

# UNIVERSITY GLEN PROPERTY IMPROVEMENT APPLICATION

## I. OWNER INFORMATION

APPLICATION # \_\_\_\_\_  
NAME (Print) \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
PHASE \_\_\_\_\_ LOT \_\_\_\_\_ WORK START DATE \_\_\_\_\_ WORK ENDING DATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
EST. PROJECT VALUE \$ \_\_\_\_\_

## II. PROPOSED PROPERTY IMPROVEMENT DESCRIPTION

Air Conditioner                       Landscaping                       Other (Please provide brief description)  
 Awnings                                       Painting  
 Basketball Backstop                       Patio Cover  
 Deck     Play Equipment  
 Fence / Wall                                       Room Addition  
 Interior Modification                       Solar Equipment

## III. WORK BEING DONE BY:

Homeowner                       Contractor \_\_\_\_\_  
Name    License #

## IV. NEIGHBOR AWARENESS:

Failure to obtain your neighbor's awareness could delay your request, as the Site Authority must notify your neighbor in writing of your intent and await a response. The neighbor's approval is not a condition to your plans being approved. The intent is to advise your neighbors of your improvement by requiring their signature on the Property Improvement Application. No application will be considered complete until there is evidence neighbors have been advised of this application. Please have each party fill out the form below.

\_\_\_\_\_  
Neighbor's Name (Print)      Address                                      Neighbor's Signature

\_\_\_\_\_  
Neighbor's Name (Print)      Address                                      Neighbor's Signature

## IV. DOES PROPERTY IMPROVEMENT (please circle either yes or no)

Alter exterior appearance? Yes / No      Affect structural integrity? Yes / No      Alter Drainage? Yes / No

**THE ABOVE AND ATTACHED INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant's Signature    Date

## V. ATTACHMENTS:

**PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS.**

- A. Location of residence on lot and dimensions from lot line (plot plan).
- B. Complete dimensions of improvements in relationship to home and lot line.
- C. Description of materials and color specifications.
- D. Drawing showing affected elevations.

ATTACH DRAWING TO THIS FORM.

Please complete and include this application with two (2) sets of your proposed home improvement plans as stated above to:

**Site Authority**  
**One University Drive, Camarillo, CA 93012**

**OVER**

**VI. GENERAL CONDITIONS**

See University Glen Buyer Disclosure Statement and Property Use and Maintenance Regulations for complete disclosure.

1. University Glen architectural approval does not constitute a waiver of any requirements required by applicable governmental agencies.
2. All structural additions or improvements require plan check, building permit issuance and inspections.
3. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and the Homeowners' Advisory Council does not assume any responsibility for such. **The function of the HAC is to review submittals as to aesthetics only.** All technical and engineering matters are the responsibility of the owner and will be reviewed by Facilities Services staff.
4. An oversight of a Property Use and Maintenance Regulation or of a community policy does not constitute a waiver of the rule and, therefore, must be corrected upon notice.
5. University Glen requires homeowners to maintain correct grades of lots so that water drainage does not flow onto adjacent properties or restrict off flow from same.
6. Access for equipment used in construction must be through your property only. Access over common area will be allowed upon issuance of special permits.
7. Streets may not be obstructed with objects or building materials that could be considered hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on the streets or sidewalks or community property without special permission.
8. Any damage to University Glen common area property must be replaced or repaired by a University Glen subcontractor. All applicable charges for restoration will be charged back to the homeowner and is due and payable within 30 days from notification or assessment of penalties.
9. Approval of the plans is not an authorization to proceed with improvements on any property other than the lot occupied by the applicant.

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For Homeowner's Advisory Council Use only

- RECOMMEND APPROVAL
- DO NOT RECOMMEND APPROVAL

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Homeowners' Advisory Council Chairperson

\_\_\_\_\_  
Date

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For Facilities Services Staff Use only

\_\_\_\_\_  
Facilities Services Signature Approval

\_\_\_\_\_  
Date

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Is HAC approval required?     YES     NO

For Site Authority Staff Use only

\_\_\_ Modification(s) are approved capital improvements  
 \_\_\_ Modification(s) are not approved capital improvements

\_\_\_\_\_  
Senior Director- Site Authority

\_\_\_\_\_  
Date