

**SAUSALITO PLACE HOMEOWNER'S ASSOCIATION**

**PLEASE RETURN THE COMPLETED APPLICATION  
TO THE HOMEOWNER'S BOX IN THE CLUBHOUSE**

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**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Pre-Condition Statement (Part A)**

**Fill out this form if you are paying for changes to be made to your unit.**

**Please also note that renting PODS & DUMPSTERS will be allowed when accompanied by this form for a 30 day period or on a case to case basis.**

The HOA or Property Management Company is not responsible for any unintentional damage to your approved items such as, but not limited to: shrubs or trees, walkway/driveway/ground cover lighting, statues, potted plants, or outdoor wiring/plumbing (either above or below ground level).

The unit owner is responsible for maintaining all approved landscaping and irrigation changes. Any irrigation, and structural or electrical changes must be done by an insured and licensed contractor **approved by the HOA**. A copy of the contractor's license and proof of insurance **MUST** accompany this form.

The unit owner is financially responsible for any damage to the plantings, irrigation system (sprinkler heads, underground piping etc.), building structure, walkways, driveway, and common areas. The property maintenance manager must review any request which may affect irrigation, prior to the start date.

**The Unit Owners that make changes to their property prior to receiving notification of approval, will receive a violation notice. A fine may be issued, and they may be required to modify the unapproved work.**

**AN APPROVED ARC FORM IS VALID  
FOR ONE YEAR FROM THE DATE OF APPROVAL\***

Unit Number \_\_\_\_\_ Unit Owner Name \_\_\_\_\_

Date \_\_\_\_\_ Unit Owner Signature \_\_\_\_\_

**\*once approved please complete your architectural change within 90 days if at all possible. Thank you**

ARCHITECTURAL REVIEW COMMITTEE

(Part B)

Unit Number \_\_\_\_\_ Unit Owner Name \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Directions: Please provide below a detailed description of any changes and/or additions you wish to make to the exterior of your unit. This should include landscaping, dimensions, materials to be used, color(s), design, and location.

ARC approval of your request **MUST BE GRANTED BEFORE YOU BEGIN ANY IMPROVEMENTS OR MODIFICATIONS.** Insufficient information may result in approval being delayed.

Note: ARC approval does not negate your responsibility to comply with existing governmental laws and/or codes. Landscaping changes made by the resident must be maintained by the resident. This form must be completed in full or it will be returned to you. If you need more space, you may attach an additional sheet of paper. Drawings are always welcome.

**Please use the work order document for items that the HOA should be taking care of.**

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**FOR ARCHITECTURAL COMMITTEE USE ONLY**

Date Received \_\_\_\_\_ Application Number \_\_\_\_\_

Request is: APPROVED  DENIED  ON HOLD  NEED MORE INFO

ARC MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SENT TO BOARD \_\_\_\_\_ HOA APPROVED  DENIED  DATE \_\_\_\_\_