

**VILLA LA VERNE ASSOCIATION
ARCHITECTURAL REQUEST FORM**

Date: _____

HOMEOWNER INFORMATION:

Name: _____

Home Phone: _____

Property Address: _____

Work Phone: _____

Mailing Address (if different): _____

Cell Phone: _____

Email: _____

Homeowner Signature: _____

PLEASE INCLUDE 1 SET OF DRAWINGS THAT SHOW DETAILS OF SIZE, DESIGN, COLOR, MATERIALS AND LOCATION OF IMPROVEMENT.

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

ARCHITECTURAL

- Front Entry Door** – Must be white. Glass/No Glass.
- Screen Door** – Must be security screen and white or black in color.
- Windows** – Must submit ARC form(s) and copies of the contract showing pictures of the windows (no grids). Must show confirmation that they are retrofit windows. No changes to sizes permitted. ONLY white, vinyl, dual pane, glazed windows. (Permits not required)
- Cameras** – No exterior cameras other than the doorbell camera should be used. Must show where doorbell camera is to be placed.
- Electric Vehicle Charging** – Must submit ARC forms with permits from the City of La Verne and a signed contract from your electrician that states the electricity will be drawn from your unit. Include location and pictures.
- HVAC System** – City permits and reports must be submitted with the Improvement Form.

NOTE: Any improvements that include electrical components must be permitted. The Improvement Form must be sent with the permit.

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 • jp@socalenterprise.com

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.

() Submit originally reviewed plans with revised drawings.

() Resubmit with more details for _____.

COMMENTS: _____

VILLA LA VERNE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

Date: _____ Initial: _____ Date: _____ Initial: _____