



Valencia Management Group
P.O. Box 802920 • Santa Clarita CA 91380-2920
tel (661) 295-9474

HOME IMPROVEMENT FORM

Association Name: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

SUBMITTAL CHECK LIST: (Please include the following)

- 1) Completed Home Improvement Form.
2) Completed Neighbor Statement Form.
3) Two (2) Sets of all forms and drawings - Failure to submit two copies will result in your application being deemed incomplete.
4) Please include details of size, design, color and materials; Location of drains; Number, type, size and location of all trees and shrubs must be included on drawings. Names of plants should include the common name.
5) Please have all impacted neighbors sign the plans you submit as well as completing the Neighbor Statement Form on the reverse.

PROJECTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

LANDSCAPE / HARDSCAPE / EQUIPMENT

- Architectural items: Awnings, Deck (wood), Gazebo, Green House, Patio Cover, Patio Slab, Painting, Rain Gutters, Addition / Remodel.
Landscape/Hardscape items: Landscape (Front, Rear), Trees (common name & location), Hardscape (Front, Rear), Fence(s) / Walls (Front, Side, Rear, Retaining).
Equipment items: Air Conditioner, Built-In Barbecue, Lighting, Pool & Equipment, Spa & Equipment, Swing Set/Playhouse, Waterfall/Fountain, Drains.

Other \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

DO NOT FAX YOUR PLANS AND THIS FORM

MAIL TO THE ADDRESS ABOVE OR DELVER TO 27644 NEWHALL RANCH ROAD #45, VALENICA, CA 91355

# Neighbor Statement

The purpose of this form is to notify your neighbors of the type of improvements you are proposing at your residence. Your signature on the front of this form indicates that the attached plans were made available to the following neighbors who might be impacted by this change, for review and comment. You understand that neighbors objections do not themselves cause denial. However, the Architectural/Design Review Committee may contact the neighbors, at their discretion, to determine the appropriateness of the objections.

Any questions regarding this application may be directed to the Architectural/Design Review Committee at PO Box 802920, Santa Clarita CA 91380-2920 or by calling 661-295-9474.

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Name: (please print) \_\_\_\_\_ Phone# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_

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Name: (please print) \_\_\_\_\_ Phone# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_

Comments: \_\_\_\_\_

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Name: (please print) \_\_\_\_\_ Phone# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_

Comments: \_\_\_\_\_

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