

**KENTFIELD COMMONS HOME OWNERS ASSOCIATION  
ARCHITECTURE CHANGE REQUEST**

All applications should be sent to the Association Manager.

**Name:** \_\_\_\_\_ **Owner:** Y / N **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E Mail:** \_\_\_\_\_

**Yes--No--N/A (if No or not applicable, please explain)**

I've reviewed the Architectural Rules and Regulations. This proposal complies with the guidelines.

**For Windows:** After the proposed work is complete, all of the windows visible from the street:

will have grids.  will have no grids. (A combination of grids and no grids is not allowed.)

**Permits:**  I have attached permits from the City.  No City permits are required.

**Detailed description of work and intended use or purpose of alteration/addition** (Use attachments if necessary.):

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**ATTACHMENTS:** Please attach photos, catalog cut sheets, plans, sketches, blueprints and contracts. Show:

- Exact proposed placement on the property
- Exact dimensions, including height, width and depth
- Manufacturer, model # and exact specifications for all materials to be used

1. \_\_\_\_\_  2. \_\_\_\_\_  3. \_\_\_\_\_  4. \_\_\_\_\_

**Homeowner understands that:**

1. Submission of this form alone does not fulfill all requirements for approval. Further information may be required in order to make a decision. Until all information has been received, the application stands *not* approved.
2. The Committee/Board may set special conditions on their approval requiring certain modifications to the plans and completion of work.
3. Approval of this application does not relieve the applicant from obtaining any required Building Permits from the City of Redwood City. No construction work shall commence without permits where required.

**Applicants Signature**

**Date**

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**NEIGHBORS SIGNATURES:** If your proposed project isn't listed on the Architectural Rules and Regs page, or does not conform to the guidelines listed, please obtain signatures from neighbors.

I am aware of the proposed changes. I understand that if I wish to comment on this application I must contact the community manager within five (5) business days, so that my comments can be included in the review process. Comments (if any) are just one of many factors that are considered in the review process.

**Neighbor's Name**

**Address**

**Signature**

**Date**

Next door

Next door

Across the street left

Directly across the street

Across the street right

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ This Application is:  Complete  Incomplete

**Procedure for Consideration of Proposed Architectural Change Request:**

The Architectural Control Committee shall:

- Review the Architectural Change Request and all supporting documents to ensure they are complete and satisfactory.
- Review the CC&Rs and Association rules in the Directory to ensure compliance.
- Submit their findings and recommendations to the Board within fifteen (15) days of the Owner's submission of a properly completed Architectural Change Request and any required supporting documentation.

No proposed Architectural changes may be commenced until written approval is received by the Owner from the ARC and/or Board of Directors. The Owner is solely responsible for ensuring compliance with all Tree Preservation Ordinances and city building codes.

**The Board and the Committee shall grant their approval only in the event that the proposed work will benefit and enhance the entire subdivided property in a manner generally consistent with the plan of the development thereof. (CC&Rs Article 18.)**

The board and committee's approval or disapproval shall be in writing. In the event that the board and committee fail to approve or disapprove within thirty (30) days after the appropriate plans and specifications have been submitted to it, them, or in any event, if no such suit to enjoin such work has commenced before completion thereof, approval will be deemed given, and compliance with the terms of this article conclusively presumed. (CC&Rs Article 18.)

If Architectural Change Request has been denied by the Board of Directors, the Owner may appear before the Board to present evidence showing the propose alteration(s) of additions(s) comply with the CC&Rs and all City building codes and regulations and that written approval has been obtained from the Owners of all nearby units. A final decision will then be made by the Board of Directors and the Owner will be notified that the request has been either approved of denied within ten (10) days of that meeting.

**Architectural Review Committee advice to the Board of Directors**

RECOMMEND       RECOMMEND WITH CONDITIONS       NOT RECOMMEND

Conditions / Reasons \_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature \_\_\_\_\_ Date

**Board of Directors Action:**

APPROVED       APPROVED WITH CONDITIONS       NOT APPROVED

Conditions / Reasons \_\_\_\_\_

\_\_\_\_\_  
Board Member Signature \_\_\_\_\_ Date

**All architectural changes must be completed within six months of approval. Please keep a copy of this for your records.**