

Palisair Home Owners Association

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 or landscaping project within our Association as prompt and efficient as possible. The achievement of this goal requires the dedication, 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, found on our website, Palisair.org. Generally, questions can be answered by referencing those provisions. As a general overview, the process is as follows:

- 1. Complete the Application Form, available on our website. The completed application is then submitted with the requisite materials, as outlined on the form and accompanied by a check payable to “Palisair Homeowners Assoc.” in the amount determined by the size of your project (fee structure on application and on page 3 of this document).**
- 2. As noted on the Application, two copies of your plans are to be submitted both in full-sized paper format, 24"x36", two reduced 8 ½ x 11 copies and as a PDF file, the latter of which can be sent by email to Palisair@gmail.com. Included in all construction and landscape plans should be a recent survey. Submitted plans must show property and setbacks lines. Location of pool equipment, condensers, pool equipment and refrigeration units or any sound producing items, cannot be in the setback or where they could be of a nuisance to neighbors. Note location of items on plans.**
- 3. Once the plans, application, copies, PDF and payment are received, the project will be accessed as to the scope of the project and work involved for the approval process.**
- 4. If required, the plans and related materials will be forwarded to a consulting architect for review.**
- 5. If the construction to be performed presents a concern of 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 and a time frame established for board and neighbor review.

- 6. If the project involves re-grading of the residential lot to any significant degree, grading plans will be required.**
- 7. 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.**
- 8. If there is no determined violation of the CC&Rs, Preliminary Approval will be issued and a letter and stamped plans will be sent to the homeowner.**
- 9. 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, two reduced 8 ½ x 11 copies, PDF and required fee. Once Final Approval is given, two sets of plans will be signed by both a Board member and the homeowner. A copy will be returned to the homeowner to be kept at the site and the other stored by the Board for future reference.**
- 10. Construction pursuant to the plans is to proceed diligently to completion, keeping in mind the noise and inconvenience for your neighbors. No demolition or construction is allowed prior to final approval by the Board. A demo permit from the city must be obtained. Construction fences are required and allowed to be installed after final approval. Demo and Construction permits are to be posted on the fence.**
- 11. Periodic site visits will be made to your construction site. Advance notice will be sent by email.**
- 12. The homeowner must notify the Association by email or 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 C&Rs.

Fee Structure for the Pre-Approval process (include basement):

Minor changes (solar panels, re-roofing, new pool, landscaping, etc.)	\$ 250
Small Remodel 999 square feet or less*	\$ 800
Large Remodel 1,000 to 3,999 square feet*	\$1,500
Extensive remodel 4,000 square feet or greater*	\$1,800
Flat fee for Final Approval for Construction	\$ 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 including basement, whether interior or exterior.
- The remodel fees include an initial architectural consultation. Any further architectural 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.