

## Window Addition & Replacement Review Checklist

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed ARC Plan Review Application form with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.
3. Provide a legible copy of the window purchase contract that lists all the details of window styles to be installed.
4. Exterior elevations or color photographs – Two (2) copies are required for individual lots or three (3) copies are required for townhouses. Provide specific information of existing locations of windows to be added or replaced typical.
5. Provide a color brochure from the window manufacturer specific to the proposed new or replacement windows and specify the proposed color and material.
6. If you are replacing windows in a townhouse, you must match your neighbors existing windows if they have been replaced. If the neighbor's windows have not been replaced, you may choose the window type and they must follow suit. Window replacement must also be approved by MTI after RMA approval.

**RANCHO MURIETA ASSOCIATION  
ARC PLAN REVIEW APPLICATION**

*Plans will be accepted at any time and reviewed as soon as possible. The ARC has 30-day minimum to review plans. Common Area Agreement Lease Applications take a minimum of 1) 60 days or 2) 150 days.*

**Type of Plan:** \_\_\_\_\_ **Contractor Name, Address & Phone** \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

**Lot #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Lot Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contractor agrees to accept full responsibility for all work performed by sub-contractors including preliminary work done by equipment.**

- New residences, re-models & room additions: submit two (2) complete sets & five (5) additional copies of the site plan. See checklist for detailed requirements.
- Landscaping, pool, perimeter fencing & other plans submitted separately: submit five (5) copies. See attached checklist.
- Minor alterations: (Minor changes i.e. existing landscaping, windows, service screens, spa, trellis structures). Submit five (5) copies.
- Refundable Construction Compliance Deposit Required: \$2,500 for New Homes and \$500 for Room Addition, Re-Models, or Swimming Pools. **DEPOSIT MUST BE SUBMITTED AT TIME OF APPLICATION.** Deposit will be returned upon successful completion of the final inspection performed by the ARC Manager.

*I hereby agree to comply with all the conditions set forth in the "Architectural Review Committee (ARC) Rules". I waive the right of 24 hour written notice for RMA personnel access to inspect my property for compliance during construction.*

\_\_\_\_\_  
Builder/Owner Signature Date \_\_\_\_\_

**HOUSE PLAN SUBMITTAL**

**SEPARATE PLAN SUBMITTAL FEES**

House plans, landscape & pool plans are included in fee, if submitted prior to completion of house.	\$2,500	Common Area Lease Agreement plus Sq.Ft. Fee	\$500 +
		Landscape Plan	\$100
		Landscape – Drought Tolerant	-0-
		Home Re-builds	\$2,500
Total fee due at plan submittal:	\$2,500	Home Additions	\$1,000
		Home Additions (150 sq. ft. or less)	\$500
Road Mitigation: Due with Compliance Deposit	\$500 +	Home Re-Model (no additional sq. ft.)	\$500
	(Min)	Swimming Pool	\$500
Construction Compliance Deposit		Service Screen / Spa / Re-Roof / Misc. Ext.	\$100
Home Construction: \$0.50 per sq. ft.		Exterior Colors (new)	\$25
		Exterior Colors (re-paint existing)	-0-
The fee is based on total SQ.FT. of house and garage. The rate is set at \$0.50/per sq.ft. for all construction with a \$500.00 minimum.		Resubmit New Construction / Landscape Only	-0-
		Road Mitigation Fee: Swimming Pools	\$500
		Construction Compliance Deposit for Pools	\$500
		<i>Fees due at time of plan submittal</i>	

<b>DATE:</b> _____	<b>CHECK #:</b> _____	<b>AMOUNT: \$</b> _____
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