



**Sunrise Homeowners Association, Inc.  
ARCHITECTURAL REVIEW APPLICATION**

1. Name (please type or print): \_\_\_\_\_
2. Address of proposed change: \_\_\_\_\_
3. Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. General description of proposed change: Please include the purpose or reason for the change, the type and color of materials to be used, location of the change on the property and any other pertinent information required to evaluate the proposed change:

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6. Estimated starting date of construction: \_\_\_\_\_
7. Estimated completion date: \_\_\_\_\_
8. Owner(s) acknowledges that he is familiar with the architectural review requirements and procedures for the Sunrise Homeowners Association.
9. Owner(s) understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 6 months following approval. Moreover, Owner(s) agree to honor any deadlines established by the Committee for the completion of the proposed improvements referenced herein.
10. Owner(s) agrees to store construction materials only on his property, rather than in common areas, easements or street, to bear the cost of repairing any damaged caused to such areas and remove all unused materials from public view within 7 days following the completion of work.
11. All applications will be reviewed by the Committee Chair and the Sunrise Homeowners Association Board. The Board reserves the right to solicit the opinion of adjoining property owners and to provide copies of this application to them. Committee will respond to applicant in writing within the 30-day review period.

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

Date received by Architectural Review Committee Chairperson: \_\_\_\_\_



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**APPLICATION SUBMITTAL**

- Please mail or deliver TWO (2) copies of this application and supporting documents to Architectural Review Committee Chairperson listed below
- Do not include original documents as they will not be returned. All pages must be legible copies. Faxes are not acceptable.
- Owner must sign this application on page one (1) and initial that they have read and agree to requirements and notes contained on the page three (3) of this application.

**APPLICATION REVIEW RESULTS**

**Action taken (check one):**

- Approved
- Not Approved
- Approved as noted (see comments)
- Additional information required (see comments)

**Reviewed by:**

Architectural Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by:**

CGNA President \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS/REQUIREMENTS AS NOTED FOR APPROVAL**

- Copy of Building Permit required       Copy of Land Survey required
- Color chips or color sample required       Other \_\_\_\_\_

**Comments from committee review:**

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### REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

The supporting documentation listed below must accompany this application as applicable to proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided.

- A. Paint or Stain Colors: A sample or model number of the color(s) to be used along with a list of existing paint colors on the house which will remain unchanged must be provided.
- B. Finish Materials: A description and/or a sample of all finish materials to be used for exterior surface modifications must be provided.
- C. Site Plan, Survey or Plot Plan: A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to property lines, must be provided for decks, patios, walls, storage sheds, fences, gazebos and structural additions to the home.
- D. Architectural Drawings and Landscape Plans: Detailed architectural drawings or plans must be provided for decks, storage sheds, fences, gazebos and structural additions to the home, as well as surrounding landscaping or topography changes of the lot.
- E. Other Exhibits: Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowner's are advised to seek guidance from the Committee Chairperson prior to the submission of an application.
- F. Contractor Estimate/Proposal/Plans: Bids you receive may include the majority of the above mentioned requirements. It is recommended that you attach these documents to the application. The Committee is not interested in the cost of your project. The cost listed on any document may be struck prior to submission.
- G. Building Permits: Copies of building permits must be supplied to the Committee before the commencement of any approved project.

### NOTES

- A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Sacramento County, to which the property is subject to. Further, nothing contained herein shall be construed as a waiver or modification of said restrictions.
- B. Where required, appropriate building permits shall be obtained from Sacramento County prior to the commencement of construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Sunrise Homeowners Association.
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and the Owner may be required to restore the property to its former condition at the Owner's expense if such alterations are made and subsequently disapproved in whole or in part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
- E. Owner agrees and grants express permission to Committee to enter on the Owner's property at a reasonable time to inspect the project, during and after construction.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications of said alterations.

Owner(s) Initials: \_\_\_\_\_