



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
- ☐ Photographs of all sides of the home
- ☐ Digital (High Resolution PDF) plan to include:
 - 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 roof or site plan showing the location of the proposed panels.

Window Replacement :

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of all sides of the home
- ☐ Digital (High Resolution PDF) plan to include:
 - Sample or color photos and literature of window / door materials clearly identified
 - Floor Plan showing the location of proposed window replacement

Painting:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of all sides of the home and photographs of neighboring homes taken from the street or sidewalk.
- ☐ Digital (High Resolution PDF) plan to include:
 - Paint chip samples describing where paint will be used (trim, siding, door, walls, etc.)
 - Exterior photos noting where color will be applied or digitally rendered photo using coloring software

Landscape / Hardscape:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the yards
- ☐ Digital (High Resolution PDF) plan to include:
 - An accurately scaled landscape plan illustrating and noting the location of existing and proposed improvements as well as the following:



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

1. Include a profile (illustrated on the landscape 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. A topographic survey may be required depending on the scope of work.
5. Description of materials to be used and where
6. A planting plan and plant / tree list. Description and layout of proposed and existing plants and trees. The description should identify the full size of plants and trees at maturity
7. Existing and proposed drainage system as well as current slope / drainage pattern and grades.
8. Existing and proposed shade structure(s) including plans and specifications.
9. BBQ and or fire pit location and type
10. Trail easements

A garden lighting plan and specifications including lumens and kelvins.

Shade Structure / Patio Roofs:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the work area
- ☐ Digital (High Resolution PDF) plan to include:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned elevations and plans of the proposed and existing structures. Existing structures may be illustrated with photos
 - o Paint samples
 - 1. An accurately scaled site plan illustrating the location of existing and proposed improvements as well as the following: 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
- ☐ Photographs of the work area
- ☐ Digital (High Resolution PDF) plan to include:
 - o Description of materials to be used and where.
 - o Accurately scaled and dimensioned plans and elevations or brochure illustrations of the proposed and existing fences, stalls and corrals. 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.



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

2. Include property line locations and top of slope location(s). In some cases, a property line survey may be required.
3. Trail easements
4. Proposed and existing retaining walls, fences and gates. In some cases, a topographic survey and grading plan may be required,
5. Lighting type and location

New Homes / Additions / Remodels / Exterior Modification:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the home and yards
- ☐ Digital (High Resolution PDF) plan to include:
 - 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 Topographic survey and 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
 7. Landscape plans if the work disturbs landscape and hardscape.

Pools, Spas and Water Features:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the work area
- ☐ Digital (High Resolution PDF) plan to include:
 - 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
 - o Topographic survey and 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.



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

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

Exhibit B – Submittal Checklist (Minimum Requirements) **(cont.)**

Sports Equipment and Courts:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the work area
- ☐ Digital (High Resolution PDF) plan to include:
 - 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
 - Topographic survey and 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, height and location. Sport court lighting will require landscape screening,
 6. Trail easements

External Antennae and Satellite Dishes:

- ☐ Completed application
- ☐ Fee payment
- ☐ Deposit payment
- ☐ Photographs of the work area
- ☐ Digital (High Resolution PDF) plan to include:
 - 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.



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

- 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.