C.C.H.O.A. 505 Grand Caribe Cswy. Coronado, CA 92118



Office 619.423.4353 Fax 619.424.3923 www.cchoa.org

ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE

APPLICATION FORM

Homeowner's Name	
	Please Print
Cays Address	DI DI
•	Please Print
Phone Number	Email
Architect's Name	DI D'
	Please Print
Address	
	Please Print
Phone Number	Email
Contractor's Name	DI D'
	Please Print
Address	
	Please Print
Phone Number	Email
Briefly outline the proposed project:	
Additional square footage:	
List any other addresses with similar type projec	t:
Estimated start date: Est	timated completion date:

RULE COMPLIANCE

The applicant is required to comply with all of the AECC rules that are contained in Section 9.0 of the CCHOA Member Handbook. The applicant is also responsible to assure that their contractor complies with these rules. Any failure to adhere to these rules or their contractor may result in fines and/or removal of work after it has been completed.

The following are rules & regulations to follow during construction, see CCHOA Member Handbook, Section 9.0 for specifics.

No commercial signs allowed. Remodels must be completed within six (6) months; Major Remodels must be completed within nine (9) months; New construction/Teardowns must be completed in 15 months. Contractors are required to screen the job site and portable toilets. Dumpsters must be removed from the Coronado Cays each weekend. I have read Section 9.8 thru 9.8.8 - Construction site appearance. I understand that my assessment will change if square footage is increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes). Signature of Applicant			<u>Please Initial</u>
must be completed within nine (9) months; New construction/Teardowns must be completed in 15 months. Contractors are required to screen the job site and portable toilets. Dumpsters must be removed from the Coronado Cays each weekend. I have read Section 9.8 thru 9.8.8 - Construction site appearance. I understand that my assessment will change if square footage is increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes).	1	No commercial signs allowed.	
Dumpsters must be removed from the Coronado Cays each weekend. I have read Section 9.8 thru 9.8.8 - Construction site appearance. I understand that my assessment will change if square footage is increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes).	r	must be completed within nine (9) months; New construction/Teardowns	
I have read Section 9.8 thru 9.8.8 - Construction site appearance. I understand that my assessment will change if square footage is increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes).	(Contractors are required to screen the job site and portable toilets.	
I understand that my assessment will change if square footage is increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes).	Ι	Dumpsters must be removed from the Coronado Cays each weekend.	
increased, (ex. Enclose balcony or atrium into livable space, this excludes custom homes).	I	have read Section 9.8 thru 9.8.8 - Construction site appearance.	
gnature of Applicant Date:	i	ncreased, (ex. Enclose balcony or atrium into livable space, this excludes	
	gnatur	re of Applicant Date:	

Once project is approved by the Board of Directors, the homeowner is required to provide to the AECC a copy of the "City Stamped Construction" plans and a copy of the "City Permit" to the Association Office **PRIOR** to starting work on your Approved Project.

Check #	The following improvements require Architectural Committee review, and a review fee/deposit must be paid:		
Amount Paid \$	Remodel	\$100.00 +	\$ 500.00 Deposit
	Major Remodel	\$250.00 +	\$1,000.00 Deposit
Check #	New Construction/Teardown	\$500.00 +	\$2,500.00 Deposit
Deposit Amount \$	License & Indemnity Agreement, if required, must be signed between the owner and the CCHOA for recordation, fee is \$500.00.		

C.C.H.O.A. 505 Grand Caribe Cswy. Coronado, CA 92118



Office 619.423.4353 Fax 619.424.3923 www.cchoa.org

Homeowners Association

ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE APPLICATION STEPS FOR APPROVAL

The following are the steps for approval of an AECC application:

- 1. Obtain and submit a complete application, along with required submittal fee and deposit, a detailed description of the proposed plan or architectural plan showing, but not limited to, all dimensions, elevations, measurements, and material finishes to be used. Application forms are available at www.cchoa.org in the Document Center.
- 2. Submit application no later than the 4th Monday of the month to have it considered at the next AECC Committee meeting. The AECC Committee meets on the 2nd Tuesday of every month. A notification will be sent to you and your architect the Friday before the meeting with details. Neighbor notifications will also be sent to neighboring properties two weeks prior to the meeting to inform them of proposed project/plan and allow them an opportunity to express any concerns.
- 3. Submittals will be reviewed by the AECC and the Committee will make a **recommendation** to the Board, to approve or deny. The Board of Directors will meet on the 4th Thursday of each month and vote to approve, table, or deny the application. An outcome letter will be provided to owners informing them of the Board's decision. **Projects cannot be started or submitted to the City of Coronado without Board of Directors approval.**
- 4. If your application/plan is approved and requires a permit(s) from the City of Coronado, please come to the Association office to pick up your three (3) sets of stamped "**Approved**" plans so they can be submitted by you to the City of Coronado Community Development Department to apply for a permit(s). The Association will keep one set of plans in the Association file.
- 5. A copy of any permit(s) and a copy of the City's stamped "Approved" 11x17 construction plans on all elevations and all floor plans is required to be provided to the Association office prior to starting construction work. When submitting your permit, advise the Association office the date you will begin construction. Construction finish dates must meet the rules provided in Section 9.0 of the Member Handbook six (6) months for a remodel, nine (9) months for a major remodel, and fifteen (15) months for new construction teardowns from the actual start date. If completion finish date exceeds this deadline, you are required to request an extension of time to complete and provide new estimated finish date. Failure to provide these documents to the Association office or request an extension of time to complete is a violation of the governing documents.
- 6. The Association must approve any changes to your CCHOA approved plans. This includes changes required by the City of Coronado Building Department. The General Manager and AECC Chair may administratively approve inconsequential changes. Significant changes to the CCHOA approved plans must be submitted to the AECC and Board of Directors for additional consideration and approval.

7.	Acknowledged By:		Date:	
	<i>C</i> • • •	Signature		