

**Palisair Home Owners Association (PHOA)**  
**A NON-PROFIT CORPORATION**

The Association itself is the "Tract Committee" under the Declaration of Restrictions covering Tracts 15944, 15948 and 19890, and operates as such through its Board of Directors and its Officers.

**APPLICATION FOR APPROVAL  
FOR PROPERTY ALTERATION/CONSTRUCTION**

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

Construction Site Address: \_\_\_\_\_ Lot No: \_\_\_\_\_ Block No: \_\_\_\_\_ Tract No: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Owner(s) Permanent Address: \_\_\_\_\_

Phone No.: Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner(s) Address During Construction: \_\_\_\_\_

Description of Proposed Construction: \_\_\_\_\_

Name & Address of Architect or Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Check whether application is for: \_\_\_\_\_ **PRELIMINARY OR** \_\_\_\_\_ **FINAL APPROVAL**

**THE FOLLOWING IS UNDERSTOOD AND AGREED TO BY OWNER(S)/APPLICANT(S):**

1. The property owner agrees with the conditions of submission and understands and agrees that, under the Covenants, Conditions, Restrictions, and Reservations (CC&Rs) of the PALISAIR HOME OWNERS ASSOCIATION (PHOA), the proposed project shall be performed in compliance with the drawings, specifications, and other information submitted and approved by the PHOA. Property owners agrees to cooperate with any request of a PHOA representative to review the drawings and specifications, as well as the project site, as needed, to conform compliance with the terms of approval obtained.
2. Neither the Board's consent to the Project nor any inspection of it shall give rise to any liability by the Association or its representatives. Owner agrees to indemnify, hold harmless and defend the Association, its officers, directors, employees, consultants and agents from claims arising from the Project or its approval or inspection by the Board.
3. Substantial construction with intent to diligently complete the job must begin within one (1) year from the date of approval. Otherwise, the approval expires unless an extension is requested in writing and granted.
4. A set of plans stamped approved by the PHOA must be kept on the job site for inspection by the Association's representatives and/or any interested owner(s) of property in the tracts.
5. Any deviation from or alteration to the approved drawings and specifications, during construction or at any time thereafter, renders the approval null and void. Any deviation from the CC&Rs must be specifically noted and called out in the submission package.
6. The Board shall have the right, but not the obligation, to periodically inspect the project without prior notice. Owner understands that any such inspection does not relieve the owner from the duty to comply with the Association's CC&Rs and with all applicable Building & Fire Codes.
7. Upon substantial completion of the project, an updated survey must be submitted showing completed work, hardscape, top of roof elevation, first floor elevation and datum.
8. The Board reserves the right to share submitted plans and materials (excluding interior architectural plans and security system plans) with whomever it deems appropriate as part of the review process. Approved exterior architectural plans are to be made available to neighbors in the PHOA

**SIGNATURE OF OWNER(S) REQUIRED:**

OWNER SIGNATURE(S): \_\_\_\_\_

DATE \_\_\_\_\_

**For Office Use Only:** Submittal received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fee Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Palisair Home Owners Association (PHOA)  
SUBMITTAL REQUIREMENTS AND PROCESS**

**PRELIMINARY APPROVAL (prior to city submission):**

1. Submit the required fee, the application signed by the owner(s), two (2) full size sets (1/8" scale or larger); two (2) sets reduced to 8-1/2x11" of drawings, survey, and a professional color rendering of proposed structure or addition, and **1 set in Adobe PDF format (can be emailed, [palisair@gmail.com](mailto:palisair@gmail.com))** of drawing specifications, survey and color rendering and other materials in sufficient detail to demonstrate that the CC&Rs are satisfied. Submission should show:
  - a. Name of the Property owners, the lot and tract number for the property at which the project is to take place, the street address of the property, and the date on each page for original submission and any subsequent revised submissions.
  - b. The existing and proposed dimensions of the property and structures involved in the project, the property lines and setbacks as well as any existing or proposed pools, pool equipment, walls, fences, and gates, including dimensions and materials.
  - c. A survey which sets forth the existing and planned pad height and contours, if involved in the project, as well as any cutting, filling, grading, and excavation plan.
  - d. Roof plan showing all roof slopes, chimneys, skylights and other roof appurtenances.
  - e. If you are seeking a variance from the City or PHOA, please attach a cover letter setting forth any justification you have.
2. Each page of drawings, specifications and other information must be numbered and dated.
3. Revised submissions (if required) must be complete sets as detailed above, and bear the revision date.

**FINAL APPROVAL** (after city stamped approval):

1. Submit two (2) full size sets (1/8" scale or larger); two (2) sets reduced to 8-1/2x11", and 1 set in Adobe PDF format (can be emailed, [palisair@gmail.com](mailto:palisair@gmail.com)), of stamped plans as approved by the Department of Public Works Building and Safety.
2. Structural engineering drawings, if appropriate and requested by the PHOA.
3. All pertinent specifications, demonstrating materials to be used for all proposed work and color of all such materials. Manufacturers' samples or actual product samples, not to exceed 8" square, may be requested of the PHOA.
4. Exterior lighting and landscape plans and specifications, if involved in project.

**How to Submit:** Effective 1/5/18, Drop off or mail plans to 17933 Castellammare Drive, Pacific Palisades, CA 90272. Email [ksbantle@gmail.com](mailto:ksbantle@gmail.com) to arrange delivery.

**THANK YOU FOR YOUR TIME AND COOPERATION**

**FEE STRUCTURE PLAN SUBMITTAL**

(make checks payable to Palisair Home Owners Association)

For the initial submittal (pre-approval), 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 including the basement as noted below. ***You must be current in your payment of dues and fees to submit plans.*** After pre-approval and after the city has reviewed and stamped the plans, they must be resubmitted to the HOA. The fee for that as noted below is \$500.

Plans fees charged based on project size are an estimate of costs incurred by the PHOA to review a typical project. If the costs incurred go beyond the fees collected the owner will be billed for the balance.

**Construction Projects fees as follows:**

**Minor changes** such as addition of solar panels,  
Re-roofing, new pool landscaping, etc.

\$250

	<b><u>Project Square Footage with basement</u></b>	<b><u>Fee</u></b>
<b><u>Initial submittal:</u></b>	0-999	\$1,500
	1000-2,999	\$3,000
	3000+	\$5,500
 <b><u>Project submitted after start of construction (2x)</u></b>	0-999	\$2,250
	1000-2,999	\$4,500
	3000 +	\$8,250
 <b><u>Re-submittal of non-approved project</u></b> (half of initial fee) (Show revision date on plan)	0-999	\$ 750
	1000-2,999	\$1,500
	3,000+	\$2,750

**Final Approval Construction Project Fees**

for final approval by the PHOA. Plans must be re-submitted after receiving City stamped approval.

N/A

\$ 500

*fee revision 10-3-16*