Corona Highlands Property Owners Association

Architectural Review Committee (ARC)

Application Package

PART I — ARC APPLICATION FORM

Property Information

- Property Address: _____
- _____

Owner Information

- Owner Name(s): _____
- Mailing Address: _____
- Phone: _____ Email: _____

Applicant / Builder /Architect Information (if different)

- Company / Individual Name: _____
- Contact Person: _____
- Phone: _____ Email: _____

☐ *Written Owner authorization attached*

Project Description

Briefly describe the proposed work (attach additional pages if necessary):

Project Type (check all that apply)

- □ New Construction
- □ Addition
- □ Remodel / Renovation
- □ Garage / Driveway Modification
- □ Exterior Alteration
- □ Other: _____

Applicant Certification

I certify that the information submitted is accurate and complete, that the proposed work complies with the Association's CC&Rs, Bylaws, and Architectural Review Procedures and Interpretive Guidelines, and that **no work will commence until written approval is issued**.

Owner Signature: _____ Date: _____

Applicant Signature (if applicable): _____ Date: _____

PART II — REQUIRED SUBMITTAL CHECKLIST (COVER PAGE)

This checklist must be completed and included as the first page of every submission. Incomplete applications will not be reviewed.

Required for All Applications

- □ Completed ARC Application Form (signed)
- □ Two (2) complete hard-copy plan sets
- □ Written Owner authorization (if applicable)
- □ Written project description
- □ Current photographs of existing conditions

Plans and Drawings

- □ Site plan showing property lines, setbacks, driveway, and garage location
- □ Floor plans (existing and proposed)

- □ Exterior elevations (all sides)
- □ Roof plan

Technical Documentation (as applicable)

- □ Height calculations from Highest Finished Grade Level
- □ Fence, wall, or gate details
- □ Landscape plan (if modified)
- □ Exterior lighting plan

Additional Information

- □ All deviations clearly identified
- □ Copies of any prior ARC approvals
- Payment of required fees. Payment must clear before review can begin.

Submission Instructions

Submit **two (2) hard-copy sets** of the complete application package with your check to:

Corona Highlands Property Owners Association
Attn: Architectural Review Committee
400 De Sola Terrace
Corona del Mar, CA 92625

Electronic submissions are not accepted unless expressly authorized in writing by the Board.

PART III — COMMON REASONS FOR REJECTION OR DELAY

The following are frequent causes of denial or delayed review:

1. Incomplete submittal or missing checklist items
2. Garage or driveway placement inconsistent with neighborhood character
3. Failure to clearly demonstrate compliance with height or story limits
4. Conflicting or unclear elevation data
5. Unidentified deviations from approved interpretations

6. Commencing work prior to written ARC approval

7. Proposals inconsistent with **single-family residential use** or that introduce commercial impacts

PART IV — REVIEW STANDARDS & GOVERNING AUTHORITY (SUMMARY)

- All Lots are restricted to **single-family residential use except those designated in the Document***

  ***The Declaration originally designated forty-eight (48) lots for the construction of two residential units, which lots are now zoned by the City of Newport Beach as R-2. The reference in the Declaration to "residential income purposes" with respect to these lots is interpreted by the Board to mean income derived solely from the rental of one or two residential dwelling units constructed on such lots, and not income derived from the operation of a general commercial business or enterprise.

- Commercial, business, institutional, or similar uses are prohibited.

- The ARC operates as a committee of the Board; the **Board retains final authority**.

- These materials implement and interpret the CC&Rs and do not create new restrictions.

- Approval by the Association does not substitute for City permits.

FOR ARC / BOARD USE ONLY

- Date Received: _____

- Application Complete: □ Yes □ No

- ARC Review Date: _____

- Determination: □ Approved □ Approved w/ Conditions □ Denied

Conditions / Notes:

Board Action (if applicable): _____

Failure to comply with ARC approval requirements may result in enforcement action under the CC&Rs.