

Please keep  
Signed approval  
with property files  
for disclosure  
purpose when  
selling house

# Blackhawk Homeowners Association

4125 Blackhawk Plaza Circle, Suite 105 • Danville, California 94506  
Telephone: (925) 736-6440 • Fax (925) 736-0428

Architectural Review Committee

**NOTE\* All  
contractors must  
have a pre-  
construction site visit  
before work begins.**

## ARCHITECTURAL REVIEW APPLICATION ONE (1) COPY TO BE ATTACHED TO PLANS

DO NOT START PROJECT BEFORE RECEIVING THIS FORM WITH SIGNED APPROVAL

Date submitted: \_\_\_\_\_ by: Contractor/Owner: \_\_\_\_\_

Address of Project Site: \_\_\_\_\_

**Type of Work** – please be **brief and specific** AND check off appropriate items on back page. (Attach a separate sheet if further explanation is needed.) Include product information if applicable (i.e., stonework, outdoor light fixtures, etc.).

\_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Email address: \_\_\_\_\_  
(Should be within 90 days of Date of Approval.)

Homeowner (Name): \_\_\_\_\_ Homeowner Phone: \_\_\_\_\_

Address (if different from location of work): \_\_\_\_\_

Contractor (if known): \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

**For Office Use:** Date Plans Submitted: \_\_\_\_\_ Sub-Association ARC Approval (if applicable) Attached: \_\_\_\_\_  
Number of Copies of Plans Received: \_\_\_\_\_ by \_\_\_\_\_ Scheduled for Review at meeting on: \_\_\_\_\_  
Time of Appointment (if necessary): \_\_\_\_\_ Refundable Damage Deposit Amount (if Required): \_\_\_\_\_  
Non-Refundable Architectural Review Fee: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Check # \_\_\_\_\_ Rec'd by: \_\_\_\_\_

### NOTIFICATION OF ARCHITECTURAL COMMITTEE DECISION

The application and/or submission made to the Architectural Committee on \_\_\_\_\_, 20\_\_, by the above-named applicant for permission to carry out the type of work as described above under "Type of Work", as shown on the plans and specifications approved and signed by the Architectural Review Committee, and as checked off on the back of this application, is hereby:

APPROVED. This approval is valid for ninety (90) days from the date indicated below.

CONDITIONS, IF ANY: \_\_\_\_\_

\_\_\_\_\_

NOT APPROVED:

\_\_\_\_\_

ADDITIONAL INFORMATION NEEDED:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

*For the Architectural Review Committee*

# ARCHITECTURAL REVIEW APPLICATION PROCEDURES AND REQUIREMENTS

- **SUBMIT ONE (1) ORIGINAL APPLICATION FORM** signed by homeowner (this form).
- **SUBMIT FOUR (4) copies of plans:** (One copy must be on paper no larger than 11x17 inches or thumb drive, or a CD). Three stamped copies will be returned upon approval. One will be kept by the Association for final inspection and approval of completed work. Thereafter, one copy will be kept in storage for 3 years. At the end of 3 years, the plans may be discarded.

**All plans must include:**

- Exact property lines and setbacks
- Footprint of house & other structures
- Elevation of proposed structure
- Pool/Spa plans must include:
  - Precise location of pump and spa equipment
  - Detailed structural information
  - Copy of geological/technical engineering report
  - Solar-heating plans must be submitted separately
- Exterior paint plans:
  - Attach Color samples, including trim
  - Provide Brand, Names and number
  - Type & color of present roof: \_\_\_\_\_ (photo if available)
- Roof: new or replacement roofs
  - Provide manufacturer, style and color (Submit sample if different from pre-approved list)
  - Materials must comply with requirements in Roof Policy
- Fence: new or replacement fences
  - Provide specifications (material, color, height, location)
  - Materials must comply with requirements in Fence Policy
- Landscape plans must include:
  - Location and list of proposed plants/trees, irrigation and drainage
  - Street trees (existing OR remove and replace in compliance with policy)
- Applications and plans must be received by the Association office no later than **12:00 NOON on the TUESDAY** one week before the next scheduled Wednesday meeting in order to be eligible for review. **The Committee meets every first and third Wednesday. (Holidays may slightly alter this schedule).**
- Before approved plans are released, the following funds are required:
  1. **Architectural Review Fee:** This is a **non-refundable** fee, **on a sliding scale**, based on the scope of work. Please see Architectural Review fee and Damage Deposit Policy for correct fee amount. If unsure on fee amount call the Blackhawk HOA.
  2. **Refundable Damage Deposit:** A check made out to Blackhawk Homeowners Association. Deposits are generally around \$2,000, depending on the scope of work – you will be advised by staff at the office.
  3. **New House Construction:** a \$4,000 check made out to Blackhawk Homeowners Association as a refundable Construction Deposit and a \$1,050 check made out to Blackhawk Services for the County Watershed Fee.
- All approvals are valid for ninety (90) days from date of approval. All projects must commence within these 90 days and, other than new house construction, must be completed within one (1) year from the “start date” given by homeowner. **Pre-construction Site Visits:** Contractor must meet with staff to review construction policy before work commences.

**Date:** \_\_\_\_\_ **Homeowner Signature:** **X** \_\_\_\_\_

**Check List of Items for which approval is requested. (Please check all those that apply)**

**BACKYARD**

- Swimming Pool
- Spa (at least five feet from property line)
- Solar panels
- Cabana
- Fence - in compliance with Fence Policy
- Gazebo: height \_\_\_\_\_
- Patio cover
- Barbecue
- Basketball stand (in backyard only)
- Dog run
- Storage shed (must match house)
- Play structure (in backyard)
- Deck: wood or concrete
- Flat Concrete Work

**LANDSCAPING**

- Softscape:  Shrubs (list provided)
- Trees (list provided)
- Hardscape:  Walkway
- Mailbox
- Planters
- Retaining wall (height: \_\_\_\_\_)
- Garden Walls
- \_\_\_\_\_

**ADDITIONS/RENOVATIONS**

- Roof - in compliance with Roof Policy
- Windows/Skylights
- Garage door
- \_\_\_\_\_

# Blackhawk Homeowners Association

## ARCHITECTURAL STANDARDS

### EXHIBIT J – Architectural Review Fee and Damage Deposit Policy

**Architectural Review Fees** are collected to offset various costs to the HOA that are related to projects submitted to the Architectural Review Committee.

These fees are also intended to encourage submission of complete plans and a reduction in the number of plan revisions and updates, which further tax staff time and resources. Fees are to be paid when the application is submitted, payable by check made out to Blackhawk Homeowners Association.

These fees are non-refundable and are separate from the Damage Deposits. Damage Deposits are reimbursed in full if there is no damage to the common area elements when construction is done.

**FEES INCLUDE ORIGINAL AND 1 SUBSEQUENT SUBMISSION FOR A SINGLE PROJECT.**

ARCHITECTURAL PROJECT	REVIEW FEE	REFUNDABLE DAMAGE DEPOSIT
Exterior lighting replacement Exterior painting application Flagpoles Front door replacement Generators Mailbox replacement Pool resurfacing (req \$2000 refundable dmg dep) Sod replacement w/o change to existing footprint Solar panels Tree removals	\$50.00	NONE
Drainage system w/o change to hardscape Fence/Gate replacement Garage door replacement Playhouse or Play structures Powerwall batteries Re-Landscape w/o hardscape Skylights Street tree replacement Window replacement Other Projects	\$100.00	NONE
Concrete patio or walkways Re-Landscape with hardscape Retaining wall replacement Roof replacement Siding replacement	\$150.00	\$2,000.00
Driveway replacement Refacing exterior of home Remodel home, Pavilions and Cabanas Swimming pool/spa installation	\$300.00	\$2,000.00
Accessory dwelling units Demolition, new construction and additions New home construction with or without grading Regrading of undeveloped lot	\$550.00	\$4,000.00