

**GENERAL ALTERATION  
FORM**

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**VILLAGE PARK COMMUNITY ASSOCIATION**

[peggy@vpca.net](mailto:peggy@vpca.net)

[george@vpca.net](mailto:george@vpca.net)

949-786-8722

949-786-8072 fax

**SUBMITTAL DEADLINE: On or before the Last Friday of each month** (ACC meetings are regularly held the first Tuesday).

**NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_, Irvine, CA 92612

**MAILING ADDRESS** (If different) \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**By completing this form and signing above, I/We agree to the following GENERAL CONDITIONS:**

- **I/We agree that no construction may begin until written approval of the Architectural Committee has been received pursuant to the Association's CC&Rs.**
- The sixty (60) day review period will not commence until a properly completed and submitted Application for Committee approval has been received with all the required documentation, plans, and drawings. The sixty (60) day review period does not commence upon the submission of preliminary concept renderings, an incomplete application, or any other materials that do not meet all submittal requirements contained within the CC&Rs, the Application and the Architectural Standards. **I/We understand that all application pages must be completed and application requirements met or my/our request will be denied.**
- I/We have read this application, and the Association's CC&Rs which are incorporated herein by this reference, and I/We understand and agree to the terms and conditions of the Association's review of my/our application, plans and specifications, as stated therein. I/We further agree that if this application is approved, the improvement shall be completed in strict compliance with the approved plans and specifications and no changes will be made without the Committee's prior written approval. I/We further assume all financial responsibility for removing or modifying all unapproved improvements as directed by the Committee.
- Building permits for these improvements may be required and the cost of any permits and the responsibility for obtaining permits and subsequent City inspection will be the responsibility of the homeowner. Architectural Committee approval is not a substitute for approval by the necessary and appropriate City agencies.

**ALL WORK MUST BE COMPLETED WITHIN 90 DAYS OF APPROVAL\***

**NEIGHBOR AWARENESS IS REQUESTED:** You are requested to advise your immediate neighbors that workmen will be on your property. If access to your neighbor's property is required for any painting or construction, prior approval for such work must be obtained IN WRITING. Notify your contractors that they will be responsible for any damage done to neighbor's property or common area property. Please check with VPCA staff when you submit your Architectural Form.

A \$200 damage deposit may be required to help defray the cost of repairs to common area damaged by your workmen / project. The deposit does not limit the amount you may be charged if damages are greater than \$200.00. **Upon project completion, please notify VPCA and provide a confirming photo. An inspection will be performed to determine the return or partial or full retention of the deposit.** \*UNLESS OTHERWISE INSTRUCTED BY THE BOARD OF DIRECTORS

VPCA use: Deposit Required? **YES** **NO** Check # \_\_\_\_\_ Check Date \_\_\_\_\_

**ARCHITECTURAL CONTROL COMMITTEE ACTION**

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**ACC SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACC SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**NAME** \_\_\_\_\_ **PROPERTY ADDRESS** \_\_\_\_\_

The General Alteration Form is for application for approval of projects not covered by VPCA's other, specific Forms: Painting Form, Fence Form, Garage Door Form, Roof Form.

The ACC classifies general alterations by complexity of project. Lower-complexity projects are classified as "General Alterations", per se; higher-complexity projects are classified as "Major Alterations".

In general, Major Alterations are projects involving significant modifications, such as a room addition, or projects with potentially significant impact on neighbors. Owners requesting Major Alterations must appear before the ACC in person. As well, requests for Major Alterations shall be accompanied by two sets of schematics or construction drawings. Following initial review, a request for Major Alteration will be tabled for one month so that the application can be noticed in VPCA's newsletter, *The Villager*, to provide neighbors with awareness and opportunity for comment. Prior to FINAL approval by the ACC, plans stamped approved by the City shall be submitted.

**HOME MODEL** \_\_\_\_\_

**HOME TYPE:**    **ATTACHED**             **OR:**    **DETACHED**   

**ROOF TYPE:**    **CLAY TILE**             **OR:**    **COMPOSITION**

**DESCRIBE YOUR PROPOSED PROJECT:** \_\_\_\_\_

**PRODUCTS/MATERIALS TO BE USED:** \_\_\_\_\_

Please use space below for sketches, additional information, details, etc. that are pertinent and necessary for review of this request.