

SUBMITTAL CHECKLIST

INITIAL PLAN SUBMITTAL

- Property Improvement Form (A-1, completed and signed by Owner)**
- Neighborhood Notification Form (B-1, signed by all surrounding neighbors. If neighbors are unavailable, please send certified letters to the owners and provide Certified Mail Receipts instead of signatures. Signature of tenant is not acceptable.)**
- Owner's Solar Certification (A-3, completed and signed by Owner)**
- Proposed Plans (Must include details of proposed improvements, e.g. size, design, color, plant names and materials, on each set of plans. Include location of Home on Lot and dimensions from lot line. Drawings must show affected elevations. Location of area drains must be included on plans. Refer to GPN Design Guidelines for requirements and details.)**
- Site Pictures (Clear, color, photographs of 4"x6" minimum in size. Must show all areas to be improved in the proposed plans.)**
- Review Fee***
- Security Deposit*** (Refund check to be issued and mailed to Owner when NOC is approved.)

PLAN RE-SUBMITTAL

- Property Improvement Form (A-1, completed and signed by homeowner)**
- Revised Plans (addressed all comments from the reviewer on the previously denied plans)**
- If applicable, additional Review Fee*.**

NOTICE OF COMPLETION (NOC) SUBMITTAL/RE-SUBMITTAL

- Notice of Completion Form (D-1, completed and signed by homeowner)**
- Pictures (Clear, color, photographs of 4"x6" minimum in size, showing all improvements per the approved plans.)**
- For NOC re-submittal, a check of \$50 for the additional review fee*.**

* Please refer to *Review Fee Chart* on Property Improvement Form (A-1) for details.

How and where to submit your application:

1. Download "Submittal Forms" from www.gpngreatlife.com/architectural-design-review.
2. Email application to GPDesignReview.ca@fsresidential.com (file size limit: 12MB)
3. Mail or drop off checks for Review Fee and Security Deposit to
Great Park Neighborhoods Community Association
120 Newington
Irvine, CA 92618
Attn: Design Review Team
4. A confirmation email will be sent to the owner when the application is accepted and processed.