

# HOME IMPROVEMENT APPLICATION CHECKLIST

**(Please submit this page along with your completed application and all supporting documentation)**

**\*\*\*Applications missing information are deemed incomplete and will be denied\*\*\***

**Please fill out the following information:**

Name of Association: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Type of Improvement (Check all that apply):**

Front Yard

Rear Yard

Both Front and Rear Yard

Other *Please specify:* \_\_\_\_\_

**Is the exterior improvement already existing?**

Yes

No

**Before submitting your application, please ensure you have all required documentation listed below:**

Detailed site-plan.

Detailed list of all the materials used.

Several color photographs from several angles of the area where the improvement is to be made or is currently located.

Neighbor signatures.

Product brochures if applicable.

**Please submit your completed application to:**

Landmark Limited (Home Improvement Dept.)  
1731 E. Roseville Pkwy. Suite 100  
Roseville, CA 95661  
Email: [homeimprovements@landmarklimited.net](mailto:homeimprovements@landmarklimited.net)

# HOME IMPROVEMENT APPLICATION INSTRUCTIONS

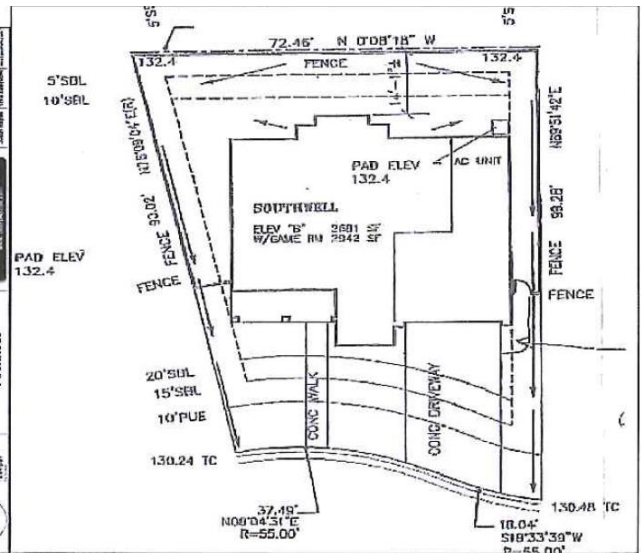
Work may not begin prior to the Committee or HOA Board approval.

The following items, if applicable, must be included with your Home Improvement Application or it will be considered incomplete!

- Landscape plan including location and species of all plantings and other materials to be used
- Neighbor signatures (if required)
- Color, finish and dimensions of proposed concrete, brickwork, rock beds, sod, fences and or/walls.
- For concrete, please include setbacks from neighboring property lines as well as the existing drainage pattern. If the existing drainage pattern will be altered, a new drainage plan must be submitted for review.
- Color photographs from several angles of the area the improvement is to be made
- Product brochure of exterior décor items, structures, doors etc.
- Site-plan and detailed drawing showing the existing structure, fence lines, property lines and all proposed improvements (see example below)
- Photographs from several angles of area the improvement is to be made
- Photographs of existing structure or work that has already been completed
- Homeowners are responsible for checking with the City to see if their project requires building permits. In some cases, the Association may require a copy of the City approved building permit.



(Sample Landscape Plan)



(Sample Site Plan)

*Failure to obtain prior written approval prior to commencement of construction or installation of any modification shall constitute a violation of the CC&Rs and may include possible fines and/or other consequences.*

Please **MAIL** your completed Home Improvement Application and all corresponding information to the management company:

Landmark Limited  
Attn: Home Improvement Dept.  
1731 E. Roseville Pkwy., Suite 100  
Roseville, CA 95661

For questions or to follow up to ensure your application has been received, please email [homeimprovements@landmarklimited.net](mailto:homeimprovements@landmarklimited.net) or call (916) 746-0011



## NEIGHBOR NOTIFICATION FORM

Acknowledgment of all neighbors who will be affected by your alterations/improvements is required. To expedite the processing of your application, please show and explain your plans to all those neighbors who will be affected and have them sign the appropriate place below.

NOTE: If neighbor is not impacted by Improvements, then write "Not Impacted" in signature line.

*NOTICE TO NEIGHBORS: Signature does constitute approval of plans, only notification. Any concerns about plans may be addressed, in writing to Landmark Limited by sending an email to [homeimprovements@landmarklimited.net](mailto:homeimprovements@landmarklimited.net)*

LEFT REAR NEIGHBOR
Name: _____
Address: _____
Signature: _____

REAR NEIGHBOR
Name: _____
Address: _____
Signature: _____

RIGHT REAR NEIGHBOR
Name: _____
Address: _____
Signature: _____

LEFT ADJACENT NEIGHBOR
Name: _____
Address: _____
Signature: _____

RIGHT ADJACENT NEIGHBOR
Name: _____
Address: _____
Signature: _____

LEFT FRONT NEIGHBOR
Name: _____
Address: _____
Signature: _____

FRONT NEIGHBOR
Name: _____
Address: _____
Signature: _____

RIGHT FRONT NEIGHBOR
Name: _____
Address: _____
Signature: _____

**GENERAL CONDITIONS OF APPROVAL:**

1. Comply with Covenants, Conditions and Restrictions, final Subdivision Map, and established Design Guidelines previously approved by the Board of Directors.
2. Obtain all necessary governmental approvals. Construction shall comply with applicable laws, ordinances, codes and regulations within the City or County. A permit may be required.
3. If construction waste or excavation material results, it shall be disposed of properly. Adjoining properties are not to be disturbed.
4. No construction materials or debris of any type shall be stored or dumped on any street within the development.

Upon approval, the Owner shall diligently proceed with commencement and completion of all work so approved. Work must be commenced within six (6) months from the date of approval. All work approved by the ACC must be completed within one (1) year from the date of approval. Any request for an extension shall be in writing.

The undersigned applicant requests approval of the improvements described above based upon the plans included with this application. Applicant understands and agrees to comply with general conditions stated above.

X \_\_\_\_\_  
**OWNER SIGNATURE**

\_\_\_\_\_  
**TODAY'S DATE**

**RETURN APPLICATION AND PLANS BY MAIL OR EMAIL TO:**

**Mail to:**  
***Russell Ranch Community Association***  
c/o Landmark Limited  
1731 E. Roseville Pkwy. Suite 100  
Roseville, CA 95661

**E-mail to:** [Homeimprovements@landmarklimited.net](mailto:Homeimprovements@landmarklimited.net)

If you have any questions, please call Landmark Limited: (916) 746-0011



**RUSSELL RANCH COMMUNITY ASSOCIATION – DESIGN REVIEW COMMITTEE**

*(For Association Use only)*

APPROVED     NOT Approved     Conditionally Approved

COMMENTS:

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By: \_\_\_\_\_ Date: \_\_\_\_\_

# RUSSELL RANCH ASSOCIATION NOTICE OF COMPLETION FORM

This form must be completed and returned to the Community association within 30 days after the approved Improvements have been completed.

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Summary of Completed Improvements:

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Attachments (check the box to indicate that they have been enclosed):

Copies of photographs of all improvements included. Please note that Notice of completion Form is not complete if photographs of improvements are not enclosed.

By signing this form, the Owner is stating that Improvements have been completed in accordance to the scope and specification of the approved architectural application and in accordance with the Community Design Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**RETURN:**

Home Improvement Dept.  
Landmark Limited Group of Companies, Inc.  
1731 E. Roseville Pkwy. Suite 100  
Roseville, CA 95661