

ARRF – Architectural Review Request Form

The ARC is dedicated to helping members improve their space in our community. Because El Rio is governed by California’s Department of Housing and Community Development’s Title 25, and the El Rio By- laws, Occupancy Agreement, and Rules and Regulations any alterations to your space may require site and plan review by ARC and/or Management; require permits from the state and a lot marker verification. Submission of this form will start El Rio’s process of scheduling a visit to your space and review of your plans.

To Schedule your ARC site visit:

On the back side of this form is a matrix which, while not complete, answers some questions about whether your project needs to apply for HCD approval with forms #50 and #451, a review and approval by ARC or can be completed without either. If you are planning to sell your home, you will need a Home Inspection Report by a Certified Property Inspector, and a lot marker verification. Park policy requires ARC provide a 5-day written notice to your neighbors when ARC verifies lot markers.

Please provide at least three options for dates to schedule site visits. ARC suggests Saturdays at 10am.

Dates for ARC visit. 1 _____ 2 _____ 3 _____

Today’s Date: _____ Intended start date of Project: _____

Member Name: _____ Space # _____

Phone: _____ Email: _____

On the back of this page, please mark the project(s) that you would like information about or would like to proceed with. If you do not see it listed, please list it here. Please describe your project in as much detail as possible.

Please drop this form in the Office Drop Box for processing. Management will respond to your request.

El Rio Rules & Regulations Rule 1: Members are required to consult with Management before making any alterations to their space or coach. Members may be required to submit an Architectural Review Request form (ARRF) to begin an approval process.

El Rio Occupancy Agreement: Article 12. Alterations and Additions: The Member shall not, without the written consent of the Cooperative, make any improvements or structural alterations in his/her space or in the water, gas, pipes electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the space. **Article 14.** Member to comply with All Corporate Regulations.

The mission of the ARC is to assist the members and the Board in assuring compliance with state health and safety regulations as well as the covenants of the Cooperative.

ARC Approval _____ Date _____

EL RIO PROJECT MATRIX

To facilitate compliance with State Housing & Community Development (HCD) regulations, all modifications to your lot require approval by El Rio

See Occupancy Agreement: Article 12 Alterations and Additions

El Rio is required by HCD to approve and sign all HCD Permit applications.

The ARC can assist you with the HCD forms.

It is the Member's responsibility to ensure that all contractors/workers follow HCD & El Rio rules and regulations

HCD can fine the Member and the Co-op for unapproved alterations

HCD prohibits altering lot markers or their locations without a permit.

This list is not all-inclusive. Please describe your project on the reverse side.

Requires ARC Review/Approval and HCD Permit	ARRF	HCD Permit	My project includes:
Awning that extends past 6" from edge of door or window	Yes	Yes	
Cabana (additional room added to existing home)	Yes	Yes	
Deck more than 8 " above grade	Yes	Yes	
Deck or Porch larger than 3 sq. ft.	Yes	Yes	
New Coach Move in	Yes	Yes	
Ramada (roofed shelter)	Yes	Yes	
Relocate Utilities	Yes	Yes	
Replace windows or doors that are of a different size than original	Yes	Yes	
Roof (repair or new)	Yes	depends	
Replace windows or doors that are of a different size than original	Yes	Yes	
Wooden Shed	Yes	depends	

Requires ARC Review/Approval	ARRF	HCD Permit	My project includes:
Awning over door that extends less than 6 " past door frame	Yes	No	
Cemented pathways, or pavers	Yes	No	
Deck less than 8" above grade	Yes	No	
Fence, new or replacement	Yes	No	
Lot marker verification	Yes	No	
Plant a Tree	Yes	No	
Permanent Planter Box	Yes	No	
Replacement stairs of the same size	Yes	No	
Shed less than 120 sq. ft.	Yes	No	
Stairs with Landing, Deck or Porch smaller than 3 sq. ft.	Yes	No	
Storage Cabinet	Yes	No	

No Approval Required

Satellite Dish attached to home

Retractable Canvas Awning, attached to home