CALIFORNIA RIVIERA HOME OWNERS ASSOCIATION

PLAN SUBMITTAL CHECKLIST

Use this checklist to ensure that you have provided a set ready for the review by the CRHOA's consulting architects.

Architectural Drawings

- □ **Cover Sheet**: Shows scope of work, project address and legal description, required front setback per CRHOA CCRs, lot area, Buildable Lot Area, project data including every floor's area (based on the CRHOA's definition), Total Lot Coverage, and Total Building Area per Architectural Guidelines (link).
- □ **Survey**: Complies with survey requirements (link). Show how you are determining the height datum on the survey.
- □ **Area Calculation Blocks:** Show how Total Building Area and Total Lot Coverage are calculated.
- □ **Site Plan**: Shows all property lines, First Floor Elevation, Top of Roof Elevation; proposed grade and natural grade at all building corners; 3' walkable path at the curb; distance from front property line to curb in three places (sides and middle); calculation for landscape and hardscape areas in front yard; required CRHOA setback in front, sides, and rear; material and height of all fences and gates; location of electric panel closet, potential electric vault, condensers, built-in features (BBQ, trellis, pool and pool equipment, etc.); elevation of front fence and gate.
- □ **Floor Plans**: Show the overall dimensions of the building at all of the building corners, and their distance to adjacent property lines, FFE, total square footage of the floor per CRHOA Architectural Guidelines, line of roof or building above in dashed line. When there is a Basement, the First Floor Plans need to show the survey topography grade lines in the background.
- □ **Roof Plan**: Shows roof material and its specifications, location of solar panels and skylights (both not visible from street and preferably on a depressed roof if possible), any flat roof and its area (25% maximum of total roof area), roof slopes, and chimneys if applicable.
- □ **Building Elevations**: Show Project Datum, FFE at all levels, roof's top of plate, distance from the adjacent property line, Building Envelope diagram (link), maximum building height, existing grade line, proposed grade line if different, skylights and location of solar panels.
- □ **Building Sections**: Show the same information as Building Elevations plus cut through skylights, staircases, depressed roof.

Consultants' Drawings

- □ **Landscape Plan** is consistent with the Site Plan in showing all site features, shows location and size of trees, and plants in the street parkway, has a legend that contains plants' specifications including height at maturity. See restrictions and list of recommended plants (link).
- □ **Irrigation Plan**
- □ **Exterior Lighting Plan**
- □ **Civil Plan**: shows drainage system, existing grade lines, proposed grades, elevations at the bottom and top of property line walls on both sides of the walls.

Resubmittal Requirements

- □ All changes are clouded and dated on their respective sheets.
- □ Provide a change sheet responding to the review notes.