

MARSDEN COMMUNITY ASSOCIATION

ARCHITECTURAL REQUEST FORM

Return to: Marsden Community Association, 31608 Railroad Canyon Road, Canyon Lake, CA 92587

Phone: (951) 244-0048 Facsimile: (951) 244-0520

Email: Marsden@avalonweb.com Website: www.Marsdenhoa.com

Name: _____ Date: _____

Property Address: _____

Mailing Address (if different from above): _____

Email: _____

Home Phone: _____ Mobile Phone: _____

I. Proposed Project Information

Describe the proposed improvement in detail: _____

II. Neighbor Advisement

With your submittal, please include three (3) copies of the Neighbor Awareness Form, signed by any neighbors that will be visually impacted by your proposed improvement(s). This includes any adjacent or neighboring lots, which may be visually impacted by your improvement(s) from their rear yards' 2nd story windows.

III. Documents Required for Submittal

- Three (3) separate drawings which should include details of size, design, color and materials. Location of drains must be included in the drawings as well as location of plants and their common names (not Latin names)
- Three (3) sets of this application form
- Three (3) copies of the completed Neighbor Awareness Form.
- The Community Association reserves the right to utilize an outside consultant for review. All fees, costs and expenses associated with the consultant and application process will be borne by the applicant.

By signing this document, I certify that the items included represent a true representation of the improvements that I plan to make to my property.

Homeowners Signature: _____ Date: _____

MARSDEN COMMUNITY ASSOCIATION NEIGHBOR AWARENESS FORM

(Owner to Complete)

NEIGHBOR AWARENESS - The intent is to advise your neighbors who own property adjacent to your lot (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Impacted Rear Neighbor	Impacted Rear Neighbor
Name	Name
Address	Address
Signature	Signature
Date	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor		Adjacent Neighbor
Name		Name
Address		Address
Signature		Signature
Date		Date

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
Name	Name	Name
Address	Address	Address
Signature	Signature	Signature
Date	Date	Date

NEIGHBOR CONCERNS OR COMMENTS:
