

ASHTON PARK HOMEOWNERS ASSOCIATION DESIGN REVIEW REQUEST FORM

Dated: 08/05/2020

Submit From to:

Digital Requests(Recommended):

Email documents or share document
access link:
ashtonpark@advancedmgmt.com

My Mail:

Ashton Park Homeowners Association
c/o Advanced Property Management
P.O Box 23743
Pleasant Hill, Ca. 94523

Name: _____ Date: _____

Property Address: _____

Mailing Address (if different from above): _____

Home Phone: _____ Business/Mobile Phone: _____

Email Address: _____

SUBMITTAL PACKAGE CHECK LIST:

REQUIRED FOR ALL SUBMITTALS:

- Design Review Request Form
- Plans and specifications on Plot Map, drawings and/or photos showing the location, nature, kind, shape, height and materials, including the color and any other requirements set forth herein ("**Plans and Specifications**"), clearly indicating all proposed modifications
- A proposed construction schedule, including proposed start and completion dates
- Submittal fees, \$0 for Pre-Approved, \$75 for Minor Review and Initial Landscape, or \$150 for applications requiring full review.
- Description/photos of materials and colors and material samples, or model number

If applicable, include the following:

- Description of materials and colors, material samples
- Floor plans, if an Owner is requesting permission to remove or relocate a wall
- Certificates of insurance (including contractors exclusions and proof of valid workers compensation insurance)
- Completed Neighbor Notification Form (see attached page)
- Permits and licenses, if applicable

Proposed Schedule:

Start ____/____/____/ Finish ____/____/____/

PROPOSED DESIGN IMPROVEMENT(S)

I/we understand that the proposed improvements may require a permit from the City Building Department or other Governmental Entities and I/we will obtain all required permits before commencing any work. I/we agree I/we will do no work that will change the existing drainage patterns. I/we are aware that any changes in the existing drainage pattern may result in substantial damage to adjacent properties, for which I/we will be held responsible.

I/we assume the responsibility for any work, including conformity of completed improvements to the plans and specifications as approved by the Board or, if appointed, the Design Review Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above proposed modifications/improvements. Further, I/we assume full responsibility for any work and that I/we or my contractor accomplishes which may, in the future, adversely affect adjacent properties and/or Association Property. I/we will assume responsibility for all future maintenance of this modification and/or improvement.

I/we understand that prior to commencing any work I/we must provide a deposit to the Association as set forth in the Design Guidelines.

Signature: _____ Date: _____

Signature: _____ Date: _____

Do not write below this line (For Board/Design Review Committee use only)

Board/Committee Member:	Approve:	Board/Committee Member:	Approve:
Signature:	Disapprove:	Signature:	Disapprove:
Date:	Conditional Approval:	Date:	Conditional Approval:
Conditions of Approval/Reason for Disapproval:		Conditions of Approval:	

**ASHTON PARK HOMEOWNERS ASSOCIATION
NEIGHBOR NOTIFICATION FORM**

Name: _____
Address: _____
Signature: _____

Left rear neighbor

Name _____
Address: _____
Signature: _____

Rear neighbor

Name: _____
Address: _____
Signature: _____

Right rear neighbor

Name: _____
Address: _____
Signature: _____

Left adjacent neighbor

YOUR HOUSE

Name _____
Address: _____

YOUR HOUSE

Name: _____
Address: _____
Signature: _____

Right adjacent neighbor

Name: _____
Address: _____
Signature: _____

Left front neighbor

Name: _____
Address: _____
Signature: _____

Front neighbor

Name: _____
Address: _____
Signature: _____

Right front neighbor

If neighbor is not impacted by improvements, meaning no part of the improvements will be visible to them, then write "Not Impacted" in that neighbor's signature line
Signature on above form does not constitute approval of plans presented, only notification. Any concerns about plans being presented may be addressed, in writing, to the Association.

**ASHTON PARK HOMEOWNERS ASSOCIATION
NOTICE OF COMPLETION FORM**

Dated: 08/05/2020

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Notice is hereby given that: _____, the undersigned
is the Owner(s) of the property located at:

Address: _____

Residential Lot #: _____

The work of Improvement described as _____

was COMPLETED on the _____ day of _____, 20__ in accordance with
the Board's/Design Review Committee's written approval of the above Owner's plans and submitted
package.

Signature of Owner: _____

Signature of Owner: _____

Date: _____

*THIS SECTION FOR BOARD/DESIGN REVIEW COMMITTEE
USE ONLY:*

Date Received: _____

Date Inspection Performed: _____

Work completed in accordance with approved plans;

File closed date: _____

Work not in compliance with approved plans;

See _____ comments _____ and/or _____ corrections _____ as _____ noted _____ below:

PLEASE PLACE
REQUIRED PHOTO
HERE OR SUBMIT
PHOTO BY EMAIL

Board/Design Review Committee

Date