease all work until such time as all Modifications are approved.
23. There are no intended or gratuitous beneficiaries of the Approval of the Modification.
24. Applicant has accurately described and depicted all Modifications and has accurately disclosed the Modifications in relation to all property lines and boundaries. If there is any inaccurate or incomplete disclosure and/or description and/or depiction, Approval shall become null and void and unenforceable.
25. SAMLARC, and the ARC are not responsible or liable for documentation, applications, or information provided by others, or for design, installation, choice or quality or materials or compliance with applicable standards, codes, or laws.

NOTE: Approval from the City of Rancho Santa Margarita must be obtained for permission to encroach within City easement.

(Rev.12-19-16)

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_



## NEIGHBOR NOTIFICATION STATEMENT

(This Form is a Simple Notification of Possible Noise, Dust and Parking Impact within the Neighborhood, **not** Neighbor Approval)

Submitting Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_ Rancho Santa Margarita, CA 92688

Improvement(s): \_\_\_\_\_

**Submitting Homeowner's Acknowledgement:** My neighbors have seen the architectural submittal for the above proposed improvement(s). My neighbors have signed below and I understand a neighbor's signature on this form does not mean my application is approved. I understand neighbor objections do not cause denial of my submittal. All neighbor concerns must be placed in writing and sent to the SAMLARC Architectural Review Committee prior to the date of my review.

**Neighbor's Acknowledgement:** Before signing this form, I have carefully reviewed all my Neighbor's plans for architectural improvement; to include paint color chips. By signing this form, it does not mean I approve or deny the proposed improvement(s). Prior to the date of my neighbor's review, I will put in writing my concerns and send my comments to the SAMLARC Architectural Review Committee (ARC) for their consideration.

Impacted Neighbor	Impacted Neighbor	Impacted Neighbor
_____ Name (Please Print)	_____ Name (Please Print)	_____ Name (Please Print)
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date

### Rear of Lot (Common Area or Street)

Adjacent Neighbor		Adjacent Neighbor
_____ Name (Please Print)		_____ Name (Please Print)
_____ Address		_____ Address
_____ Signature	_____ Your Address # and Street	_____ Signature
_____ Date		_____ Date

### Your Street – Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
_____ Name (Please Print)	_____ Name (Please Print)	_____ Name (Please Print)
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date

**IMPORTANT:** This completed form must be submitted to the SAMLARC ARC for review within forty-five (45) days from the date of the above signatures.

**Submitting Homeowner must record three (3) dates and times when attempting to obtain the required neighbor(s) signatures.**



## PAINTING SUBMITTAL REQUIREMENTS FORM

Homeowner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Rancho Santa Margarita, CA 92688

Sub Maintenance (HOA) or Tract Name: \_\_\_\_\_

**2018** Paint Scheme Village Name **(Please Check One (1) Box Below):**

- ☐ Arroyos   ☐ Fiesta   ☐ Golf Course   ☐ Los Paseos   ☐ Mira Vista   ☐ Town Center  
☐ Village I - Eastlake   ☐ Village I - Ranchwood   ☐ Village II - Heights   ☐ Vistas

Proposed **Start** Date: \_\_\_\_\_

Proposed **Completion** Date: \_\_\_\_\_

### HOMEOWNER'S 1st SELECTION

PAINT AREA	CODE	PAINT NAME	2018 SCHEME #
Stucco			
Stucco "Pop-Out" Accents			
Siding			
Fascia / Rain Gutters			
Wood Trim			
Garage Door			
Entry Door			
Shutters (Exterior)			
Railing			
Wrought Iron			

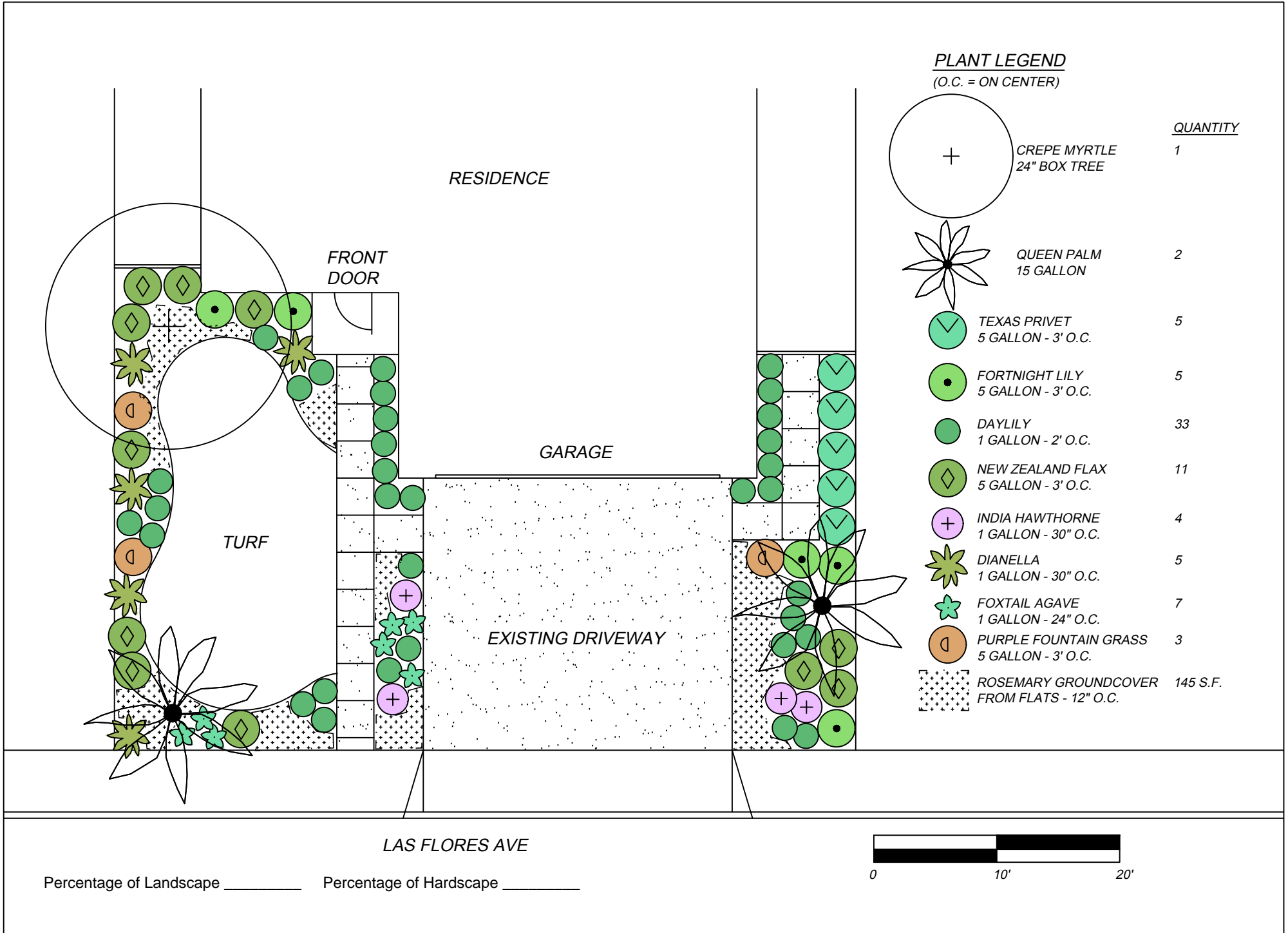
### HOMEOWNER'S 2nd SELECTION

PAINT AREA	CODE	PAINT NAME	2018 SCHEME #
Stucco			
Stucco "Pop-Out" Accents			
Siding			
Fascia / Rain Gutters			
Wood Trim			
Garage Door			
Entry Door			
Shutters (Exterior)			
Railing			
Wrought Iron			

(Rev. 4/18)

**ATTACH PAINT CHIPS HERE (REQUIRED)**

\*\*\* SAMPLE LANDSCAPE SITE PLAN \*\*\*



\*\*\* ALL LANDSCAPE SITE PLANS MUST BE LEGIBLE, TO SCALE, AND PROVIDE THE PERCENTAGE OF LANDSCAPE TO HARDSCAPE \*\*\*



## PLANT LIST

<u>Plant Name</u>	<u>Size</u>	<u>Quantity</u>	<u>On Center</u>	<u>On SAMLARC Plant List</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____