



PHONE: (805) 238-9641
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2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE

NEW HOME CONSTRUCTION APPROVAL APPLICATION

CHECKLIST

Meetings are held on the First (1st) and Third (3rd) Thursday of each month.

The following items must be submitted to the Heritage Ranch Owners Association office no later than **4:00 P.M.** on the **Friday prior** to the next scheduled AECC meeting.

- ____ 1. Refundable construction compliance deposit check for \$2,500.00
- ____ 2. Non-refundable application fee check for \$1,500.00 (separate checks please)
- ____ 3. Attached application filled out completely. Note: property owners or their legally designated agent must sign and initial where indicated.
- ____ 4. Three (3) copies of Blueprints, (the site (plot) plan, landscape plan and elevation plan are recommended). These plans may be submitted on 11"X17" pages. Please indicate setbacks, driveway width to HROA specs, and propane tank, and A/C screen.
- ____ 5. Three (3) copies of site plan and landscape plan
- ____ 6. Landscape plans (designate ground cover and location of 3 - 5 Gal. size trees, 1990 3 - 15 Gal).
- ____ 8. Color chips of exterior body and trim and roofing material sample (may be attached to the application)
- ____ 9. Topographic map of property showing location of structures

Revised 4/16/99, 1/8/04, 12/8/05, 11/7/06, 4/30/15, 10/13/15, 5/4/20, 6/5/25



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NEW HOME CONSTRUCTION APPROVAL APPLICATION **Procedures and Instruction Guide**

RE: Rules relative to the construction process at Heritage Ranch, and the specific procedures to follow for approval.

1. **HERITAGE RANCH Covenants, Conditions & Restrictions ("CC&Rs"):** Prior to the commencement of any construction, placement of structures, change of drainage, landscaping, grading or other improvements on property within Heritage Ranch, it is required that the owner obtain an approval from the Architectural and Environmental Control ("AEC") Committee, and obtain required permits from the San Luis Obispo ("SLO") County Planning Department. (See Master CC&Rs, Article VIII, Section 1, and Section 4 thereof.)
2. **CONSTRUCTION APPROVAL:** Any request for construction approval for a new home must be submitted to the AEC Committee on the AEC Committee New Construction Approval Application form ("Application"). Information requested on that Application must be submitted with the application fee and construction compliance deposit required hereunder.
3. **PLANS:** Plot plans, building plans, and landscape plans must be submitted in **triplicate** with the Application, and must include the following:
 - a. **Plot plans (also include a reduced 8 ½" X 11" plot plan)** showing dimensions of lot lines, setback lines, placement and size of proposed home, carport and/or garage, location of patios, location and type of fencing, surface flows (drainage), parking space, driveway, walkways, storage sheds, screened propane tank location. (See attached instructions for drawing plot plans.)
 - b. **Building plans** of the home showing the floor plan, foundation, carport, roofing, decking, slabs and walks, fences, walls, porch, exterior lighting, driveway and approach, barn, storage buildings, animal shelters, propane gas storage, and grading plans showing finish grade, elevations, drainage, slopes, structure cut and fill quantities in areas. All exterior construction materials, siding, posts, veneers, etc., must be called out on building plans.
 - c. **Landscaping plans** must show the location of indigenous trees on the property; the location of the proposed planting of the required three (3) trees of a size no less than five (5) gallons (tract 1990 three (3) trees of a size no less than fifteen (15) gallons); the type of ground cover; the type and location of irrigation or sprinkler system; the location of flower beds, shrubbery, decorative plants; and the construction and location of walkways. A sufficient amount of shrubs, bushes, vines, plants, gravel, or ground cover is required to provide the

appearance of a fully landscaped area around any residential structure. Bare ground must be reduced to an absolute minimum. Any plastic or other weed-barrier product must be fully concealed. The portion of the road easement between the edge of the asphalt and your property boundary is the responsibility of the owner of the property to maintain in a neat and orderly manner. All bare dirt must be covered with gravel or ground cover in these areas. No trees, bushes or other plantings, fencing, walls or other structures are allowed in the road easement without the prior consent of the AEC Committee. (In no case shall any tree be placed within six (6) feet of any asphalt roadway.)

NOTE: The owner must submit three (3) copies of construction plans, each containing three (3) AEC Committee signatures of approval, to the SLO County Planning Department to authorize a release of the SLO County building permit.

4. **APPLICATION FEE AND COMPLIANCE DEPOSIT:** The applicant property owner must submit with their Application a non-refundable application fee of one thousand five hundred dollars (\$1,500), and a refundable compliance deposit of two thousand five hundred dollars (\$2,500), as security for the owner's faithful performance of his/her obligations hereunder. At that time, the Association will issue a written receipt to the owner. The applicant property owner will not be entitled to interest on said deposited funds. The compliance deposit shall be released back to the applicant property owner only when it has been shown that the owner has complied with all the requirements of the HROA CC&Rs, Bylaws, this Procedures and Instruction Guide and Application, and any special conditions imposed by the AEC Committee in their approving the applicant's construction plans.

All construction must be completed within **thirty-six (36) months** for "on-site built" houses and **six (6) months** for manufactured homes. This time period will start at the time construction begins; however, if construction has not started within one (1) year after approval is given by the AEC Committee, a new application will have to be submitted and approved. If circumstances exist beyond the owner's control that would extend beyond the time periods provided for, an extension must be approved by the AEC Committee. Only one extension is allowed from the AEC Committee, which shall not exceed ninety (90) days and is subject to a deduction from the compliance deposit (not to exceed \$100.00).

If the owner has accumulated unpaid fines or other costs related to construction activities, the required monies may be forfeited from the construction compliance deposit. Additionally, the owner must clean up any damage done to the adjoining properties, lots, and/or Common Area to the satisfaction of the HROA Inspector prior to the release of the compliance deposit. Should any damage occur to the Association Common Area and the owner is found responsible for such damage and fails to correct the problem, the cost of repairs to the Common Area shall be deducted from the compliance deposit, and the owner will only receive a portion of the original deposit as so adjusted.

NOTE: The application fee check and the compliance deposit check MUST be written by the individual on the grant deed, or a "Consent of Landowner Form" (attached) must be signed at the time of Application. Also, the application fee check of \$1,500 and the compliance deposit check of \$2,500 must be presented at the time the Application is submitted.

IMPORTANT NOTICE

Failure to comply with the construction project requirements, the HROA CC&Rs/Bylaws or the requirements of this Procedures & Instruction Guide and Application within the time periods allotted shall result in forfeiture of all or part of the compliance deposit.

5. **SUBMISSION OF COMPLETE APPLICATION:** Applications must be submitted on **Friday by 4:00 p.m. prior to** the AEC Committee meeting. Upon receipt by the AEC Committee of an owner's complete Application packet, which includes all information required hereunder, the AEC Committee shall approve or disapprove the project within thirty (30) days. However, the AEC Committee may, if needed, withhold its decision for an additional fifteen (15) day period upon written notice to the owner. Projects not approved or disapproved within these time limits shall be deemed approved as submitted. Incomplete applications may be rejected for resubmittal. (See HROA Master CC&Rs Article VIII, Section 4)

Please notify the AEC Planner at the HROA Office as to when you will be picking up any plans.

6. **NO WARRANTY WITH APPROVED PLANS:** AEC Committee approval shall not constitute any representation of guarantee by the AEC Committee, the HROA or their successors or assigns as to the structural sufficiency of any buildings and/or construction proposed, nor shall any such approval relieve the owner from complying with any requirements of any public authority having jurisdiction in the matter.

7. **NO WAIVER:** The approval of any construction application by the AEC Committee or its approval with conditions shall not be construed as a waiver of the AEC Committee's right to review the same or similar construction applications subsequently submitted, nor render it an unnecessary requirement for an owner to submit an application for approval for any subsequent or similar project.

8. **COUNTY BUILDING PERMITS:** In addition to the approval of the AEC Committee, building permits must be obtained from the SLO County Building Department, Courthouse Annex, San Luis Obispo, CA 93401. Their phone number is (805) 781-5602.

9. **UTILITY INFORMATION:** Information and application for utility installations may be obtained as follows:

Water & Sewer: Heritage Ranch Community Service District (HRCSD)
4870 Heritage Road, Paso Robles, CA 93446 Ph. (805)227-6230

Electricity: Pacific Gas & Electric (PG&E), 406 Higuera St. San Luis Obispo, CA Ph: (805) 743- 5000

Telephone: AT&T(Service 1-800-310-2355) (Repair 611, Information 411).

Propane: Refer to the Yellow Pages.

10. **APPEAL TO BOARD OF DIRECTORS:** AEC Committee decisions on Applications shall be binding. However, an owner who desires to appeal the decision of the AEC Committee may do so by filing a written request for review with the HROA Board of Directors, specifying each and every reason for any dissatisfaction of the AEC Committee decision. The Board of Directors, at its discretion, may consider the factors specified, the request for review, and any additional information related to such factors. The Board of Directors' decision on such appeal shall be made within thirty (30) days from submission of the request for review and shall be binding and conclusive. (See HROA Master CC&Rs, Article VIII, Section 4)

11. **PROPERTY SALES DURING CONSTRUCTION:** If the applicant property owner of record, whose signature is on the approved Application, sells the underlying property prior to completion of the AEC Committee requirements, it shall be necessary (through escrow), in accordance with the CC&Rs that the buyer accept responsibility by (1) signing the AEC Committee application and (2)

placing a compliance deposit with the Association. The new owner will have to abide by the original construction completion time frame (including landscaping) (see item #4). After this has been done, the deposit by the original applicant property owner shall be released, less any monies owed to the HROA.

12. **NEW HOME CONSTRUCTION RULES & REGULATIONS (THESE RULES MUST BE OBSERVED DURING CONSTRUCTION):**

A. Prior to the commencement of any construction, placement of structures, changes of drainage or grading on this property, it is required that:

1. A copy of your building and (if applicable) grading permit must be submitted to the HROA AEC Planner.
2. A portable toilet must be on your lot before construction begins. The toilet may be removed once the HROA Inspector has verified that plumbing is hooked up and working at the site.
3. A dumpster must be at the job site at all times during construction. A dumpster may be a bin with a lid, a roll-off, or a work trailer with a cover.
4. Proper erosion and sediment control measures must be installed on your lot. It is a violation of HROA Rules & Regulations, as well as County Ordinances, to allow dirt and/or mud to flow off of your lot and onto adjacent lots, or onto the street. ALL construction activity, including materials, tools, supplies, equipment, trailers, portable toilets, and refuse collection containers must be contained within the lot (except during loading and unloading), and the lot must be maintained at all times in a neat and orderly manner. Do not store anything in the Common Area. Construction debris must be picked up on a daily basis and secured in a covered refuse collection container. Dust shall be controlled during excavation and construction, and dirt and debris must not be allowed to migrate from the job site. The owner of the lot is responsible for any delivery trucks that cause damage to Association roads. The owner of the lot is responsible for the actions of concrete trucks delivering concrete to the property, including but not limited to, concrete spills, discoloration of roads, and the driver's cleanup procedures following pour operations. Do not empty concrete trucks in the Common Area.

B. **The HROA Office must be notified when construction is going to start, so the lot can be inspected for a portable toilet, dumpster, and erosion control measures.** Also, note that trash must be put in the dumpster daily (as per the CC&Rs).

C. As construction progresses, the key rules, regulations, and CC&Rs that affect your project are:

1. **Construction Hours:** Construction curfews correspond with those issued by the SLO County for noise abatement. Construction is allowed during the following hours, only: Monday through Friday, 7:00 a.m. to 9:00 p.m., and Saturday and Sunday, 8:00 a.m. to 5:00 p.m.
2. **Storage in Common Area:** It is a violation of the CC&Rs (Article 11, Section 14), and therefore, a citation can be issued if anything is stored or placed (dirt, vehicles, construction materials, etc.) in the Common Area.
3. **Dogs:** Owners are responsible for ensuring that any contractors or laborers present on the Ranch at their invitation do not bring any dogs onto the Ranch.
4. **Disturbing the Peace:** No amplified music on the Ranch is permitted between the hours of 10:00 p.m. and 6:00 a.m. Any conduct, including playing loud music, operating loud motorized vehicles, boisterous or unruly behavior, or the use of profane, offensive, or threatening language or gestures, including conduct which occurs on privately owned property but can be seen or heard on other Ranch property, is considered disturbing the peace.

5. **Completion:** From the onset of construction, all construction must be completed within thirty-six (36) months for stick built homes, and six (6) months for manufactured houses, unless circumstances are beyond the owner's control, in which case the delay must be approved by the AEC Committee or Board of Directors.
 6. **Concrete Trucks:** Do not empty concrete trucks in the Common Area. A fine plus cleanup costs will be charged to the owner who contracted the work. Also, do not empty concrete trucks on any vacant lot without the owner's permission.
- D. Required inspections by AEC Committee:

NOTE: 48 hours advance notice is required for inspections

1. House foundation setback inspection.
2. Garage setback inspection (if the garage foundation is not part of the house foundation [i.e. manufactured homes]).
3. Driveway approach inspection.
4. Final inspection of the total project (a copy of the inspection sheet is included).

******48 HOURS NOTICE IS REQUIRED FOR REQUIRED INSPECTIONS******

- THE **GARAGE** FOUNDATION MUST BE INSPECTED BEFORE CONCRETE IS POURED (If poured separately from the house foundation).
- For a manufactured **home** that will be set on a **foundation** or block wall, a setback inspection must be called for by the owner or contractor after forms are set, but before concrete is poured.
- For a manufactured home that will be set on permanent **jacks/piers** (versus a foundation or block wall), a setback inspection must be called for by the owner or contractor, as soon as the house has been set in place, before further work can be done.
- For an **"On-Site"** built home that will be set on a foundation or block wall, a setback inspection must be called for by the owner or contractor after forms are set, but before concrete is poured.

NOTE: It is the responsibility of the owner or their contractor to locate property monuments (stakes) and run property string lines before asking for the setback inspection.

E. If the adjacent lot is going to be used for delivery and/or storage of materials, you must have written consent of the owner. A copy of that document needs to be given to the HROA. Also, the adjacent lot must be returned to its original condition when construction is completed.

F. Contractors and owners will see that the ac dike (berm) is protected at all times, and it is required that the dike is returned to its original condition.

G. The propane tank is considered part of the construction, and it must be completely screened.

H. Please note that a FINAL INSPECTION by the HROA representative must be completed before your compliance deposit is returned.

I. Before you occupy your house, a certificate permitting occupancy from SLO County Code Enforcement must be in your HROA file.

BY SUBMITTING THIS APPLICATION, THE APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTANDS THE AEC COMMITTEE'S PROCEDURES & INSTRUCTION GUIDE AND APPLICATION AND WILL COMPLY THEREWITH.

Signature of the Property Owner: _____ Lot: _____ Tract: _____ Date: _____
ADOPTED May 15, 2009

**HERITAGE RANCH OWNERS ASSOCIATION
AEC Committee New Construction Approval Application**

SITE INFORMATION: (Be sure you have read the CC&Rs for your particular tract)

Project
Address _____

Lot/Tract _____ Lot Size _____ Assessor's Parcel Number(s) _____

Date of Application _____

APPLICANT INFORMATION:

Owner
Name(s) _____ Address: _____

Email Address: _____

Business Phone _____ Home Phone _____

Contractor _____ Address: _____

Business Phone _____ License number _____

Architect, Engineer, or designer _____ Address: _____

Business Phone _____ License number _____

SCHEDULE (ESTIMATES)

Construction Starting Date: _____

Construction Completion Date: _____

PROJECT DESCRIPTION

Type: ☐ All New ☐ Addition ☐ Alteration ☐ Repair ☐ Demolish ☐ Moved Building

☐ Other

Of: ☐ On-Site Built Dwelling ☐ Manufactured Home ☐ Other _____

☐ Maximum height of the structure from the main floor level to highest point of the roof
(NOTE - each tract's CC&Rs show the maximum height limit): _____

AREA AND SIZES PROPOSED

Total Habitable Floor Area _____ Garage Area _____ Barn _____ Storage
Area _____

Deck Area & Height (Above Finish Grade) _____ Carport Area & Height _____
Covered Porch & Height _____

No. of Bedrooms _____ No. of Bathrooms _____ No. of Stories _____

Retaining/Garden Wall Area _____ Height _____ Length _____

MANUFACTURED HOUSING

Manufacturer _____ No. of Bedrooms _____ Size _____
Year _____

GRADING

Depth of Cuts (min. and max.) _____ Depth of Fills (min. and max.) _____

Cu. Yds. Cut _____ Fill _____ Total Cu. Yds. of Material _____
Area of Site Disturbance _____

TYPE OF CONSTRUCTION

Foundation: () Slab, () Perimeter & Piers. () Pole, Specify Color _____
() Sample Submitted

Framework: () Wood Stud, () Masonry, () Metal, () Timber

Exterior Siding: () Stucco, () Plywood, () Board, () Stone Veneer, () Brick Veneer,
() Metal, () Concrete Tilt-up, Specify Color _____
() Sample Submitted

Roofing: () Tile, () Built-up Comp, () Comp Shingles, () Metal, Specify Color _____
() Sample Submitted

CONSTRUCTION PLAN

Must submit three (3) copies of Building Plans, Plot Plans, and Landscaping Plans with this application.

COMPLIANCE DEPOSIT

A \$2,500 compliance deposit must be submitted with the application. This deposit is refundable on the terms and conditions set forth in the Procedures and Instruction Guide. Application issued by the AEC Committee (hereafter referred to as the AProcedures and Instruction Guide@).

APPLICATION/FILING FEE

Must submit appropriate (\$1,500) non-refundable application fee with this application.

ACKNOWLEDGMENTS

By submitting this application, applicant acknowledges that he/she has read and understands the AEC Committee Procedures and Information Guide and will comply therewith.

INITIALS ()

INSPECTIONS

This authorizes the AEC Committee or their agents or inspectors to conduct periodic

inspections (including a final inspection) of the Project at all reasonable times during construction and prior to occupancy or use by the applicant.

INITIALS ()

FAILURE TO COMPLY

Applicant hereby acknowledges that if he/she fails to comply with approved construction Project requirements, the HROA CC&Rs, Bylaws, Rules and Regulations, the AEC Committee Procedures and Instruction Guide, the AEC Committee special conditions imposed on approval of this application within the time periods allowed therein, such failure shall result in a forfeiture of part or all of the compliance deposit.

INITIALS ()

WAIVER OF APPROPRIATE ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE

Applicant hereby generally and specifically waives Article VIII, Section 2 and Section 3 of the Master Declaration setting forth separate architectural and environmental control committees, and agrees that the standing Architectural Environmental Control Committee of the Association may receive the application. Applicant further understands that applicant does not waive any appeal rights to the Board of Directors that applicant may have by this waiver.

INITIALS ()

APPLICANTS

(All property owners must sign)

Dated: _____

Dated: _____

Dated: _____

APPROVED BY AEC COMMITTEE WITH THE FOLLOWING CONDITIONS:

ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE

Dated: _____

Dated: _____

Dated: _____



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CONSENT OF LANDOWNER

I (we) the undersigned (all signatures required of the recorded owners, [owners in common]) owner(s) of record of the fee interest in the parcel of land located at (print address): _____ identified as Assessor Parcel Number _____, for which a construction permit and/or land use permit is being filed with the county requesting approval for: _____ (specify type of project, for example a single family residence), do hereby certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized _____ to act as my (our) agent in all contacts with Heritage Ranch Owners Association, and to sign for all necessary permits in connection with this matter.
2. I (WE) GRANT CONSENT TO Heritage Ranch Owners Association, its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent will expire upon completion of the project.
3. If prior notice is required for an entry to survey or inspect the property. Please contact:
Print Name: _____
Print Address: _____
Daytime Telephone Number: _____
4. I (we) hereby give notice of the following concealed or unconcealed dangerous condition on the property: _____

Person or entity granting consent:

Print Name: _____ Print Address: _____
Daytime Telephone Number: _____
Signature of landowner: _____ Date: _____
Signature of landowner: _____ Date: _____

Authorized agent:

Print Name: _____ Print Address: _____
Daytime Telephone Number: _____
Signature of authorized agent: _____ Date: _____
Signature of authorized agent: _____ Date: _____

**HERITAGE RANCH OWNERS ASSOCIATION
ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE
INSPECTION RECORD CARD**

Name: _____ Lot/Tract: ____/____

Address: _____ Approved: _____ Started: _____

Comments: _____ Finished: / / _____

SET BACK INSPECTIONS

HOUSE inspection to be made after forms (or house) are set, but before concrete is poured.

GARAGE/CARPORT inspection to be made after forms are set & before concrete is poured.

	Forms or Home Set----Comments	Garage Inspection-----Comments
FRONT	_____	_____
RIGHT	_____	_____ facing lot/street
LEFT	_____	_____ facing lot/street
REAR	_____	_____

*INSPECTION BASED ON THE OWNER AND/OR CONTRACTOR IDENTIFICATION OF THE PROPERTY (LINES) STAKES.

DRIVEWAY APPROACH INSPECTION

To be made after forms are set and before concrete is poured.

DRAINAGE	_____	
FLARE (5'x3')	_____	6" DEPTH _____
REBAR (1' O/C)	_____	APPROACH TO P/L _____

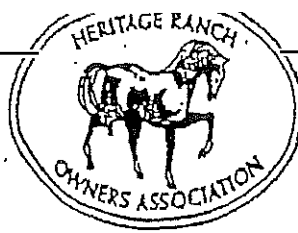
*INSPECTION BASED ON THE OWNER AND/OR CONTRACTORS IDENTIFICATION OF THE PROPERTY (LINES) STAKES.

FINAL INSPECTION

To be signed off after project is completed and before refund of compliance deposit.

HOUSE NUMBERS	_____	SETBACKS INSPECTED	_____
3 TREE'S & GRD COVER	_____	BERM DAMAGE?	_____
PROPANE TANK SCREENED	_____	TRASH REMOVED	_____
COLORS PER CHIPS	_____	DRAINAGE	_____
ROOF PER SAMPLE	_____	C/O SLO COUNTY	_____
BLDG COMP PER PLAN	_____	FENCE	_____
DRIVEWAY APPROACH	_____	OTHER	_____

*INSPECTION BASED ON THE OWNER AND/OR CONTRACTORS IDENTIFACATION OF THE PROPERTY (LINES) STAKES.

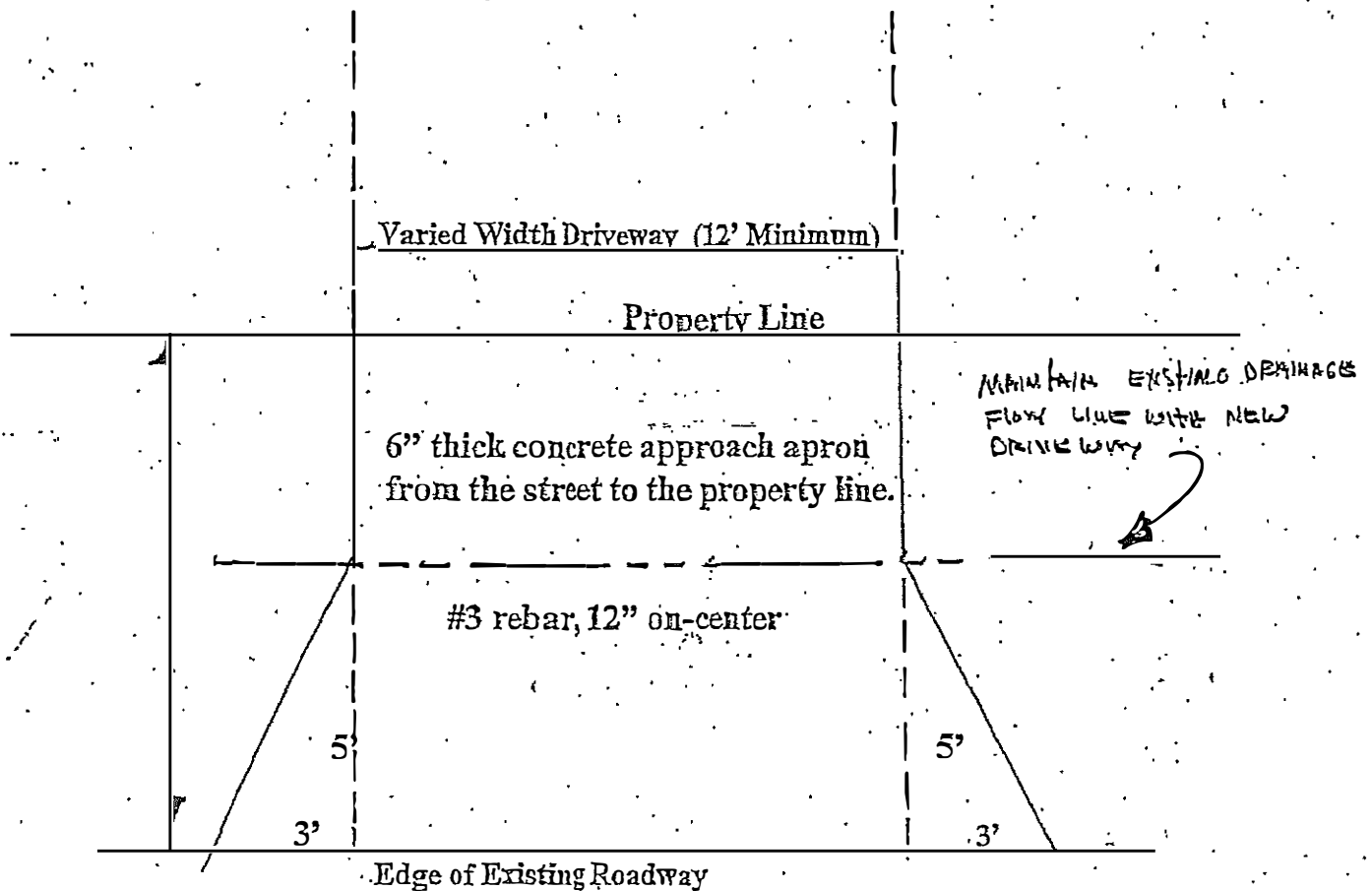


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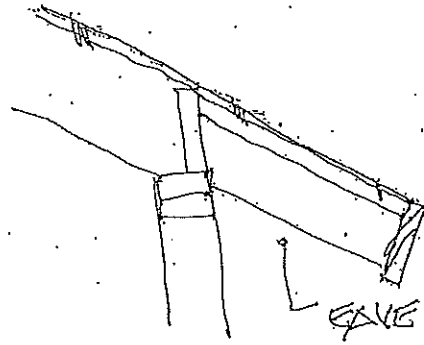
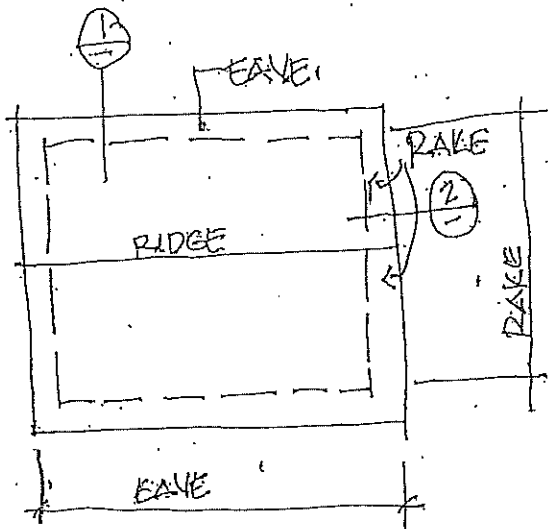
H.R.O.A. ROADWAY APPROACH APRON SPECIFICATIONS



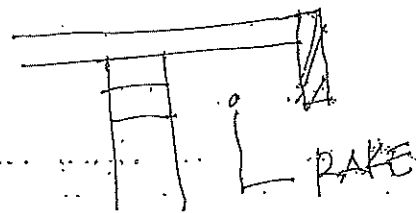
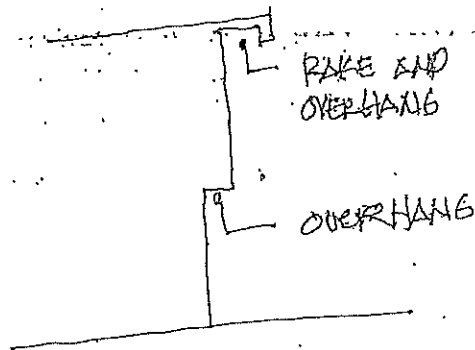
*Wings are not necessary if the driveway is 18' or more in width

approved by the AECC 1/22/04

Larry R Clark Architect



① The lower portion of the roof projecting over the wall



② The portion of the roof projecting over the wall from the eave to the ridge

OVERHANG is a portion of the building that projects over another portion of a building.

SCREENING STANDARD FOR PROPANE TANKS

From the Architectural and Environmental Control Committee

Owners that have a solid perimeter fence at least 6' high, or the highest fence allowed in the Tract if less, in the area where the propane tank is located, will satisfy the screening requirement found in the Covenants, Conditions and Restrictions (CC&Rs).

Owners that have no perimeter fence, or an open perimeter fence, where the propane tank is located are required to enclose the propane tank on any open side(s) with lattice (or plant material, or a solid material if preferred) to a height above the top of the propane tank.

If the top of the propane tank is visible from a neighboring residential lot (which has at least a portion of that lot at the same elevation as the propane tank), the owner of the propane tank will also be required to screen the top portion of the propane tank.



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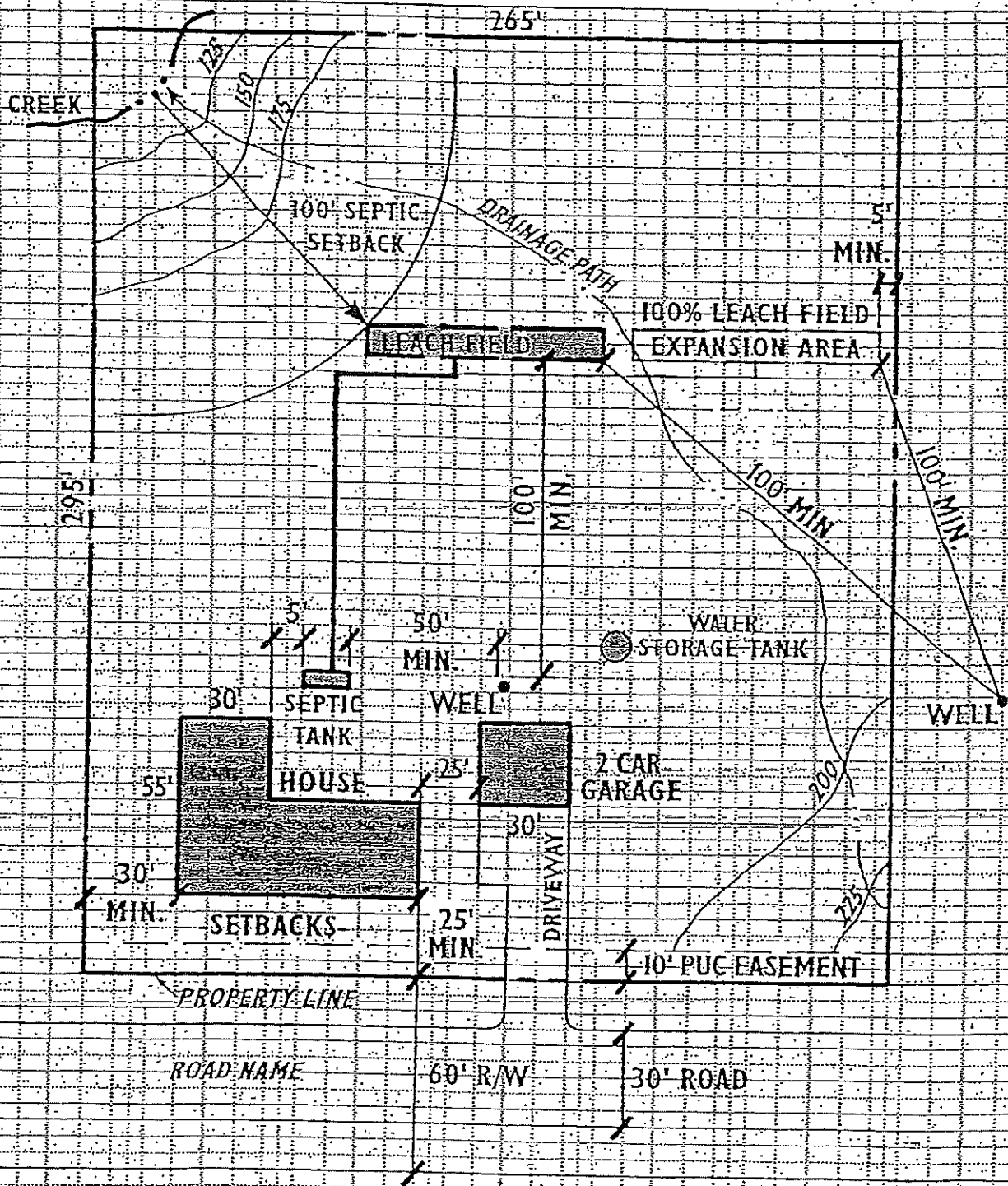
INSTRUCTION FOR DRAWING A PLOT PLAN

1. Prepare a plan view of the proposal on the enclosed plot plan. USE A HARD LEAD PENCIL.
2. Draw the plot plan to scale (1 inch equals 20 feet).
3. Draw dimension exterior boundaries of the entire property.
4. Locate and give dimensions of all existing and proposed structures on the property. Name them (including fence, accessory buildings, main buildings, and all other structures).
5. Note distances between all structures and between all property lines and structures.
6. Note names of construction or landscape materials used, especially for fences, parking or hedges.
7. Detail all off-street parking including ingress and egress (as required by SLO Land-Use Ordinance) complete with dimensions and number of parking spaces provided.
8. Indicate location of septic tanks and leach lines and water wells in and within 60 feet of the property.
9. Show direction and path of drainage flow into, through and off of the property. Include contour lines if available. Show channels, creeks and other drainage carriers.
10. Indicate neighboring lot lines with dotted lines and note their lot or parcel numbers. Show any neighboring buildings which are important in evaluating this application. Give any dimensions that are pertinent.
11. Label all adjacent streets, and roads, etc.
12. Note scale (SCALE: 1 INCH = 20 FEET), and the North Arrow (->) on the plans.

SAMPLE - PROPERTY AND PROJECT LAYOUT

San Luis Obispo County Department of Planning and Building

NOTE: This is a sample property and project layout that can be used to guide you in the preparation of your plan. Please make sure you put all the required information as specified on the back of this form on the plan, and that you include an accurately drawn vicinity map that shows how to drive to the property.



North

(OVER)

OWNER'S NAME

SITE ADDRESS

SITE A-PN

Scale: 1 in. = 50' ft.