

Los Paseos Homeowners Association Home Improvement Request for Architectural Modification

Per Article V, Section 1 of the CC&R's, please submit completed form to the Los Paseos Association office.

Homeowner Name _____
Address _____
Phone No. _____ Fax _____
E-mail _____

Description of improvement/modification

(Please attach additional sheets if more space is needed)

Expected Completion Date _____

Items attached:

Drawing ___ Sketch ___ Plot Plan ___ Sample Material ___ Brochure ___ Photo(s) ___

Homeowner Signature _____ Date _____

Approval or disapproval will be made within 30 days unless more information is needed. Please do not initiate the modifications until approval is given by the Los Paseos Association Board of Directors.

----- Office use only -----	
Date received _____	<div style="border: 1px solid black; width: 100%; height: 100%; text-align: center; vertical-align: middle;"><i>Stamp of Approval</i></div>
Approved as submitted () Initials _____ Date _____ <small>(Architectural Committee)</small>	
Approved with conditions ()	

Additional information needed ()	

Not Approved ()	

Los Paseos Association Board Signature _____	Date _____

Los Paseos Remodeling and Landscaping Values

Once your completed Home Project form, drawings and sample materials (if required) are returned to the Association office, the Architectural Committee and Board will review your paperwork and provide you an answer within thirty (30) days of submission.

- 1 **What needs approval:** Any improvement which can be seen from the street or another LPHOA Owner's lot. An improvement is defined as the construction, installation alteration, painting or remodeling of any building, wall, deck, fence, landscaping, landscape structure, skylight, solar heating equipment, antenna, utility line, or any structure of any kind.
- 2 **Who needs to sign:** The Home Project form must be signed by an owner of the property. Tenants are not permitted to submit Home Project forms.
- 3 **When to submit:** In many cases, the city will require HOA approval before you receive your permit, so it is always a good idea to bring the project to the HOA before contacting the city or an architect.
- 4 **Permits:** No work shall be done without the appropriate permit from the City of San Jose, when applicable.
- 5 **Plans and Drawings:** When you turn in your Home Project form, any plans or drawings you can provide will be very helpful and aid the Committee and the Board in providing you a timely approval.
- 6 **House Paint or Stains:**
 - o Colors should be muted earth tones. Several pre-approved Kelly Moore colors are available in the office for your review. If you are requesting a color that has not been pre-approved, please submit paint swatches with your form.
 - o If your house is a color that is not currently approved, you must use an approved color the next time you paint.
- 7 **Front Yard Landscaping:**
 - o Submit a drawing of what changes you will be making, showing materials, colors, etc.
 - o City of San Jose regulations limit paved areas, including walkways and driveways to less than 50% of the front yard. So, be sure to measure. (City Reference. = 17.72.535)
 - o City regulations require a weed block fabric under any decorative rock or bark. (City Reference. = 17.72.530)
 - o If colored concrete or stones will be used on the driveway, walkway, retaining wall, etc, please provide a brochure showing the color or provide a sample.
 - o Landscaping can not encroach on the sidewalks or on to your neighbor's property.
- 8 **Fences & Gates:**
 - o The preferred material is wood or wood substitute. Plastic, metal and chain link are not allowed. Fence height should be no less than the existing fence with a maximum of 8 feet. Fences require city permits.
 - o Under no circumstances, should your backyard be visible from the street through the fence.
 - o If you intend to paint or stain the fence or gates, you must use approved house colors. Also, the task of painting the fence must be approved by the Committee and Board.
- 9 **Backyard Construction:**
 - o No structure (*storage building, etc*) may be built which will be visible from any other Association member's lot without HOA approval and a City permit, when applicable.
 - o No structure of a temporary nature (*garage canopies, etc*) shall be used on any Lot at any time as a residence, either temporarily or permanently.
- 10 **Exterior Remodeling, add-ons or additions**
 - o If remodeling includes a change to the front façade of the house, elevation or size of home, please submit plans to the Association before submitting to the City of San Jose
- 11 **Second Story Additions:**
 - o To stay in compliance with the original plans and feel of the LPHOA neighborhood, rear-facing second story windows may not overlook the backyard of neighboring properties
- 12 **Solar Systems:**
 - o Please submit a plan showing the number of panels to be installed, and location of the panels on the roof. Please include a brochure showing the style and color of the panels.