

**NEWPORT CONDOMINIUM ASSOCIATION**

**HOME IMPROVEMENT FORM**

Forward To:

**NEWPORT CONDOMINIUM ASSOCIATION  
c/o ACTION PROPERTY MANAGEMENT  
2603 MAIN STREET, SUITE 500  
IRVINE, CA 92614**

LOT#: \_\_\_\_\_

TRACT: \_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE**

X \_\_\_\_\_  
(Homeowner's Signature)

Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_, CA \_\_\_\_\_

**PROJECTS BEING SUBMITTED:** (Please check appropriate box)

Approximate Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AIR CONDITIONER

WINDOWS

DOORS

OTHER: \_\_\_\_\_

*(All window replacements must have City permits pulled in order for the Architectural application to be signed off by the Architectural Committee and approved)*

**Please ensure that the following details are shown on your plans and the following documents are attached:**

NEIGHBOR SIGNATURES (if applicable)

BROCHURE OR PHOTO OF WINDOW / DOOR TYPE

COLOR SCHEME / WINDOWS / DOORS

BLACK

BROWN

**NOTE:** Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Newport Beach . The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Plans are not reviewed from the standpoint of structural safety or conformance with building or other codes.

Owner may also need to acquire approval from the City of Newport Beach for permission to encroach within public easements or right-of-way.

## **NEIGHBOR NOTIFICATION**

It is the intent of the Architectural Review Committee to consult neighbors on any improvements, which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Review Committee's decision.

### **1. Definitions:**

**Facing Neighbor:** Means the three (3) homes directly across the street

**Adjacent Neighbor:** Means all homes with adjoining property lines to the Lot in question.

**Impacted Neighbor:** Means all homes in the immediate surrounding area which would be affected by the construction of any improvement.

### **2. Improvements Requiring Notification:**

Any exterior improvements that may impact the neighbors in the Community.

### **3. Statement:**

The Facing, Adjacent and Impacted Neighbor Statement must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

**NEWPORT CONDOMINIUM ASSOCIATION**  
**FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT**

The attached plans were made available to the following neighbors for review.

**FACING NEIGHBOR:**

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Name	Address	Signature
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**FACING NEIGHBOR:**

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Name	Address	Signature
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**FACING NEIGHBOR:**

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Name	Address	Signature
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**ADJACENT NEIGHBOR:**

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Name	Address	Signature
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**ADJACENT NEIGHBOR:**

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Name	Address	Signature
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**IMPACTED NEIGHBOR:**

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Name	Address	Signature
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**IMPACTED NEIGHBOR:**

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Name	Address	Signature
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The neighbors have seen the plans I am submitting for Architectural Review Committee approval (see above verification). I understand neighbor objections do not in themselves cause denial. However, the Architectural Review Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

**SUBMITTED BY:**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_