



**Community Association Manager**  
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**MINOR ADDITIONS, REMODELS, AND MODIFICATIONS – SUBMITTAL CHECKLIST  
 PRELIMINARY/FINAL APPROVAL**

Minor structures and exterior modifications including but not limited to the following: change of stucco, paint color, gates, walls, landscaping with hardscape.

The 30-day review period begins when all items are **received by the ACC and deemed complete**, including the fees, this form, all required drawings, related documents, and color and material samples. The lot owner will receive acknowledgment when the submittal is complete. Please contact the community association manager, as referenced above, with any questions about forms and/or procedures. **NOTE:** Information herein is in addition to the Design Guidelines and Restrictions.

The fees for all projects are due prior to review. To obtain a copy of the current fee schedule contact the Community Association Manager or the schedule is available on the Creek web site [www.sanpedrocreek.org](http://www.sanpedrocreek.org). All payments should be payable to the San Pedro Creek Estates Homeowners' Association referencing lot and phase number and delivered, with all other documents, to the Community Association Manager. **NOTE:** Consult the Plan Review Agreement for additional information about the steps required for the plan review process.

Before proceeding, the **lot owner must affirm** they have obtained, thoroughly read the SPCE Design Guidelines, By-laws and Restrictions pertaining thereto: \_\_\_\_\_  
 (Owner's Signature)

**Respond to all applicable items:**

**PART I- GENERAL INFORMATION:**

Date \_\_\_\_\_ Lot Number \_\_\_\_\_ Phase Number \_\_\_\_\_ Architectural style \_\_\_\_\_

Submittal (check one)\_\_\_\_ Preliminary \_\_\_ Final \_\_\_ Date of any previous approval(s) \_\_\_\_\_

Project Type (Addition, Barn, Gate, Sheds etc.) \_\_\_\_\_ SF \_\_\_\_\_

Square Footage of Residence \_\_\_\_\_ Review Fee Pd. \_\_\_\_\_ Construction Deposit Pd. \_\_\_\_\_

Owner's Name(s) \_\_\_\_\_ email address \_\_\_\_\_ Ph \_\_\_\_\_

Owner's Current Mailing Address \_\_\_\_\_

(NOTE: The Owner is responsible to keep all contact information current.)

Builder's Name: \_\_\_\_\_ Ph \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**PART II - REQUIRED DOCUMENTATION:** (check if shown and complete as applicable):

**1. PLANS:**

**A.** Site-plan and other necessary drawings thoroughly describing the type of modification, dimensions, location(s) of all proposed structure(s) or improvement(s)

**B. Lot Survey with topography**, stamped, signed, and dated \_\_\_\_\_  
(Pre-existing survey ok and only required where new structures with foundations are proposed)

**2. EXTERIOR ELEVATIONS or PHOTOS** (for all structures): Scale 1/8"=1' or 1/4"=1' \_\_\_\_\_

\_\_\_\_\_ Showing existing (natural) and proposed (finished) grades

\_\_\_\_\_ Indicating maximum parapet or ridge height above lowest natural grade

\_\_\_\_\_ Mechanical equipment and screening provided, if any

\_\_\_\_\_ Address Identification structure (indicate if it includes mailbox)

**PART III - SAMPLES, CUTSHEETS, SPECIFICATIONS**

Include information on all exterior finish materials, colors, window types /colors, glazing, accent items, etc.

**1. STUCCO:** Manufacturer \_\_\_\_\_ Color (incl. # if possible): \_\_\_\_\_

LRV of 35% or less: \_\_\_\_\_ Sample submitted \_\_\_\_\_  
(Match house color(s) or an approved color list is available from the Community Association Manger or on the Creek Web site)

**2. WINDOWS:** Manufacturer: \_\_\_\_\_ Frame Color: \_\_\_\_\_ (LRV of 45% or less)

**3. EXTERIOR MATERIALS** (e.g., wood, gates, fences, paint, stone, stabilized adobe, rammed earth):

Description \_\_\_\_\_

LRV of 35% or less: \_\_\_\_\_ Colors: \_\_\_\_\_ Sample(s) submitted: \_\_\_\_\_

Materials (manufacturer specs, photos, etc.): \_\_\_\_\_

**4. ROOFING:**

LRV of 40% or less: \_\_\_\_\_ Sample(s) submitted: \_\_\_\_\_

Roofing materials: \_\_\_\_\_ Roofing Color: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

**5. EXTERIOR LIGHTING DESIGN: (section 2.14)**

\_\_\_\_\_ Catalog cut sheets for proposed fixtures

\_\_\_\_\_ Fixtures not selected yet. **Fixture must be submitted for review once selection has been made and prior to installation.**

**6. SOLAR APPLICATIONS: (section 3.12)**

Type - Photovoltaic \_\_\_\_\_ Solar Thermal \_\_\_\_\_ Location - Roof \_\_\_\_\_ Ground \_\_\_\_\_

Roof Mounted - Provide roof placement plan 1/8" = 1' \_\_\_\_\_ or 1/4" = 1' \_\_\_\_\_

- Existing Roof - Flat \_\_\_\_\_ (Array must be no higher than parapet)
- Sloped \_\_\_\_\_ (Array must be installed parallel to roof)  
Panel thickness \_\_\_\_\_ Existing Roof Color \_\_\_\_\_

Ground Mounted – Site plan provided 1" = 100' \_\_\_\_\_ or 1" = 200' \_\_\_\_\_ or Other 1" = \_\_\_\_\_

- Array drawing provided \_\_\_\_\_
- Screened with walls \_\_\_\_\_, or landscaping \_\_\_\_\_

Exposed Electrical Boxes/Conduit - (Must be consistent in color with adjacent surfaces) \_\_\_\_\_

Frames and Panels - LRV 35 or less required Panel color \_\_\_\_\_ / LRV \_\_\_\_\_  
Frame Material \_\_\_\_\_ Frame color \_\_\_\_\_ / LRV \_\_\_\_\_

Panel Array - Mfg. and model \_\_\_\_\_ Total Size \_\_\_\_\_' X \_\_\_\_\_' or Sq. Ft. \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_