



# Kent Woodlands Property Owners Association

## PROCEDURE FOR ARCHITECTURAL COMMITTEE REVIEW

1. Read the application carefully and in full. Failure to do so may result in an incomplete application. This will delay your application.
2. Complete the cover page of the application, making sure that the property owner signs in the space provided.
3. Include a check for the appropriate fee. Refer to Project Types and Fees for schedule of fees.
4. Determine which supporting documents will be required. Please follow this list carefully. When in doubt, please err on the side of more information, rather than less.
5. Submit the application, SIGNED BY THE PROPERTY OWNER, your check, and all required supporting documents no later than the 21st of the month, or the Friday prior if the 21st falls on a weekend.
6. Full applications may be mailed to the KWPOA Architectural Committee, P.O. Box 404, Kentfield, CA 94914, emailed to designreview@kwpoa.com or with prior notice, delivered directly to the office (721-7429). Complete applications must be *received* prior to the deadline to be placed on the following month's agenda.
7. Questions regarding this application can be answered by calling/leaving a message at the office (721-7429) or by emailing designreview@kwpoa.com.
8. New Applications received and the status of other applications will be listed in the KWPOA monthly Newsletter. They will then be placed on an agenda. The meeting agendas are posted 24 hours in advance on the KWPOA website and in the window of the KWPOA office.
9. Architectural Committee meetings are held on approximately the second Tuesday of each month, starting at 5:30PM via video teleconference . The Association's office is located at 1010 Sir Francis Drake Blvd, Suite 200, Kentfield. Site visits are scheduled on the day of Committee meetings, which help the members decide on the merits of a project.

# Kent Woodlands Property Owners Association

Box 404, Kentfield, California 94914  
(415)721-7429

For Office Use Only:	
Received:	_____
Check #:	_____
Check Amount:	_____
App. Fee:	_____
Reserve Fee:	_____
Application #:	_____

## APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

PROJECT CATEGORY (See Project Types and Fees): C

Please advise if your project includes any of the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Changes to Approved Plan  | <input type="checkbox"/> Grading           |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Color or materials Change | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Remodel            |  |  |

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/Zip: \_\_\_\_\_ (E-mail): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ **(ABSOLUTELY REQUIRED)** Your signature verifies the accuracy of all information on this form & permits Board Member, Architectural Committee Member and Consultant entry onto the project site.

PRIMARY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of submitted plans: \_\_\_\_\_ Sheet numbers: \_\_\_\_\_

PROJECT \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please contact all contiguous homeowners, including those across the street from your property.** A signature signifies notification, not approval, of plans shown. **Additional signatures may also be necessary, pending review of the project by the Committee.** Please call the KWPOA office if you would like a list of affected neighbors with telephone numbers/contact information to notify for your project

**Proof of Notification can be achieved in two ways.** 1) Send a project description to each and provide proof of mailing in the form of a 'Proof of Mailing' receipt from the post office; or 2) Obtain signatures below. Please do not send letters requiring a signature as they may unnecessarily inconvenience your neighbors.

A signature only signifies that neighbor has had the opportunity to review the plans. It does not signify approval or support. Any comments, in support or in objection should be submitted separately by the neighbor to KWPOA. The Architecture Committee carefully evaluates neighbor reservations and endorsements; however, the Architecture Committee alone has final authority to determine the impact of proposed applications.

**Neighbor Notification Verification**

Your signature indicates that you have reviewed the plans but does not signify approval or support of the project.

Title and Date of Plans:

Name	Address	Phone	Signature/Date

# KWPOA

## Architectural Review Committee Review

KWPOA CC&Rs mandate that all projects and proposals which involve any external change to the appearance of any part of the property or the structures on it, must receive approval from the Architectural Committee of the KWPOA. The Committee consists of property owners who are currently members of the Kent Woodlands Property Owners Association. The Committee members are responsible for processing, reviewing and voting on the projects submitted. A professional architectural consultant and administrative staff assist them in fulfilling these responsibilities.

Decisions to approve or deny projects are made by majority vote during public Architectural Committee meetings, held on the second and fourth Tuesdays of each month, beginning at 5:30p.m. at the KWPOA office at 1010 Sir Francis Drake Blvd, Suite 200, Kentfield. Site visits are scheduled on the day of Committee meetings, which help members decide on the merits of a project. Meeting dates and the list of new applications are presented in the monthly Homeowners' Newsletter, which is mailed monthly to all property owners. The meeting agendas of projects to be discussed are posted at the KWPOA office 24 hours prior to the meeting.

To be eligible for Design Review, an application must have been "noticed" in the Architectural Applications page of the monthly Newsletter. All complete applications will be noticed in the Newsletter if they have arrived by the 21<sup>st</sup> of the month. If the 21<sup>st</sup> is a holiday or weekend, the application must be received in advance of that day. A "complete" application must provide all required information for the type of project being submitted, including the signatures of the property owner and adjacent neighbors. The office will furnish upon request a list of affected neighbors and their contact information.

KWPOA works in close conjunction with the Marin County Community Development Agency's Planning and Building Divisions. For a complete county level application, MCCDA requires Kent Woodlands Property Owners Association approval of all Woodlands projects, whether the property is a member of the Association or not. Applying directly to the County for a building permit will initiate a referral back to the KWPOA Architectural Committee for review and approval.

The Committee will review your project and consider the impacts on adjacent neighbors and the Woodlands community at large, according to the CC&Rs and other governing documents. Most applications are finished after one hearing. **Please refer to the Architectural Rules for guidance as to the criteria used by the Architectural Committee in reviewing proposed improvements.** The Committee will vote on your project during an Architectural Committee meeting, and a written letter describing the final decision will be sent to you. Should you be dissatisfied with the decision of the Committee, you have the right to appeal the decision to the KWPOA Board of Directors.

**Important Note:** For projects designated category 3, 4 or 5, a **Preliminary Review** may be completed before the applicant can continue with the normal approval process, as described below. KWPOA's objective in preliminary review is to develop the initial design concept of a project before full final drawings are submitted, keeping applicant costs low and giving the applicant a general idea as to the acceptability of the design. Preliminary Review is noticed in the KWPOA Newsletter

## REQUIRED SUBMITTAL ITEMS:

**Contact Architectural Coordinator prior to submittal to confirm requirements  
specific to your project**

#	Items Required	Circumstance	# of Copies
1	Application form, complete and signed by owner.	All projects	1 copy
2	Fees, according to the attached fee chart. Please make checks payable to "Kent Woodlands Property Owners Association."	All projects	1 check
3	Letter of explanation.	All projects.	1 copy
4	Proof of notification of affected neighbors.	All projects.	1 copy
5	Preliminary title report or other proof of legal ownership.	All projects	1 copy
6	Paint and material specifications	Projects with new colors or materials.	1 set PDF
7	Assessor's map(s) for all contiguous properties (including directly across the street) except public open space.	All projects	1 copy
8	Story pole plan with surveyor's certification. Top 1' of all story poles to be painted bright orange. Netting may be required. Story pole locations should be shown on site plan and elevations.	All projects. Surveyor's certification required for all projects over 1000sf in total area.	1 copy PDF
9	Information on all required plans listed below: north arrow, graphic scale, Date, and Revision number, Assessor's parcel number, Site address, Name/address/phone of owner, applicant and designer.	All projects.	1 full size: 24"x36" 1 reduced: 11"x17" PDF
10	Site plan showing entire parcel, all easements and rights-of-way, buildings and structures, and required minimum setbacks from property. Existing structures should be shown as well as proposed, preferably on the same sheet.	All projects.	1 full size: 24"x36" 1 reduced: 11"x17" PDF
11	Floor plans, existing and proposed, showing all interior rooms and labeled for proposed use. Said plans shall show all openings and include dimensions and calculated floor areas for each new addition and each floor level as well as a total (existing & proposed) for all structures on the property. Specify all floors and walls to be demolished or rebuilt.	All projects for enclosed spaces.	1 full size: 24"x36" 1 reduced: 11"x17" PDF
12	Fully-dimensioned elevations and cross-sections of the existing and proposed building, including roof ridge line height, finished floor and foundation elevations based upon data provided by the topographic maps and surveys. Exterior building plans shall include notes as to materials for siding, roofing & openings.	All projects involving new construction and remodels that will result in a physical change to the exterior.	1 full size: 24"x36" 1 reduced: 11"x17" PDF
13	Roof plans for all new or remodeled buildings, indicating roof pitch, slope direction, location of openings, down spouts, mechanical equipment, chimneys, solar panels, skylights.	All projects involving new or remodeled roofs.	1 full size: 24"x36" 1 reduced: 11"x17" PDF

14	Profile section to scale showing new construction & neighboring construction. Provide profile from proposed new house or addition to adjacent construction.	As required by the Architectural Committee	1 full size: 24"x36" 1 reduced: 11"x17 PDF
15	Topographic Survey: Show all easements, utility meters, etc. and all property and fence lines, natural features (creeks, flood zones, slides, faults, rock outcrops, trees, areas of vegetation), manmade features (fences, walls, catch basins or drainage improvements, driveways, meter boxes, utility poles, buildings and appurtenance structures such as sports courts, pools, spas, patios, decks, parking areas). Indicate whether trees, structures, etc. are to be removed or retained. Indicate diameter of all trees 6" or greater in circumference at breast height. Show Top of Wall elevations for fences and walls, and Finished Floor Elevations for structures and patios. Show elevation of adjacent roadways. For properties with an average slope of 15% or less, 2-foot contours shall be shown. For properties with an average slope greater than 15%, show 5-foot contours may be used.	All projects requiring expansion of a footprint deck, removal of vegetation, excavation of any kind, or construction of retaining walls. The area required to be contained within the limits of the Topographic Survey may be modified at the discretion of the Planning Consultant.	1 full size: 24"x36" 1 reduced: 11"x17 PDF
16	Landscape and irrigation plans for new installations. Show plant names (scientific and common), size of container at planting, expected height at maturity, plant locations and method of irrigation. Native and drought-tolerant plant species and drip irrigation systems are recommended.	All new landscaping and all major construction projects.	1 full size: 24"x36" 1 reduced: 11"x17 PDF
17	Lighting plans for new fixtures, showing location, wattage and light fixture design.	All projects with exterior lighting.	1 full size: 24"x36" 1 reduced: 11"x17 PDF
18	Drainage plans, showing location of all existing drainage devices, existing and proposed direction of water flow and method of water collection and dispersal. Calculate existing and proposed impervious surface area.	All projects that alter the existing flow of storm water.	1 full size: 24"x36" 1 reduced: 11"x17 PDF
19	Arborist's report, including location map and size, species and condition of all trees within affected area, and protection measures recommended.	All projects that propose removal of trees.	1 copy PDF
20	Acoustical report.	Where required by Consultant.	1 copy PDF
21	Peer review of a study or independent study at the expense of the applicant.	Where required by Committee.	May vary