



Home Improvement Request for Architectural Modification

Homeowner Information

Name: _____
 Address: _____
 Email: _____ Phone: _____

What to Include:

Please include documentation such as:

brochures drawings
 photos sketches,
 sample material

Description of Home Improvement Modification

Target Completion Date: _____

Please attach additional pages if more space is needed

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 made by the Los Paseos Association Board of Directors

Office Use Only			
Approved ____	Approved with conditions ____	Additional information Needed ____	Not Approved ____

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. **All work should be done between the hours of 8am and 6pm as not to disturb neighbors**

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 Improvement Request must be signed by an owner of the property and also by neighbors if project can be seen by neighbors or involves a shared structure (e.g. fence). Tenants are not permitted to submit Home Improvement Requests.

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 appropriate permit from the City of San Jose, when applicable

5. Plan and Drawings

When you turn in your Home Improvement Request, 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 Paints or Stains

- Colors should be muted earth tones. There are no pre-approved colors. Please submit paint swatches with your form.
- 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

- Submit a drawing of what changes you will be making, showing materials, colors, etc.
- 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)
- City regulations require a weed block fabric under any decorative rock or bark. (San Jose Muni. Code = 17.72.530)
- 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.
- Landscaping can not encroach on the sidewalks or on to your neighbor's property.

8. Fences & Gates:

- 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.
- Under no circumstances, should your backyard be visible from the street through the fence.
- Painting or staining fences or gates must use colors approved by the Committee and Board.
- Shared fences require approval of the neighbor.

9. Backyard Construction:

- 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.
- 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

If remodeling includes a change to the front facade of the house, structures seen by neighbors, or involves changes to elevation or size of home, please submit plans to the Association before submitting to the City of San Jose

11. Second Story Additions:

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:

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.