



25211 Empty Saddle Drive
Laguna Hills, CA 92653-5827
949.425.1477

Submittal Checklist

(Minimum Requirements)
(Exhibit B)

Roofing/ Skylights / Solar Panels:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) sets of the following:
 - Sample or color photos and literature of roofing materials
 - If adding skylights, provide literature describing and illustrating the skylights. Provide an accurately scaled roof plan showing the exact size and location of the skylights.
 - If providing solar panels, provide literature describing and illustrating the solar panels. Provide an accurately scaled plan showing the location of the proposed panels.

Window Replacement (different style):

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) sets of the following:
 - Sample or color photos and literature of window / door materials clearly identified
 - Floor Plan showing the location of proposed window replacement

Painting (different color):

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) sets of the following:
 - Paint chip samples describing where paint will be used (trim, siding, door, etc.)
 - Exterior photos identifying where color will be applied or digitally rendered photo using coloring software

Landscape / Hardscape:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) sets of the following:
 - An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile (illustrated on site plan) of applicants home as well as adjacent homes to clarify their proximity to proposed improvements
 2. Include property line locations and top of slope location(s)
 3. All proposed and existing sidewalks and planters
 4. Description of materials to be used and where



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5. Description and layout of proposed and existing plants and trees. The description should identify the full size of plants and trees at maturity
6. Existing and proposed sprinkler / irrigation system
7. Existing and proposed drainage system as well as current slope / drainage pattern and grades.
8. Existing and proposed shade structure(s)
9. BBQ and or fire pit location and type
10. Trail easements
11. Lighting type and location

Shade Structure / Patio Roofs:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned elevations of the proposed and existing structures. Existing structures may be illustrated with photos
 - o Paint samples
 - o An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Include property line locations and top of slope location(s).
 3. Trail easements
 4. Lighting type and location

Fences / Stalls / Corrals:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned elevations or brochure illustrations of the proposed and existing fences. Existing fences may be illustrated with photos.
 - o Paint or stain samples if the fence is to be painted or stained.
 - o An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Include property line locations and top of slope location(s)
 3. Trail easements
 4. Proposed and existing retaining walls, fences and gates
 5. Lighting type and location



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New Homes / Additions / Remodels / Exterior Modification:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned elevations of the proposed and existing structures. Existing structures may be illustrated with photos.
 - o Grading Plan
 - o An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Include property line locations and top of slope location(s).
 3. Trail easements
 4. Retaining walls, fences and gates
 5. Existing and proposed drainage system as well as current slope / drainage pattern and grades.
 6. Lighting type and location

Pools, Spas and Water Features:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned pool / spa plans.
 - o Accurately scaled and dimensioned elevations of proposed and existing structures to support the new pool or spa. Existing structures may be illustrated with photos.
 - o Color, composition and height of new fences or walls
 - o Pump and filter data and noise control measures
 - o Calculations and geological reports
 - o Grading Plan
 - o An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Pool and Spa location
 3. Include property line locations and top of slope location(s) as applicable.
 4. Location and height of new walls or fence required to support the pool installation.
 5. Pump and filter equipment location and noise rating
 6. Solar panels or collectors
 7. Lighting type and location
 8. Trail easements



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Sports Equipment and Courts:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - Description of materials to be used and where.
 - Accurately scaled and dimensioned site plans showing the proposed location
 - Accurately scaled and dimensioned elevations of proposed and existing structures to support the equipment / court. Existing structures may be illustrated with photos.
 - Color, composition and height of new fences or walls
 - Grading Plan
 - An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Equipment / Court location
 3. Include property line locations and top of slope location(s) as applicable.
 4. Location and height of new walls or fence required to support the equipment / court installation.
 5. Lighting type and location
 6. Trail easements

External Antennae and Satellite Dishes:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Two (2) set of the following:
 - Description of equipment to be used
 - Accurately scaled and dimensioned elevations of proposed and existing structures to support the new equipment. Existing structures may be illustrated with photos.
 - An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following:
 1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed improvements.
 2. Equipment location

- Note: Certified surveys will be required for all perimeter walls, fencing, grading or any improvements on or near property lines, streets and easements or on a case by case basis.