

FOUNTAINGROVE RANCH MASTER ASSOCIATION

SINGLE FAMILY RESIDENCE DESIGN REVIEW MANUAL

WEBSITE
www.fgrma.org

Revised 2019

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DESIGN REVIEW MANUAL

INTRODUCTION

Thomas Lake Harris recognized the unique qualities of this landscape and in 1875 he purchased the property to establish Fountaingrove, the first commune in California. His "Brotherhood of New Life" established a dairy and sheep raising operation and later a major vineyard and winery. Although many changes have occurred over the years, the natural physical character of the site remains essentially unchanged.

As a landform, Fountaingrove is complex and diverse. General topography change in altitude, vegetative groupings, and plant communities all contribute to this complexity and diversity. Although much of our native vegetation has been lost to the wildfire of October 2017, it will recover in time with good stewardship. The opportunity for a richly rewarding living experience is here, but along with this opportunity is the responsibility for protecting the unique natural qualities of the site and helping assure the recovery of Fountaingrove's complex, diverse character.

The design guidelines and rules offered in this document have been developed in an effort to maintain and compliment the natural physical character of Fountaingrove, to help recover the natural beauty, and to achieve a consistent level of review by the Architectural Control Committee. The result desired is a cohesive residential community consisting of structures, which are compatible both in materials and color and in proper proportion to individual site features.

The Architectural Control Committee exists to offer assistance and design guidance rather than design solutions. Early examination of the guidelines and rules for architectural, site and landscape design prior to the development of design concepts will provide the greatest benefit from the design review process. All development shall conform to Section 6.4 of the Master Declaration of Covenants, Conditions, and Restrictions of Fountaingrove Ranch (CC&R's).

We sincerely request careful attention to the rules stipulated, as these are an extension of the CC&R'S and as such are enforceable under the penalty sections of those documents. These documents govern over all subdivisions and sub association within the Fountaingrove Ranch. Additional restrictions adopted by a sub association may supplement but shall not contradict the Fountaingrove Ranch Master Association's governing documents.

1.0 GENERAL REQUIREMENTS

As set forth in section 6.1 of the CC&Rs, no Improvement and/or structure may be constructed, erected, painted, altered or changed on any portion of the Project without the prior written approval of the Architectural Control Committee (“Committee”), except, no Committee approval shall be required for (i) normal maintenance of previously approved Improvements; (ii) repair or rebuilding of previously approved Improvements in accordance with the previously approved or exempt plans or in a manner that does not change the exterior appearance of the Improvement; (iii) changes to the interior of a previously approved Improvement; (iv) repainting the same colors currently existing on the Lot if such colors were previously approved; and (v) work reasonably required to be performed in an emergency for the purpose of protecting any person or property from damage.

2.0 ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee is appointed by Board of Directors as specified in the (CC&R's).

The Committee's responsibilities and authority are outlined in the CC&R'S. The rules and guidelines are established by the Committee and approved by the Board of Directors. These rules and guidelines as such are enforceable under the penalty section of the CC&R's. To ensure conformance to the rules as to working hours, site clean-up, conformance to approved plans, or other specified requirements/conditions, the Board may, from time to time, establish a "conformance deposit". No such deposit will be required for reconstruction of homes destroyed in the wildfires of October 2017.

Because the Fountaingrove Ranch is a planned community, there is a policy statement and open space maintenance plan developed by the City of Santa Rosa, which must be followed. While the Committee assumes no responsibility for the enforcement of these policies or building codes, use restrictions, and other development conditions imposed by the City of Santa Rosa, stamped approval by the Committee must be obtained prior to submittal to the City of Santa Rosa Building Department for processing.

The Committee meets as necessary to perform its prescribed duties. The Committee's schedule is posted on the Association's website or available from the property manager. All applications will be reviewed and acted upon within 45 days after a complete application is received by management.

3.0 DESIGN OBJECTIVES & GUIDELINES

3.1 ARCHITECTURAL DESIGN

1. TO PROMOTE STRUCTURES THAT ARE THOUGHTFULLY DESIGNED TO THEIR SPECIFIC SITES AND THE IMMEDIATE ENVIRONMENT.
 - a. "Stock Plans" or designs taken from another location should be modified to fit the particular lot and neighborhood, and to assure homes of similar appearance are not located adjacent to each other.
 - b. Architectural styles should conform with the intent of the guidelines, as explained in the introduction, and the characteristic of the neighborhood in which the lot is located.
2. TO ENCOURAGE ARCHITECTURE WHICH IS INTEGRATED WITH THE LANDSCAPE AND WHICH DOES NOT VISUALLY DOMINATE OR DISRUPT IT.
 - a. Exterior colors and materials should harmonize with the natural setting. Highly reflective colors and surfaces are prohibited. Colors should be taken from the color palette established by the Committee. Bright colors may be considered for accent on a limited basis.
 - b. Structures should be fitted to the land. Structures on steeper slopes should be "stepped" to avoid large vertical planes.
 - c. A smooth natural transition should be maintained between proposed development and adjacent/open space areas.
3. TO PROMOTE DESIGN CONTINUITY WITHIN NEIGHBORHOODS.
 - a. There shall be an architectural continuity between all building elevations including a consistent use of colors, materials and detailing. "False" or "decorative" facade treatments wherein one or more unrelated materials is placed on the building should be avoided.
 - b. Structures in a neighborhood should draw from a common set of design elements, forms and materials for that neighborhood to achieve an architectural continuity.
 - c. Driveway gates may be considered on an individual basis. Gates shall not be constructed within the front yard setback line, except on larger lots or flag lots where alternate locations may be considered. Driveway gates shall also comply with all requirements of the Fire Department

3.2 SITE DESIGN

The primary design objectives include, without limitation:

1. TO RETAIN THE NATURAL HILLSIDE CHARACTER OF THE SITE.
2. TO PROMOTE CAREFUL DESIGN WITH RESPECT TO NEIGHBORING SITES.
 - a. Structure siting and site design should take advantage of available views, while respecting neighbors' views and privacy.
 - b. All facilities shall be custom-designed to fit the site, preserving natural contours and vegetation or as otherwise approved by the Committee.
 - c. Retention of hillside character is a primary objective of the PC District, and grading operations shall be kept to a minimum and designed to blend into the natural contours of the site. "Re-contouring" of the site wherein large quantities of earthwork may be involved in grading, is not permitted, except such grading done during removal of debris from lots damaged in the October 2017 fires.
 - d. Flat "padding" of residential lots or building pads is prohibited, except that done during removal of debris from lots damaged in the October 2017 fires. Residences shall be customized to fit the site utilizing split-level or multi-story designs that reduce the grading impacts. **Note: With Architectural Control Committee approvals in specific areas of a site, flat pad grading may be allowed, due to special circumstances supported by topographic and soils information and which does not have a negative impact on neighboring properties or common open areas. A variance request is required.**
 - e. Building height limits shall be adhered to as prescribed in the applicable use permit. No building shall exceed 35 feet at its highest point. However, the extent, scale and massing of buildings may necessitate lower buildings, or "breaks" in buildings so as to permit the natural hill backdrop to be visible.

4.0 SINGLE FAMILY RESIDENCE RULES

4.1 DESIGN

1. Site coverage by the dwelling shall not exceed 50% of the area of the lot, or as further restricted City of Santa Rosa Use Permits.
2. Stucco, stone, brick or simulated wood are strongly encouraged for exterior siding materials.
 - a. Plain face plywood, T1-11 and similar panel products **are not** acceptable exterior siding materials.
 - b. Plywood with board and batten design and certain types of composite lap siding may be accepted by the Committee on a case-by-case basis. The Committee may request actual material samples.
 - c. Metal siding may be accepted by the Committee on a case-by-case basis.
 - d. All exposed metal flashing, conduit, and similar components must be painted to match adjacent surfaces.
3. Standards for portable building or accessory buildings are the same as for permanent buildings. Detached metal buildings are not acceptable.
4. Mechanical equipment (excluding solar energy systems) on the roof or ground must be screened from view of neighboring property. Operational noise must be reduced as to not intrude on neighboring residences.
5. Satellite dishes (under the purview of the Federal Communications Commission), solar panels, collectors or other equipment shall be integrated into the design of the structure. Exposed supports, conduits, and piping must be painted to match the surface of structure adjacent to the item so as to minimize visibility.
6. Refuse containers, woodpiles and utility meters shall be screened from view of neighboring property and the street.
7. Exterior lighting when used shall be designed such that the source of light is shielded so that no portion of the lighting encroaches on adjacent properties.
8. All utilities shall be underground.
9. Existing significant trees with a trunk diameter of 4" or more or a combination of multiple trunks having a total diameter of 8" or more (measured at 4.5' above grade) to be retained, shall be protected with barriers around the trunk to avoid damage by heavy equipment. Grading within the drip line of a tree, if permitted by the terms of the building permit, should be minimal and trenching should be avoided. When any construction activity and/or grading is proposed within 10 feet of the drip line of a tree, an arborist report is required.
10. Structures to be built shall be sited and designed to retain, incorporate, and blend with the natural vegetation and landform of the site and to assure adequate space for light, air and privacy for both on and off site.

11. The mass and bulk of proposed structures shall be proportioned and appropriately detailed to achieve an unimposing profile on the site (also see height restrictions).
12. Structures on any given site shall be architecturally consistent in design and shall use similar materials, colors and textures.
13. Existing vegetation and rock out-croppings, where possible, shall be retained and incorporated into overall site design.
14. Except grading done during removal of debris from the October 2017 fires, grading shall be kept to a minimum and shall utilize slope rounding and contour grading techniques that blend smoothly with the natural terrain and respect the established drainage pattern of the site. Grading shall only be permitted on driveways, garage and under floor areas, with minor contour grading within 15' of these areas.
15. Grading for landscaping, structures, pools, etc. is subject to Architectural Control Committee approval.
16. Extensive use of retaining walls to accommodate the structure or associated improvements on a site is prohibited.
17. Careful consideration is to be given to protecting site features and minimizing quantity of paving while providing safe and efficient ingress and egress from the site.
18. Structures, trees and plantings shall be sited to provide for good solar orientation. The proposed improvement shall be in substantial conformance with the established pattern of development in the immediate environs. Proposed improvement shall not unreasonably impair the view or solar access of other portions of the Project.
19. Objectionable views, such as service and storage areas, shall be screened from view of neighboring properties and are prohibited in front yards.
20. Decks: An outside area that is 5' or less above finish grade. Decks shall be architecturally compatible with the residence, conform to the contours and shall not exceed 5' above natural grade. Screening is required when over 3' above finish grade.
21. Balconies: An outside area that is over 5' above finish grade. Balconies shall be integrated into the overall architecture of the residence. Supports shall be integral elements of the exterior so that framing, seismic bracing, etc. are not visible.

4.2 ACCESSORY DWELLING UNITS

1. Accessory Dwelling Units (granny units) are allowed where the proposed Unit would be harmonious with existing Improvements (on the lot where they are proposed and Improvements on neighboring Lots), and with the natural topography.
2. In determining whether or not to approve an Accessory Dwelling Unit, the ACC may consider parking available on the lot where the Unit would be built, any history of parking congestion around the Lot where Unit would be built, and how the Unit will affect neighbors' views and the character of the neighborhood.
3. Accessory Dwelling Units must meet all City of Santa Rosa codes and requirements.

4.3 SOLAR UNITS

1. Solar units **NOT** on the roof must be maintained and concealed from neighboring view by a fence or screening vegetation of sufficient height to accomplish same may be appropriate.
2. Solar units **NOT** on the roof must be placed in rear yard below fence line
3. Solar units on a roof must be within the wall line of the structure. However, the Architectural Control Committee may require more roof area between solar unit and roof edge if the roof overhang is minimal.
4. Solar unit must be installed as close to the roof surface as possible.
5. All wires, conduit, and lines must be concealed or painted to match the adjacent surface so as to minimize visibility. The method of installation must be shown and detailed on the plans submitted to the Committee.
6. Panel material must be dark in color.
7. The Architectural Control Committee may ask for alternative combinations in smaller groupings when large areas of grouped solar panels are found not to be aesthetically satisfactory.

A variance will be granted where compliance with 1 through 7 above will result in the cost of the system being increased by more than 10% or the efficiency of the system decreased more than 10%. To obtain a variance, owner must submit a signed statement from the company providing the system stating (1) which requirement will increase the cost or reduce efficiency, (2) how much the cost would increase or the efficiency be reduced by compliance, and (3) why compliance would increase the cost or reduce the efficiency.

8. Sample of proposed solar unit must be submitted with application.

9. Professionally drawn construction details, which apply to specific installations, must be provided. They must be drawn to scale and must clearly show elevations, assembly, the attachment to the roof structure and proposed location on the lot or building.
10. Calculations must be provided verifying the number and/or area of panels required.
11. Photographs must be submitted showing the location of the proposed solar unit and their visibility from neighboring structures, street or streets.

4.4 CONSTRUCTION

1. All **operations and construction** shall be in accordance with the City of Santa Rosa use permits. City noise ordinances apply to construction activities.
2. No loud radios or audio systems on construction sites.
3. Dogs at construction sites must be on a leash hand-held by a person capable of controlling the animal or securely kenneled. Dogs may not run loose on construction sites.
4. All rubbish, debris and/or unsightly material or objects of any kind shall be regularly removed from the construction site and shall not be allowed to accumulate thereon. Removal must be made weekly and shall not be allowed to accumulate within public right-of-way's or on Common Area.

4.5 SIGNAGE

The standard guidelines for signs placed on lot developments or homes indicating the property is for sale or under construction is as follows:

1. **Sale of constructed home or vacant lot** - One standard real estate office sign. Approximate size of main board - 2'6" x 2'6". Sign may also have information boards below main board.
2. **Sale of home under construction** - One sign (possibly advertising builder, lender, sub contractors, etc.) not to exceed 16 square feet (4 x 4, 3 x 5, etc.) and one standard real estate office sign of approximate size 2'6" x 2'6". The construction sign (16 square feet) may not be placed on the property until the building permit is obtained.

5.0 RECONSTRUCTION OF HOMES DESTROYED IN OCTOBER 2017

5.1 RECONSTRUCTION OF SUBSTANTIALLY THE SAME DESIGN

A member may reconstruct a damaged or destroyed home in substantial conformity with the home's appearance immediately prior to the destruction, with mandatory building code upgrades required by the City of Santa Rosa, without full review of the Committee. Owners rebuilding in substantial conformity with the home's appearance immediately prior to the destruction must, prior to obtaining City permits, submit 1 copy of the plans and email a copy to management (so that they may be stamped with the Association's approval) together with a statement certifying 1) that they will be reconstructing in substantial conformity with the prior destroyed home and 2) stating the estimated time construction will commence and be completed. Substantial conformity means the home is the same footprint as the prior home and has the same exterior appearance from the street or Common Area, but may use different materials with a similar appearance to the old materials (for example, wood siding may be replaced with cementitious siding that looks like wood).

5.2 RECONSTRUCTION OF A DIFFERENT DESIGN/ NEW CONSTRUCTION

A member seeking to reconstruct their home in a manner that is not substantially the same appearance as the home immediately prior to the destruction, may request preliminary review (but not required to), before expending significant resources of obtaining complete plans.

Preliminary Review or Final Review Application, plans, all required information (see checklist) and fees must be submitted prior to meeting with the Architectural Control Committee. If there are no issues to be addressed, approval may be given at the time of review in the form of stamping the plans.

When further review is necessary due to final review denial, a revised set of plans must be submitted.

Preliminary Review is not approval to build. The member must submit for final review and obtain ACC approval before commencing construction.

Final Review submittal must be received 5 working days before the next scheduled meeting. If a special meeting (outside of regularly scheduled meeting) is requested, a formal request and proposed submittal must be received at least 5 working days before the meeting date.

Upon completion of the project, the Association's Architect and/or Arborist will perform a site inspection. The project will be deemed complete when a "Notice of Completion" form (see Section 6.5) with a copy of the "Evidence of City Approval" from the City of Santa Rosa is submitted to the Committee as well as approved landscape plans installed.

5.3 RECONSTRUCTION TIME

Reconstruction shall commence within 2 years of approval of the plans by the Association, unless a longer period has been approved by the Board in writing for that particular Lot. Once commenced, reconstruction shall be diligently pursued to complete construction as soon as reasonably possible but not to exceed 18 months unless an extension is granted in writing by the Committee.

5.4 TEMPORARY RESIDENCES

If allowed by the City of Santa Rosa, an Owner may temporarily reside in a Recreational Vehicle during reconstruction of a home after the October 2017 wildfires until completion of the home on that lot or December 31, 2019, whichever occurs first. Recreational Vehicle ("RV") means a motor home, travel trailer, truck camper, or camping trailer that is (1) self-contained and designed of human habitation, (2) self-propelled, truck mounted, or permanently towable on California roads, and (3) licensed with the DMV. Mobile homes, modular homes, and tiny houses are not permitted. The RV must be connected to an approved sewage disposal system and electric service. The person residing in the RV must be a current owner of the Lot on which it is placed. The RV cannot be parked in any easement areas or on Common Area.

6.0 APPLICATION PROCEDURES

There are three types of applications in the Committee's process to review plans for construction. Conceptual Review and Preliminary Review are optional; Final Review is required. Approval by the Committee shall be based on the following procedures:

6.1 CONCEPTUAL AND PRELIMINARY REVIEW (Optional)

1. **Conceptual Review.** Conceptual Review is optional and not considered a formal application. It is intended as an opportunity for applicants who are proposing to build, remodel, or make alterations to the exterior appearance of a property, to review their conceptual ideas before proceeding with a preliminary or final review. The Conceptual Review meeting will be a discussion only meeting; no written response will be issued. Conceptual plans may be taken from existing topographic maps used for the subdivision design. Bring copies of any documents you think will help the Committee understand what you would like to do.
2. **Preliminary Review.** Preliminary Review is also optional. Preliminary Review is intended to provide a review of the design before substantial time and money have been spent refining details for construction drawings.
 - a. The submittal for Preliminary Review should communicate to the Committee the **important site characteristics and design elements including consideration of:**
 - i. Compatibility of proposed structure's form, materials, and color with the neighborhood character and natural site conditions.
 - ii. Conformity of proposed design to objectives, guidelines, and rules expressed in this document.
 - b. Submittal requirements for Preliminary Review include the following:
 - i. Complete preliminary review application with all required information provided. (No review will be scheduled without a complete application) See Preliminary Review 6.2 Submittal Checklist.
 - c. **Site Analysis/Site Plan**
 - i. Applicant is required to base the topography on a field survey.
 - ii. Existing and proposed contours must be shown at 2' intervals or less. Additional requirements may be required for unique site situations.
 - iii. Finished elevations of top of curb and back of sidewalk must be shown.
 - iv. Locate trees, rock outcroppings and other natural features.
 - v. Floor Plan
 - vi. Exterior Elevations

6.2 FINAL REVIEW (Required)

Completion of Final Review constitutes the Fountaingrove Ranch Architectural Control Committee stamp of approval required under the CC&R's before plans can be submitted to the City of Santa Rosa for a building permit. At this time, the Committee will review the construction-drawing package to ensure that these drawings conform to the conditions and rules. A minimum of one set of the approved plans will be marked with the Committee's approval stamp.

Submittal requirements for Final Review include the following:

1. Complete final review application with all required information provided. (No review will be scheduled without a complete application) See Final Review 6.4 Submittal Checklist.
2. Site Analysis/Site Plan
 - a. Locate trees, rock outcroppings and other natural features. Topography based on a field survey.
 - b. Existing and proposed contours must be shown at 2' intervals or less. Additional requirements may be required for unique site situations.
 - c. Floor Plan
 - d. Exterior Elevations: Finished elevations of top of curb and back of sidewalk.
 - e. Color and Material Samples
3. Landscaping plans for front yards must be submitted at the time or before the building exterior (siding, windows, doors, and roof substantially complete).
4. The project shall not be deemed complete until the approved landscape plan has been installed.
5. Applicants have 18 months from the date of Landscape Plan Approval to install the approved landscaping.
6. Submittal requirements for Landscape see Landscape Design Guidelines

6.3 EXTERIOR MODIFICATION

Submittals for any modifications, i.e. remodels, pools, fencing, decks, landscaping, painting, etc. must be received 7 working days before a review is scheduled. Additional information is in the Landscape Guidelines.

Architectural Control Committee approval will be effective for a period of 18 months from the date of the approval. All approved work shall be completed within 18 months from the date of the exterior modification approval.

7.0 VARIANCE POLICY

The purpose of a variance is to allow relief in certain situations from full compliance with the regulations of the Design Review Manual, where, by reason of the unusual shape of a parcel of property; or by reason of exceptional topographic conditions or other extraordinary situations or conditions the regulations of the Design Review Manual cannot reasonably be met.

A request for a variance shall be made in writing by the property owner to the Committee and be accompanied by such maps, drawings, data and other information as may be necessary or required by the Committee to demonstrate that the conditions set forth in this policy apply to the subject property. The applicant has the burden of providing the facts necessary to establish the existence of such conditions.

A variance may be granted only when all of the following conditions are found to exist:

1. That there are peculiar and unusual physical conditions existing on or applicable to the subject property which are sufficient to cause a hardship, and that such conditions are not common to all or most of the properties in the immediate area.
2. That a hardship peculiar to the subject property does exist by reason of such conditions, and the hardship was not created by any act of a current or prior owner of the property. In this context; personal, family or financial difficulties, loss of prospective profits, and existing violations of the Design Review Manual or legal nonconforming uses or structures existing on neighboring properties shall not be deemed hardships justifying a variance; and
3. That the variance will not be of substantial detriment to adjacent properties and will not be in conflict with the purposes and intent of the Design Review Manual.

The granting of a prior variance shall not set a precedent for granting a future variance for the same lot or owner or for any other lot or owner, and each application shall be considered on its individual merits.

If a variance is denied or revoked, no application for the same or a substantially similar variance on the same site shall be filed within one year of the denial, unless it can be shown that there has been a change in the property or its environs which substantially affects a condition upon which a variance is based.

8.0 ARCHITECTURAL REVIEW FEE SCHEDULE

Deposit and Fees are waived for reconstruction by the Owner of the Lot at the time of the fires, for homes damaged or destroyed in the October 2017 fires. Deposit and fees shall apply to owners reconstructing a Lot that was purchased after October 2017.

Conformance Deposit	0.80¢ per sq. ft. (total living area)
Deposit will be placed in a separate account and is refundable. Refund of this deposit is subject to conformance of all rules set forth herein and upon receipt of a "Evidence of City Approval" issued by the City of Santa Rosa, a "Notice of Completion and Request for Refund of Conformance Deposit" (See Section 6.5), and after an inspection ensuring all work is completed in accordance to Architectural Control Committee approved plans, including (option 1) approved landscaping.	
Initial Residential Construction Review Process	\$1,000
Includes one conceptual review (optional), one preliminary review and one final review if held within 6 months of preliminary review. Also includes one site inspection upon receipt of "Notice of Completion and Request for Refund of Conformance Deposit". If landscaping is submitted separate (option 2) from the architectural plans, the major exterior modification fee would apply and be due upon submittal.	
Subsequent Review & Additional Site Inspections	\$400
If submittal requires more than the normal review process as noted above.	
Special Committee Meeting	\$500
Exterior Major Modification (i.e. hardscapes, decks, pools, major landscape modifications, landscape plans submitted separate from architectural plans, etc.)	\$300

No monetary penalty will be imposed over and above the actual costs to remedy the non-compliance.

*** If further clarification is needed, contact the Association through the website www.fgrma.org.

9.0 APPLICATION FORMS

Note: All submittals require 1 copy of the plans and supporting documents and 1 copy of complete plans in a flash drive.

PRELIMINARY REVIEW APPLICATION

Preliminary plans must be received 7 working days prior to being scheduled.

For questions please contact LaFontaine Management Services through the Association's Website at www.fgrma.org.

Fountaingrove Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite 300
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Property Address and Contact information:

Owner Name: _____

Property Address: _____

Email Address: _____ Phone #: _____

Builder Name, Telephone Number & Complete Address:

Name: _____

Address: _____

_____ Phone#: _____

Architect/Owner(s) Representative Name, Address & Telephone Number:

Name: _____

Address: _____

_____ Phone#: _____

Site inspections, with prior reasonable notice, may occur during construction as prescribed in Section 12.4.4 of the Fountaingrove Ranch CC&R'S.

Signature of Owner or Authorized Agent

Date

PRELIMINARY REVIEW - SUBMITTAL CHECKLIST

- SITE ANALYSIS - SITE PLAN (Note: Scale to be NO LESS than 1"=10')** Analyze the existing site conditions and indicate all development proposed for the site.
 - North arrow and scale
 - Property lines, set backs and easements fully dimensioned.
 - Existing and finish contours at 2' intervals or less. Additional information may be required for unique site situations.
 - Location of neighboring structures (existing or proposed).
 - Location of natural features including rock outcrops and existing trees with a trunk diameter of 4" or more.
 - Location of driveway, walkways, patios, decks, retaining walls, fencing, pools and water features (illustrated sufficiently) to communicate the design.
 - Demonstrate compliance with design objectives.
 - Conceptual grading plan

- FLOOR PLAN**
 - Room identification, window and exterior door locations

- EXTERIOR ELEVATIONS** - Show elevations of all sides of proposed structures. Also includes:
 - Dimensioned height of all structures
 - Existing ground and finish grade adjacent to structure
 - Materials, colors and finishes (optional)

FINAL REVIEW APPLICATION

Final plans must be received 7 working days prior to being scheduled for review.

For questions please contact LaFontaine Management Services through the Association's Website at www.fgrma.org.

Fountaingrove Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite 300
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Property Address and Contact information:

Owner Name: _____

Property Address: _____

Email Address: _____ Phone #: _____

Builder Name, Telephone Number & Complete Address:

Name: _____

Address: _____

Phone#: _____

Architect/Owner(s) Representative Name, Address & Telephone Number:

Name: _____

Address: _____

Phone#: _____

Site inspections, with prior reasonable notice, may occur during construction as prescribed in Section 12.4.4 of the Fountaingrove Ranch CC&R'S.

Signature of Owner or Authorized Agent

Date

FINAL REVIEW - SUBMITTAL CHECKLIST

- FEES- Review fee and Conformance Deposit** - Check should be made payable to Fountaingrove Ranch Master Association.

Review fees are waived for reconstruction of homes damaged or destroyed in the October 2017 fires by the owner of such home at the time of the fire.

Note: Any submittals without the review fee will be deemed incomplete, returned to the applicant and no review will be scheduled.

- CONSTRUCTION DRAWINGS** - 1 copy must be submitted in the format below:

- 1 hard copy of plans
- 1 copy of plans on flash drive

- SITE PLAN** - Include all information shown on preliminary submittal plus the following:

- North arrow and scale
- Property lines, setbacks and easements fully dimensioned.
- Existing and finish contours at 2' intervals or less. Additional information may be required for unique site situations.
- Location of neighboring structures (existing or proposed).
- Location of natural features including rock outcrops and existing trees with a trunk diameter of 4" or more.
- Grading plan
- Provisions for drainage including concentrated drainage from building downspout and paved areas.
- Location of driveway, walkways, patios, decks, retaining walls, fencing, pools and water features (illustrated sufficiently) to communicate the design.

- FLOOR PLANS**

- EXTERIOR ELEVATIONS** - Also to include:

- Dimensioned height of all structures
- Existing ground and finish grade adjacent to structure

- COLOR & MATERIAL SAMPLES** - Also to include:

- Samples of all exterior materials with the proposed color and finish applied to each and keyed to a print of the exterior elevations.
- Specific colors/materials defined on the plans.

- COMPLETE LANDSCAPE PLAN** – See Landscape Guidelines

EXTERIOR MODIFICATIONS APPLICATION

**Fencing, Landscape Improvements, Additions, Remodels, Pools, Decks, Painting
Accessory Dwelling**

Exterior Modification plans must be received 7 working days prior to being scheduled.

For questions please contact LaFontaine Management Services through the Association’s Website at www.fgrma.org.

Submit plans to: Fountaingrove Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite 300
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Property Address and Contact information:

Owner Name: _____

Property Address: _____

Email Address: _____ Phone #: _____

Builder Name, Telephone Number & Complete Address:

Name: _____

Address: _____

_____ Phone#: _____

Architect/Owner(s) Representative Name, Address & Telephone Number:

Name: _____

Address: _____

_____ Phone#: _____

Site inspections, with prior reasonable notice, may occur during construction as prescribed in Section 12.4.4 of the Fountaingrove Ranch CC&R’S.

Signature of Owner or Authorized Agent

Date

EXTERIOR MODIFICATIONS

SUBMITTAL CHECKLIST

FENCING, LANDSCAPE IMPROVEMENTS, ADDITIONS, REMODELS, POOLS, DECKS, ETC.

Please submit 1 copy for preliminary and/or final review. Projects with minor impacts may only require final review.

- SITE ANALYSIS/SITE PLAN - Indicate location of proposed addition/remodel on site plan of property, highlighting proposed improvements vs. existing improvements. Clearly show grading, walls, screening, etc., proposed in conjunction with proposed decks, pools, patios, etc. Show height, location, and type of existing and proposed fencing.

- Indicate colors and materials of proposed improvements.
- Indicate trees to be saved or removed. Provide arborist report for any construction activity proposed within 10' of drip line of trees to be saved.

- EXTERIOR ELEVATIONS - Indicate elevations of structure that will be impacted by the proposed addition.

- Indicate all colors and materials of proposed improvements.

Please Note:

Approval of additions on re-models must conform to the City of Santa Rosa use permit restrictions, as well as the Fountaingrove Ranch Master Homeowners' Association Design Rules and Guidelines. For second dwelling units: refer to the City of Santa Rosa informational packet.

**10.0 NOTICE OF COMPLETION
AND
REQUEST FOR REFUND OF CONFORMANCE DEPOSIT**

Owner must fill out and return this portion to the Architectural Control Committee upon completion of construction and Landscaping.

Construction at _____ has been completed in conformance with the approved plans AND approved landscaping. Attached is a copy of the "Evidence of Final Approval" from the City of Santa Rosa. Please schedule final inspection to facilitate refund of my conformance deposit.

OWNER NAME & SIGNATURE

DATE

11.0 Certification Reconstructing Substantially the Same

Lot address: _____

Owner(s): _____

Owner's mailing address: _____

Owner's Email: _____

We hereby certify that we are rebuilding the Lot noted above with substantially the same home as existed prior to October 2017. "Substantially the same" means the home is the same footprint as the prior home and has the same exterior appearance from the street or Common Area, but may use different materials with a similar appearance to the old materials (for example, wood siding may be replaced with cementitious siding that looks like wood). We certify we are reconstructing in the same footprint as the prior home and with an exterior appearance the same as before the fires although up-dated materials may be used and new code requirements will be complied with.

We understand the Association has the right, but not the obligation to verify our plans are substantially the same as the prior home, and the Association may rely on our certification herein.

Signature of Owner

Date

Signature of Owner

Date