

**HAWKS POINTE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL SUBMISSION FORM**

**HOMEOWNER INFORMATION:**

Name: \_\_\_\_\_ Home Ph: \_\_\_\_\_  
Property Addr.: \_\_\_\_\_ Work Ph: \_\_\_\_\_  
Mailing Addr.: \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
(if different) \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLEASE INCLUDE PLANS/DRAWINGS THAT SHOW DETAILS OF SIZE, DESIGN, COLOR, MATERIALS AND LOCATION OF IMPROVEMENT ACCORDING TO PLAN GUIDELINES.**

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**PROJECT(S) BEING SUBMITTED:** (Please check appropriate items)

ARCHITECTURAL

\_\_\_\_ Awnings  
\_\_\_\_ Deck (wood)  
\_\_\_\_ Doors  
\_\_\_\_ Gazebo  
\_\_\_\_ Patio Cover  
\_\_\_\_ Rain Gutters  
\_\_\_\_ Screen Door  
\_\_\_\_ Security Screen Door  
\_\_\_\_ Tinted Windows  
\_\_\_\_ Exterior painting: must provide paint store color sample(s) and identify area(s) to be painted, and must receive written approval prior to starting

LANDSCAPE/HARDSCAPE

\_\_\_\_ Fence(s)/Walls:  
\_\_\_\_ Front  
\_\_\_\_ Side  
\_\_\_\_ Rear  
\_\_\_\_ Retaining  
\_\_\_\_ Drains

EQUIPMENT

\_\_\_\_ Air Conditioner  
\_\_\_\_ Built-In Barbecue  
\_\_\_\_ Lighting  
\_\_\_\_ Satellite Dish

Other: \_\_\_\_\_

*Please include drawings, sketches, pictures or paint samples as necessary,  
and return to:*

**SO CAL PROPERTY ENTERPRISES, INC.**

**1855 Sampson Avenue • Corona, CA 92879**

Phone (951) 270-3700 • Fax (951) 270-3709 • kz@socalenterprise.com

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**DO NOT WRITE BELOW THIS LINE (FOR COMMITTEE USE ONLY)**

The Architectural Committee has determined that the above submittal is:

APPROVED       APPROVED WITH CONDITIONS       DISAPPROVED AS SUBMITTED

- ( ) See comments on plans.
- ( ) Please see reverse for additional comments.
- ( ) Maintain existing drainage pattern or provide alternative drainage method.
- ( ) Resubmit patio cover with additional dimensions and elevation.
- ( ) Do not pour concrete against existing fence.
- ( ) No raised planters against existing walls. (No more than 12 inches of soil to be retained.)
- ( ) Submit originally reviewed plans with revised drawings.
- ( ) All lighting must be low wattage.
- ( ) \_\_\_\_\_ must be painted to match existing.
- ( ) Resubmit with more details for \_\_\_\_\_.

COMMENTS: \_\_\_\_\_

HAWKS POINTE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

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**-REQUIRED INFORMATION FOR ARCHITECT REVIEW-**

- 1. PROPORTION:** When a plan has proportion, the drawing represents elements that are in the same relative ratio to each other. A two car driveway which is typically 16 feet wide is drawn about 3 times as wide as a side yard or entry walk that has a width of 5 feet. The scale of the plan doesn't really matter; it is the relative size and distance of elements represented on the plan that are in the same ratio to each other throughout the plan.
- 2. SCALE:** The scale of a drawing is the ratio at which the plan is drawn relative to the actual dimension or size of the element being represented on the plan. If the scale is one eighth of an inch equals one foot ( $1/8" = 1'-0"$ ) then that means that every 1/8 inch measured on the plan represents 1 foot in the actual yard or house. So a two car driveway that is 16 feet wide would be drawn two (2) inches wide on the plan. If the scale were  $1/4" = 1'-0"$  then the 16 feet wide driveway would be 4 inches wide on the plan.
- 3. PLANTER WALLS, RETAINING WALLS, SEAT WALLS, PILASTERS, FENCES, GATES, ETC.:** Plans need to show/call out all materials (concrete, stone, flagstone, stucco, brick, wrought iron, etc.), colors, finishes, dimensions, heights, widths, any design that might be incorporated into the elements above, setbacks from property lines and sidewalks or streets.
- 4. TRELLIS:** Plans need to show where the patio cover will be located; the outline of the patio covers not just the posts. Include dimensions, sections (top view and side view), elevations, details (any design or lattice or other feature incorporated into the patio cover), member sizes (size beams used on top of patio cover and the size of post being used to hold the patio cover), finishes, colors, etc. *Just putting in writing a description of the patio cover will not be accepted.* Either a drawing, photograph or manufacture's catalog page will be accepted as a sample of what the patio cover will look like. If a manufacture's catalog page is provided the homeowner needs to circle the patio cover which they are proposing.
- 5. EXISTING OR PROPOSED ELEMENTS:** Plans need to call out if element are existing or proposed. Some lots have front yard installed by the builder but the homeowner is making minor changes to the front, plans need to show exactly what is proposed and what is existing. A number of yards have been completed for some time and the homeowners are making changes to the completed yard, we need to know exactly what is being proposed and what has been approved and exists in the yard at the present time.
- 6. FIREPLACES:** Plans need to show the location of the fireplace, and the setbacks from the property line walls. Included in the plans is a photograph, scaled drawing or catalog cut sheet of the fireplace showing the dimensions (width and height including spark arrestor), colors, materials, etc.

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- 7. PLANTING:** For planting to be reviewed plans need to show the location of all trees and shrubs, the size of container from which it will be planted from (1 gallon, 15 gallon, 24 inch box), the common and BOTANICAL name (Scientific name which can be found on the internet or books). If the names of the planting material are not noted next to the plants/shrubs/trees a legend will need to be provided to show the symbols with the botanical (scientific name) and common name of the planting material.
- 8. WATER FEATURES:** Provide a drawing, photograph or catalog cut sheet of proposed water feature. The picture sample needs to note the dimensions, heights, widths and setbacks from property line walls. If a drawing or photograph is not included with plans, then homeowner needs to write on plans the exact height of the fountain and the setbacks from the property line fence/wall.
- 9. ALL SUBMITTALS SHOULD INCLUDE PHOTOS OF THE HOUSE:** Including photos of the face of house, front and rear yard this would help to answer some questions we come across while reviewing. Photos will show existing elements, size of yard, shape of lot, etc.
- 10. ASSOCIATION AREAS:** Plans need to label any Association Areas adjacent to the property or on the property. We cannot be responsible for knowing where Association areas are located if they are not noted on the plan.
- 11. SETBACKS:** Plans need to show the setbacks of all architectural structures. Elements such as but not limited to patio covers, arbors, gazebos, fireplaces, fountains, etc. is measured from the property line wall to the outer most point of the elements. Architectural structures such as front walls, pilasters, boulders, etc. are measure from the face of the structure to the sidewalk or street whichever is most restrictive.

**HAWKS POINTE HOMEOWNER'S ASSOCIATION  
IMPACTED NEIGHBOR FORM**

**HOMEOWNER INFORMATION:**

Name: _____	Home Ph: _____
Property Addr.: _____	Work Ph: _____
Mailing Addr.: _____	Cell Ph: _____
<i>(if different)</i> _____	Email: _____
Signature: _____	Date: _____

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On this date \_\_\_\_\_, the attached plans were made available to the following neighbors for their review. They have been notified that I am submitting these plans for architectural approval.

SIGNATURE OF FACING NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

SIGNATURE OF FACING NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

SIGNATURE OF ADJACENT NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

SIGNATURE OF ADJACENT NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

SIGNATURE OF IMPACTED NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

SIGNATURE OF IMPACTED NEIGHBOR \_\_\_\_\_

Address \_\_\_\_\_

*Please include this form with your Architectural Submission Form and return to:*

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