

**Carriage Hills Resident's Association**

**REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW**

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Each Carriage Hills homeowner is subject to these restrictions. City of Richmond approval and permits may be required but do not constitute approval of Carriage Hills Association.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **LOT**  
**NO:** \_\_\_\_\_

(Please Print)

**PHONE:** \_\_\_\_\_ **(Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **Proposed Start Date:** \_\_\_\_\_ **Finish**  
**Date:** \_\_\_\_\_

**CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST**

**HOME IMPROVEMENTS:**

- Structural Addition  Gazebo/Arbor  Play structure  Storage Shed  Fence Addition
- Deck/Patio  Greenhouse  Pool/spa  Dog run  Retaining Walls
- Trellis  Lighting additions  Lighting Standards  Skylights  Solar panels
- Satellite Dish  Antennae  Windows/Doors  Gates  Painting
- Mail box enclosure  Sculptures  Garage doors  Lot line adjustments  Other (specify)

**LANDSCAPE IMPROVEMENTS:**  **FRONT YARD**  **BACK YARD**  **SIDE YARD**

- New Landscape  Tree addition  Tree removal  Arbors/vines  Hardscape
- Landscape lights  Water features  Other (specify)

**IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:**

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.

**ALL OTHER IMPROVEMENTS:**

1. Submit your scale drawings and plot plans to: Association Communications, Inc., 533 Moraga Road Suite 200 Moraga, CA 94556. Plans must be submitted in triplicate. Submissions not submitted in proper quantity may be duplicated by Association and charged to owner.
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) In its sole discretion the Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 30-day approval time frame will suspend and then resume with receipt of additional information.
4. PLEASE NOTE: The City of Richmond requires approval of certain types of improvements. You may be required to get city permits and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.

\_\_\_\_\_  
**Owner Signature** **Date**

\_\_\_\_\_  
**Neighbor Acknowledgement Signature**

\_\_\_\_\_  
**Address next to applicant** **Date**

\_\_\_\_\_  
**Neighbor Acknowledgement Signature**

\_\_\_\_\_  
**Address next to applicant** **Date**

\_\_\_\_\_  
**Neighbor Acknowledgement Signature**  
( across street or behind as appropriate)

\_\_\_\_\_  
**Address next to applicant** **Date**



Send hearing letter regarding unauthorized installation.

Notify owner to cease work.

Send notice of completion

For assistance, you may contact Association Communications, Inc. (925) 283-4900

You may email your application if properly filled out to: [Stacey@acihoa.com](mailto:Stacey@acihoa.com)

Fax it to (925) 376-4901 or mail to 533 Moraga Road Suite 200 Moraga, CA 94556