

**APPENDIX A
BELLASERA MODIFICATION APPLICATION
AMENDED DECEMBER 15, 2011**

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ LOT # _____

PHONE NUMBER: _____

PLAN NUMBER OR MODEL OF HOME: _____

NATURE OF REQUEST:

- _____ Review and approval of final plans (initial submission)
- _____ Appeal of a "NOT APPROVED" Review Request or any notation of an "APPROVED AS NOTED" Review Request.
- _____ Review and consideration of exceptions to or deviations from the Design Guidelines.
- _____ Review and consideration for a change to the provisions of the Design Guidelines.

Description of Proposed Construction or Modification (check one or more of the following). PLEASE PROVIDE DETAILS OF PLAN ON THE LINES BELOW AND ATTACH ANY DOCUMENTATION WITH THIS APPLICATION.

- A. Addition or alterations to existing home.
- B. Landscape, irrigation, lighting and contouring plans.
- C. Hardscape plans (hard permanent materials, such as paving, brick, masonry, railroad ties, wood trim, concrete, rocks, flagstone, outdoor barbecue, fireplaces or other inert material).
- D. Walls, gates and/or fences.
- E. Pools and/or spas.

DETAILS OF PROPOSED PLAN:

- **Any approved construction requiring the use of a dumpster: All dumpsters must be placed in the driveway and not set on the street.**
- **If applicable, please ensure that no stones, gravel or rock are dumped onto the street so as not to cause any road damage or harm to the roadway.**
- **Owner is responsible for removing, sweeping and cleaning all construction and landscape debris from common area including sidewalks, streets and open space.**

Is lot adjacent to vista corridor or open space corridor (e.g. wash) YES NO
one.

As required by the Bellasera Design Guidelines submit two (2) copies of plans for the proposed construction or modification. Plans are to be a minimum of 11" x 17".

Copies of City Permits, if required for the proposed construction or modification, should be submitted with the application.

I anticipate that the proposed construction or modification described in the attached plans will be completed within _____ days/months from the date that I receive approval from the Modification Committee. I understand that, if the proposed construction or modification is approved I will be responsible for scheduling all work in a timely manner, for completing the work within the time period specified in the committee's approval, and for complying with the approval issued.

I UNDERSTAND AND ACKNOWLEDGE THAT NO WORK MAY COMMENCE PRIOR TO THE APPROVAL OF THE MODIFICATION COMMITTEE AND THAT I WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING ANY NONCONFORMING WORK INTO COMPLIANCE WITH THE DECLARATION AND THE DESIGN GUIDELINES AND FOR SUCH OTHER PENALTIES AS PROVIDED IN THE DECLARATION AND THE DESIGN GUIDELINES.

When the owner's plans and specifications have been approved Management will notify the applicant in writing.

If you have any questions or need further information, you may contact me at the address and telephone number below or my subcontractor or representative (provide name, address, and telephone number).

Name: _____

Address: _____

Telephone Number: _____

Subcontractor's Name: _____

MODIFICATION COMMITTEE REQUESTS WILL BE REVIEWED WITHIN 30 DAYS. REQUESTS WILL BE EITHER APPROVED, DENIED OR RETURNED FOR ADDITIONAL INFORMATION.

Owner's Signature: _____ Date: _____

If an applicant is dissatisfied with the decision of the Modification Committee, he or she may request a hearing. Decisions of the Modification Committee are final.

When construction of an improvement has been completed the owner must notify Management. A Certificate of Compliance, in recordable form, will be issued after a final inspection of the Modification Committee. Such Certificate shall identify the improvement and the lot upon which it is located. This will verify that such improvements conform to the plans and specifications submitted.