



APPLICATION FOR HOME AND LOT DEVELOPMENT

In keeping with the rules governing improvements to homes and lots in The Woods, homeowners must apply for approval for the following projects. Since design guidelines and HCD requirements may apply to your project, it is suggested that you consult with management before completing this application.

Please note: complete both sides and return to The Woods Business Office.

Projects REQUIRING MANAGEMENT APPROVAL:

1. Additions to homes, such as decks, porches, rooms
2. Accessory buildings, such as studios, storage sheds or greenhouses
3. Fences, walls, privacy screens
4. Painting or repainting of existing or new buildings
5. Planting and/or removal of trees
6. Planting shrubs that will reach 12 feet or more in height when mature
7. Removal of shrubbery from lot lines or clearing areas greater than 9sq ft.
8. Dog yards

If you are planning any of these projects, please provide the following:

1. Name, lot number, phone number:

2. Brief description of your project: For example, "I'm planning to build a covered entry for my front porch," or "I want to clear a space for a picnic area 12x15ft."

3. Details of your project: For example: Design of your covered entry, locations, size, materials you plan to use, a sample color you want to paint it, how you plan to meet HCD requirements. OR location of the area you want to clear, materials and design of the base you want to construct for your picnic area, color sample if applicable. Attach extra sheet if necessary. The more details the better.

4. I have read and am following Section VI of the Operating Rules (Initials of applicant)_____

(see reverse)

5. Talk to your neighbors. Because your project may impact the privacy or view space of all who can see if from their windows, deck or porch, neighbor involvement is required. For example, if you have four neighbors around you, please have all four sign this form. If a neighbor is not available, please provide name and lot number in the next section. Please note: Neighbor acknowledgment is required, not neighbor approval.

****For the adjacent neighbors:** Your signature on this form indicates that you have been notified of _____'s improvement plan. Your signature does not imply your agreement with the improvement plan. If you have objections or questions, please contact management immediately.

Neighbor Signature _____ Date _____ Lot # _____

Neighbor Signature _____ Date _____ Lot # _____

Neighbor Signature _____ Date _____ Lot # _____

Neighbor Signature _____ Date _____ Lot # _____

6. The Maintenance Director will need to review your plans, visit your property and approve or recommend changes to your plan based on underground lines and pipes on your lot. A signature from the Maintenance Director is **required** for application approval.

Maintenance Director _____ **Date** _____

7. The building and Grounds Committee will review projects and provide their recommendation to management as part of the approval process. This is intended to enhance community relations and promote positive communications so that improvements will not result in community discord. Building and Grounds is also available for consultation on any project.

Homeowner Signature _____ **Date** _____

Homeowner Signature _____ **Date** _____

Building and Grounds Committee Recommendation:

Building and Grounds Signature _____ Date _____

Building and Grounds Signature _____ Date _____

For Management Use Only:

Approval: ☐

Denial: ☐

Pending Modifications: ☐

Management Signature _____ Date _____

(Once Modifications have been made)

Approval: ☐

Denial: ☐

Management and/or Board Signature _____ Date _____

LOT PLOT PLAN AND PARK INFORMATION

A) Park Name _____

Homeowner Name _____ Sp# _____

Homeowner Address _____ Zip _____

City _____

B) Design Information:

Home Amperage: _____ Pedestal Amperage: _____

Home Voltage: _____ Pedestal Voltage: _____

Home Roof Load: _____ PSF

Roof Load for locality: _____ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading? ☐ YES ☐ NO

D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 in the following manner: _____

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

STATEMENT OF RESPONSIBILITY (ORIGINAL SIGNATURE REQUIRED)

As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager _____

State of California
Department of Housing and Community Development
Division of Codes and Standards



Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826

Southern Area Office
3737 Main St. Ste 400
Riverside, CA 92501

Existing Structure

Corner Marker

Existing Structure

Corner Marker

Width and length of lot: _____ x _____

Indicate distances to all lot lines

CHECK ONE BOX

☐ Home above Grade

☐ Home below Grade

MANUFACTURED HOME

STREET

Width and length of home _____ x _____

Existing Structure

Corner Marker

Existing Structure

Corner Marker

- Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
- Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
- Enter length & width of the manufactured home (including eaves) and length & width of lot.
- No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.