



C.C.H.O.A.
505 Grand Caribe Isle
Coronado CA 92118

Voice 619.423.4353
Fax 619.424.3923

Homeowners Association

**REQUEST FOR ADMINISTRATIVE ARCHITECTURAL APPROVAL
INCONSEQUENTIAL CHANGE**

Dear Coronado Cays Homeowners Association:

I would like to request an administrative architectural approval as provided under Section 9.7 of the Coronado Cays Homeowners Association Member Handbook. The property address of the work I have planned is located at: _____

The work consists of: _____

(You may attach a drawing in lieu of a written description).

This is a complete description of the work. I understand that if I have misled the staff in regards to the scope of this work or if I have omitted any significant part of the work in the above description, I could be subject to a fine, legal liability and/or the removal of the planned work after it has be completed.

The work described above will not have a material impact on the external appearance of the residence and will not impact any neighboring property in any way. It is estimated the work will begin on _____ and be completed on _____. I will notify the CCHOA when the work is completed.

Print Homeowners Name

Phone Number

Homeowner's Signature

Date

City of Coronado – Building Department

The above project requires a permit _____ Permit number _____ Date _____

The above project requires no permit _____

David Schmidt, City of Coronado

If a permit is not obtained as required, the approval is VOID

Larry Peterson, General Manager

Date



DIRECTOR'S INITIALS

9.16 Improvements eligible for administrative approval – Subject to Cit of Coronado requirements, the following improvements may be eligible for administrative approval under section 9.7. Proposed improvements that do not meet the requirements of 9.7 must be submitted to the A.E.C.C. for approval. There are no review fees for administrative approvals.

- Antigua Storage Boxes
- Carpet covering of upper patio decks or entry landings (condominium villages)**
- French door additions or changes*
- Kingston Door Replacements (06-13)
- Garage door replacements*
- Gas line installation (for hot water heater, dryer, stove and fireplace)
- Gate or solid door replacements*
- Hydrohoist*
- Landscaping additions or changes
- Fences and walls replacement in kind
- New landscaping
- Patios and concrete work
- Roof replacements*
- Satellite dish installation*
- Tile addition on patio or walkway**
- Tile installation on upper patio decks or entry landings (condominium villages)**
- Vents (dryers, kitchen exhaust, etc.)
- Window replacements*
- Windbreak panels (usually Plexiglas)
 - * Brochure
 - ** Sample of tile requested
 - *** Scale drawing to be submitted showing details

Comments:

As a reminder, Coronado Cays is under the City of Coronado Noise Control on holidays per our Members' Handbook:

9.9.9 Construction Noise Curfew – It shall be unlawful for any person, between the hours of 7:00 p.m. and 7:00 a.m. of any day, or any time on legal holidays and Sundays, to erect, construct, demolish, excavate for, alter, or repair any building or structure in such a manner as to create a disturbing, excessive or offensive noise unless a noise control permit has been applied for and granted beforehand by the City of Coronado Noise Control Officer.

Holidays	New Years Day	Independence Day
	Martin Luther King, Jr. Day	Labor Day
	Lincoln's Birthday	California Admission Day
	Washington's Birthday	Columbus Day
	Cesar Chavez Day	Veteran's Day
	Good Friday	Thanksgiving Day and the day after
	Memorial Day	Christmas Day