

APPLICATION PROCESS & FEES FOR ALTERATION OR CONSTRUCTION

It is the goal of the Board for the Palisair Home Owners Association to make the review and approval process for any construction project within our Association as prompt and efficient as possible. The achievement of this goal requires the dedication of a great deal of time and attention by the volunteer members of our Board and an informed effort on the part of the submitting homeowner to meet the requisite needs for the approval process.

Prior to beginning the process, please carefully review the Palisair CC&Rs, as found on our Internet site, Palisair.org. Generally, questions asked in the course of the process can be answered by reference to those provisions. As a general overview, the process is as follows:

- 1. Complete the Application Form, as available on our Internet site.**
- 2. The completed Form is then submitted with the requisite materials, as outlined on the form, with a check in the amount of \$100 made payable to the “Palisair Homeowners Association.”**
- 3. As provided on the Form, copies of your plans are submitted both in full-sized paper format and as PDF images, the latter of which can be sent by email to Palisair@gmail.com.**
- 4. If required, the plans and related materials will be forwarded to a consulting architect for review.**
- 5. Based on an assessment of the scope of the project and work involved for the approval process, an additional fee may be required, of which you will be notified. (See “Fee Structure” Below)**
- 6. If the construction to be performed presents a concern of unreasonable view obstruction for any other member of the Association, story poles may be required, of which you will be notified. If required, we will ask that the poles be erected at your expense at a time established for viewing.**
- 7. If the project involves re-grading of the residential lot to any significant degree, grading plans will be required.**
- 8. On evaluation of the submitted materials and information gathered, if there is determined to be a need for a modification of your plans, or if you require a clarification of the CC&Rs, you may want to discuss such matters with the consulting architect for the Board. If so, you are free to do so at your own expense.**
- 9. If there is no determined violation of the CC&Rs, Preliminary Approval will be issued.**
- 10. As also outlined on the Application Form, Final Approval will require submission of 2 sets of the final plans, as stamped by the Department of Building & Safety. Once Final Approval is given, a set of plans will be signed by both a Board member and the homeowner and stored by the Board for future reference.**
- 11. Construction pursuant to the plans is to proceed diligently to completion, keeping in mind the noise and inconvenience for your neighbors.**

12. The homeowner must notify the Association in writing of the following:

- **when the work is to commence**
- **after forms have been constructed, but before the pouring of foundations for new exterior front and side walls. A professional survey may be required to confirm elevations.**
- **prior to the commencement of any other construction event specifically requested by the Board.**

13. Any changes to the plans made during the construction process on a matter covered by the CC&Rs must be referred to the Board for review and approval or prior approval may be rendered void.

14. Of special note, any view created by a remodel or expansion of an existing structure, such as through the addition of a second story, does not create a protected view, as defined by the CC&Rs.

Fee Structure

Application Fee (minor changes, such as the addition of solar panels, is included in the Application Fee)	\$100
Small Remodel 999 square feet or less*	\$500
Large Remodel 1,000 to 3,999 square feet*	\$1,000
Extensive remodel 4,000 square feet or greater*	\$1,500

***Project square footage**

- **The size of the project for the purposes of the fee to be applied is determined based on the square footage of affected space, whether interior or exterior.**
- **The remodel fee includes an initial architectural consultation. Any additional consultations or professionals fees, such as those charged by surveyors or appraisers, will be the obligation of the homeowner.**
- **If a project is not approved and re-submitted with revisions, only 1/2 of the fees are required for that resubmission.**
- **If submission of the fee is made after the commencement of construction, then the fees are doubled.**