

**Oakmont Village Association  
Architectural Application  
Buff Form**

Sub: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner (Applicant): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different than above): \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Sub-HOA ( Yes / No ) Sub-HOA Name: \_\_\_\_\_

Is this request in response to a letter of violation sent to you?  Yes  No

Proposed Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ When any work starts on this project it shall be completed by \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Entered by AC)

**Modification or Addition Requesting:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Attached/Detached Structure/Building | <input type="checkbox"/> Solar  | <input type="checkbox"/> Shed             |
| <input type="checkbox"/> Fence                                | <input type="checkbox"/> Exterior Modifications (doors/windows, etc.) | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Landscaping                          | <input type="checkbox"/> Paint  | <input type="checkbox"/> Pool/Spa         |
| <input type="checkbox"/> Patio/Arbor/Deck                     | <input type="checkbox"/> Retaining Wall                               | <input type="checkbox"/> Satellite Dish   |
| <input type="checkbox"/> Roof/Siding                          | <input type="checkbox"/> Golf Screen                                  | <input type="checkbox"/> Other: _____     |

**Brief description of and reason for request:** \_\_\_\_\_

**Please make sure you have attached / included all the following information, if applicable:**

- o A completed Application (**Including your signature below and on the next page under the Owner Acknowledgement**)
- o A description of the project, including height, width and depth, colors, etc.
- o A complete materials list of the project, including paint samples and/or stain color
- o A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data)
- o A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)
- o A complete Statement by Board of Governors to Approve Application By Homeowner if part of a Sub-HOA

*AC approval of a landscape application may not comply with your homeowner's insurance requirements.*

State Law requires that contractors performing work totaling \$500 or more (including materials and labor) must be licensed by the Contractors State License Board (CLSB)

*Applications and documents may be submitted via email to [maryl@oakmontvillage.com](mailto:maryl@oakmontvillage.com), dropped off at the AC door mail slot, or mailed to the attention of the Architectural Office at: 6637 Oakmont Dr., Suite C, Santa Rosa, CA 95409.*

Owner/Applicant Signature: \_\_\_\_\_

Date Application Received: ____ / ____ / ____	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH STIPULATIONS
<b>For Office/Committee Use only:</b>	<input type="checkbox"/> APPROVED PARTIALLY <input type="checkbox"/> DENIED
	<input type="checkbox"/> DENIED - INSUFFICIENT INFORMATION
Stipulations/Comments/Suggestions: _____	
_____	
<b>The work proposed on this application must be completed within ninety (90) days unless an extension is granted.</b>	
Site Visit Date: ____ / ____ / ____	
Signature 1: _____ Date: ____ / ____ / ____	Signature 2: _____ Date: ____ / ____ / ____
Entered in Vantaca <input type="checkbox"/>	

**Owners Acknowledgements:**

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Committee (AC);
- Any construction or alteration to the subject property prior to approval of the Architectural Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Recorded CC&Rs of your property and a OVA review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state, and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval.
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur because of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Architectural Committee and Oakmont Village Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee’s review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association access to property at any reasonable time to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the AC Committee an any employee or member thereof, shall not be liable for damages or otherwise because of the approval or non-approval of any improvement.*

**I have received a copy of the policy that pertains to the proposed work:**

- |  |  |
|--|--|
| <input type="checkbox"/> Fence                     | <input type="checkbox"/> Project Construction Conditions |
| <input type="checkbox"/> Firewise Landscape Policy | <input type="checkbox"/> Shed                            |
| <input type="checkbox"/> Generator                 | <input type="checkbox"/> Solar                           |
| <input type="checkbox"/> Landscaping               | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> Paint                     |  |

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards, I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Committee. The Architectural Committee has authority to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Informational Addendum:**

REVIEW PROCESS - Your association’s governing documents stipulate the amount of time the AC may take to render a decision. However, the AC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness, and the AC may request additional information to help clarify your proposal.

APPLICATION– The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the AC. Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the AC.**

NOTIFICATION - All owners will be notified in writing, by mail (USPS) or email once the decision of your application has been made.

APPEALS - If your association allows appeals of an AC Committee decision, requests must be based on the association documents and timeframes stated by the documents.