



## **PROCEDURE FOR ARCHITECTURAL COMMITTEE REVIEW**

1. Read the application carefully and in full. Failure to do so may result in an incomplete application. This will delay your application.
2. Complete the cover page of the application, making sure that the property owner signs in the space provided.
3. Include a check for the appropriate fee. Refer to Project Types and Fees for schedule of fees.
4. Determine which supporting documents will be required. Please follow this list carefully. When in doubt, please err on the side of more information, rather than less.
5. Submit the application, SIGNED BY THE PROPERTY OWNER, your check, and all required supporting documents no later than the 21st of the month, or the Friday prior if the 21st falls on a weekend.
6. Full applications may be mailed to the KWPOA Architectural Committee, P.O. Box 404, Kentfield, CA 94914, or with prior notice, delivered directly to the office (721-7429). Complete applications must be *received* prior to the deadline in order to be placed on the following month's agenda.
7. Complete applications will be logged in on a first come, first served basis. They will be placed on the next available agenda in the order in which they are received. Questions regarding this application can be answered by calling/leaving a message at the office (721-7429) or by emailing [designreview@kwpoa.com](mailto:designreview@kwpoa.com).
8. New Applications received and the status of other applications will be listed in the KWPOA monthly Newsletter. They will then be placed on an agenda. The meeting agendas are posted 24 hours in advance on the KWPOA website and in the window of the KWPOA office.
9. Architectural Committee meetings are held on the second and fourth Tuesdays of each month, from 5:30—7:30 PM at the KWPOA office. The Association's office is located at 1010 Sir Francis Drake Blvd, Suite 200, Kentfield. Where appropriate, site visits are scheduled on the day of Committee meetings, which help the members decide on the merits of a project.

# Kent Woodlands Property Owners Association

Box 404, Kentfield, California 94914  
(415)721-7429

| For Office Use Only: |       |
|----------------------|-------|
| Received:            | _____ |
| Check #:             | _____ |
| Check Amount:        | _____ |
| App. Fee:            | _____ |
| Reserve Fee:         | _____ |
| Application #:       | _____ |

## APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

PROJECT CATEGORY (See Project Types and Fees): C

Please advise if your project includes any of the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Changes to Approved Plan  | <input type="checkbox"/> Grading           |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Color or materials Change | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Remodel            |  |  |

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Zip: \_\_\_\_\_ (E-mail): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ **(ABSOLUTELY REQUIRED)** Your signature verifies the accuracy of all information on this form & permits Board Member, Architectural Committee Member and Consultant entry onto the project site.

PRIMARY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of submitted plans: \_\_\_\_\_ Sheet numbers: \_\_\_\_\_



## **KWPOA**

### **Architectural Review Committee Review**

KWPOA CC&Rs mandate that all projects and proposals which involve any external change to the appearance of any part of the property or the structures on it, must receive approval from the Architectural Committee of the KWPOA. The Committee consists of property owners who are currently members of the Kent Woodlands Property Owners Association. The Committee members are responsible for processing, reviewing and voting on the projects submitted. A professional architectural consultant and administrative staff assist them in fulfilling these responsibilities.

Decisions to approve or deny projects are made by majority vote during public Architectural Committee meetings, held on the second and fourth Tuesdays of each month, from 5:30—7:30 p.m. at the KWPOA office at 1010 Sir Francis Drake Blvd, Suite 200, Kentfield. Where appropriate, site visits are scheduled on the day of Committee meetings, which help members decide on the merits of a project. Meeting dates and the list of new applications are presented in the monthly Homeowners' Newsletter, which is mailed monthly to all property owners. The meeting agendas of projects to be discussed are posted at the KWPOA office 24 hours prior to the meeting.

To be eligible for Design Review, an application must have been "noticed" in the Architectural Applications page of the monthly Newsletter. All complete applications will be noticed in the Newsletter if they have arrived by the 21<sup>st</sup> of the month. If the 21<sup>st</sup> is a holiday or weekend, the application must be received in advance of that day. A "complete" application must provide all required information for the type of project being submitted, including the signatures of the property owner and adjacent neighbors. The office will furnish upon request a list of affected neighbors and their contact information.

KWPOA works in close conjunction with the Marin County Community Development Agency's Planning and Building Divisions. For a complete county level application, MCCDA requires Kent Woodlands Property Owners Association approval of all Woodlands projects, whether the property is a member of the Association or not. Applying directly to the County for a building permit will initiate a referral back to the KWPOA Architectural Committee for review and approval.

The Committee will review your project and consider the impacts on adjacent neighbors and the Woodlands community at large, according to the CC&Rs and other governing documents. Most applications are finished after one hearing. **Please refer to the Architectural Rules for guidance as to the criteria used by the Architectural Committee in reviewing proposed improvements.** The Committee will vote on your project during an Architectural Committee meeting, and a written letter describing the final decision will be sent to you and the County. Should you be dissatisfied with the decision of the Committee, you have the right to appeal the decision to the KWPOA Board of Directors.

**Important Note:** For projects designated category 3, 4 or 5, a **Preliminary Review** must be completed before the applicant can continue with the normal approval process, as described below. KWPOA's objective in preliminary review is to develop the initial design concept of a project before full final drawings are submitted, keeping applicant costs low and giving the applicant a general idea as to the acceptability of the design. Landscaping will not be reviewed, in order for the Committee to gain first an appreciation of the full architectural impact of the application. Preliminary Review is noticed in the KWPOA Newsletter, but unlike full applications, may be placed at the back of the next available agenda if the planning consultant has had adequate time to review the project. The applicant must still contact all neighbors. No written staff report is generated, no formal letter provided and remarks are given verbally by the Committee. Once Preliminary Review is completed, the applicant must continue with the full approval process, as described below.

## REQUIRED SUBMITTAL ITEMS:

| #  | Items Required  | Circumstance  | # of Copies   |
|----|---|---|---|
| 1  | Application form, complete and signed by owner.   | All projects except exempt maintenance.   | 1 copy  |
| 2  | Fees, according to the attached fee chart. Please make checks payable to "Kent Woodlands Property Owners Association."  | All projects except exempt maintenance.   | 1 check   |
| 3  | Letter of explanation.  | All projects.   | 1 copy<br>PDF   |
| 4  | Proof of notification of affected neighbors.  | All projects.   | 1 copy  |
| 5  | Photos of existing conditions.  | All projects.   | 1 copy<br>PDF   |
| 6  | Preliminary title report or other proof of legal ownership.   | All projects  | 1 copy  |
| 7  | Paint and material board.   | Projects with new colors or materials.  | 1 set<br>PDF  |
| 8  | Assessor's map(s) for all contiguous properties (including directly across the street) except public open space.  | All projects - unless ortho topo map is required (see below).   | 1 copy  |
| 9  | Ortho topo map of the area surrounding the subject site. Order fROM the County of Marin Surveyor's Office. Request 40" scale, with aerial photo, topo lines, assessor's lines and parcel numbers, and street names.   | Projects where vertical and/or horizontal difference between neighbors is a concern.                        | 1 copy<br>PDF   |
| 10 | Story pole plan with surveyor's certification. Top 1' of all story poles to be painted bright orange. Netting may be required. Story pole locations should be shown on site plan and elevations.  | All projects. Surveyor's certification required for all projects over 1000sf in total area.                 | 2 copies<br>PDF   |
| 11 | Information on all required plans listed below: north arrow, graphic scale, Date, and Revision number, Assessor's parcel number, Site address, Name/address/phone of owner, applicant and designer.   | All projects.   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17"<br>PDF |
| 12 | Site plan showing entire parcel, all easements and rights-of-way, buildings and structures, and required minimum setbacks from property. Existing structures should be shown as well as proposed, preferably on the same sheet.   | All projects.   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF  |
| 13 | Floor plans, existing and proposed, showing all interior rooms and labeled for proposed use. Said plans shall show all openings and include dimensions and calculated floor areas for each new addition and each floor level as well as a total (existing & proposed) for all structures on the property. Specify all floors and walls to be demolished or rebuilt. | All projects for enclosed spaces.   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF  |
| 14 | Fully-dimensioned elevations and cross-sections of the existing and proposed building, including roof ridge line height, finished floor and foundation elevations based upon data provided by the topographic maps and surveys. Exterior building plans shall include notes as to materials for siding, roofing & openings.   | All projects involving new construction and remodels that will result in a physical change to the exterior. | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF  |
| 15 | Roof plans for all new or remodeled buildings, indicating roof pitch, slope direction, location of openings, down spouts, mechanical equipment, chimneys, solar panels, skylights.  | All projects involving new or remodeled roofs.  | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF  |

|    |   |  |  |
|----|---|--|--|
| 16 | Profile section to scale showing new construction & neighboring construction. Provide profile from proposed new house or addition to adjacent construction.   | All projects within 25' of the edge of a slope of 20 degrees or more.  | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 17 | Topographic Survey: Show all natural features (creeks, flood zones, slides, faults, rock outcrops, trees, areas of vegetation), manmade features (fences, walls, catch basins or drainage improvements, driveways, meter boxes, utility poles, buildings and appurtenance structures such as sports courts, pools, spas, patios, decks, parking areas). Indicate whether trees, structures, etc. are to be removed or retained. Indicate diameter of all trees 6" or greater in circumference at breast height. Show Top of Wall elevations for fences and walls, and Finished Floor Elevations for structures and patios. Show elevation of adjacent roadways. For properties with an average slope of 15% or less, 2-foot contours shall be shown. For properties with an average slope greater than 15%, show 5-foot contours may be used. | All projects requiring expansion of a footprint deck, removal of vegetation, excavation of any kind, or construction of retaining walls. The area required to be contained within the limits of the Topographic Survey may be modified at the discretion of the Planning Consultant. | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 18 | Boundary Survey: Include with Topographic Survey. Show all easements, utility meters, etc. and all property and fence lines.  | All projects within 20' of a property line   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 19 | Landscape and irrigation plans for new installations. Show plant names (scientific and common), size of container at planting, expected height at maturity, plant locations and method of irrigation. Native and drought-tolerant plant species and drip irrigation systems are recommended.  | All new landscaping and all major construction projects.   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 20 | Lighting plans for new fixtures, showing location, wattage and light fixture design.  | All projects with exterior lighting.   | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 21 | Grading plans, showing existing and proposed contours, areas of cut & fill and estimates of quantities to be filled or excavated and to be exported. These calculations shall include over-excavation required and excavation required for construction management such as access and soil management.  | All projects requiring any excavation or fill for construction or access.  | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17        |
| 22 | Drainage plans, showing location of all existing drainage devices, existing and proposed direction of water flow and method of water collection and dispersal. Calculate existing and proposed impervious surface area.   | All projects that alter the existing flow of storm water.  | 2 full size:<br>24"x36"<br>2 reduced:<br>11"x17<br>PDF |
| 23 | Soils and geotechnical report.  | All projects in Slope Stability Zone 3 or 4 or that include drilled pier construction, grading or placement of a structure on a hillside or embankment.  | 2 copies<br>PDF  |
| 24 | Hydrology report.   | All projects that increase impervious surfaces on site by 30% or more, or alter flow of a natural drainage area.   | 2 copies<br>PDF  |
| 25 | Arborist's report, including location map and size, species and condition of all trees within affected area, and protection measures recommended.   | All projects that propose removal of trees.  | 2 copies<br>PDF  |
| 26 | Acoustical report.  | Where required by Consultant.  | 2 copies<br>PDF  |
| 27 | Peer review of a study or independent study at the expense of the applicant.  | Where required by Committee.   | May vary   |