

ARCHITECTURAL & LANDSCAPE CONTROLS

A HANDBOOK OF REGULATIONS AND PROCEDURES



***RANCHO MONSERATE COUNTRY CLUB
HOMEOWNERS ASSOCIATION, INC.***

Revised 1-09-19

NOTICE

The Rancho Monserate Homeowners Association Board of Directors recognizes that exceptions to some of the provisions contained in this booklet can be found within the park. These exceptions were exercised prior to the adoption of the rules set forth herein and are not considered to be justification for continuance of such practices when redeveloping lots or reworking existing buildings.

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COMMITTEES

This handbook of Architectural Controls has been prepared for the residents of RANCHO MONSERATE COUNTRY CLUB HOMEOWNERS ASSOCIATION and their tenants in order to provide all with a common source of information regarding the basic standards, regulations and procedures. They are equally binding on all residents.

Committees for Architectural Control and Landscaping have been appointed by the Board of Directors of the Rancho Monserate Country Club Homeowners Association, Inc. under the authority of the Declaration of Covenants, Conditions, and Restrictions (Article VI Section 6.10A) as recorded July 5, 2017.

These Committees shall be composed of three (3) to five (5) members, all of who shall be residents and owners in Rancho Monserate. Their appointment shall be for a term of one year and they must be re-appointed or alternates chosen at the conclusion of each term.

The purpose of these Committees is to establish and enforce general and specific regulations and procedures in matters pertaining to community architectural standards in order to preserve and enhance respective property values.

The general scope of the Architectural Control and Landscaping Committees encompass all home exteriors and attachments, all other freestanding buildings and structures, existing or to be placed upon the condominium living units, including landscaping elements, and those common area properties as requested by the Board of Directors.

It is the specific responsibility of this Committee to approve or disapprove all plans and specifications submitted to it as expeditiously as possible depending upon the complexity and scope of the respective proposed project.

I *Plans and Specifications*

- 1.1 All plans or proposals for whatever architectural or landscaping purpose must be submitted on the Architectural Landscape/Approval Request form together with the necessary drawings, sketchers, specifications and/or narratives in order for the Committee to make fair and impartial judgment for approval or disapproval.
 - 1.1.1 Any lot that is vacant for more than ninety (90) days, must have weed abatement and erosion control installed.
 - 1.1.2 Discuss plans with adjacent neighbors and obtain their signatures on the application form. A negative response does not necessarily mean your request will be refused.
- 1.2 The owner should submit four (4) sets of Approval Requests plus plans and specifications, including contractor plans and specifications, if available. A copy will be returned to the owner. The committee Chairman retains one copy and the third is filed in the HOA office.
- 1.3 All material submitted to the Committee must be identified with the name, address and telephone number of the property owner. The location in Rancho Monserate shall be given by a space number.
- 1.4 It is the responsibility of the owner or contractor to secure the necessary building permit where applicable for all projects.
- 1.5 Generally building permits are required for any construction that attaches to the home, or is a load bearing structure allowing for entry of a person, or is in restraint of earth, such as a retaining wall.
- 1.6 All plans and specifications that have been submitted to the Committee and approved shall be completed within ninety (90) days of the date of approval unless otherwise extended by the Committee in writing.
- 1.7 It is the sole responsibility of the lot owner to make certain that plans and/or specifications are received at the Office for review by the Committee. It is not the responsibility of the contractor or subcontractor.

II *Homes - General Requirements*

- 2.1 All replacement homes must be new, manufactured and approved by the Committee prior to installation.
- 2.2 All homes must be single story construction.
- 2.3 A performance bond in an amount set by the Board will be required to ensure satisfactory completion of the home installation and landscape.
- 2.4 All homes brought into Rancho Monserate must be a minimum thirteen hundred (1300) square feet, excluding any overhangs and/or towing devices unless constrained by the existing lot size.
- 2.5 All home roofs must be of fire resistant composition shingles or tile of a muted color to eliminate glare.
- 2.6 All homes shall have a driveway of colored or natural finish concrete that may be stamped. Driveways must provide off-street parking for two (2) cars.
 - 2.6.1 Deteriorated driveways or previously painted driveways may be re-coated with approval of the Committee. An epoxy non-skid finish is recommended.
 - 2.6.2 One concrete pad may be constructed for the parking of a golf cart, upon approval.
- 2.7 All homes shall have carport covers or garages, which will provide adequate cover for two (2) cars.
- 2.8 All homes shall have minimum of twelve (12) inch eaves on all sides.
- 2.9 Gutters shall be installed on the entire length of all homes and have down spouts that terminate into drains which empty onto the street.
- 2.10 All hitches, axles and wheels must be removed from the lot.

- 2.11 All setbacks must be in compliance with state and county building codes. The only items that may encroach into the setbacks are flatwork, retaining walls and fences, metal carport extensions and landscaping.
- 2.12 All homes must have a separate storage area (shed or garage) to store possessions. If a shed is used, it shall not exceed one hundred and twenty (120) square feet.

III ENVIRONMENTAL AND BUILDING CONTROL

- 3.1 No building, fence, wall, obstruction, exterior wiring, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, trellis, roof improvement or structure of any kind shall be commenced, installed, erected, painted, or re-painted or maintained upon the property nor shall any alteration or improvement of any kind be made thereto until the same has been approved in writing by the Architectural Control Committee before obtaining County approval, if required.
- 3.2 Plans and specifications including plot plans with elevations, showing the nature, kind, shape, color, size, materials, and locations of such improvements, alterations, etc. shall be submitted to the Committee.
- 3.3 Nothing contained herein shall be construed to limit the right of the property owner to modify the interior of his/her home.
- 3.4 Yards shall be landscaped by planting with natural plants, shrubs, flowers and trees in the ground. However other materials such as artificial turf, gravel or pavers may be approved. Decorative pots will be allowed with the Committee's approval. Standard plastic nursery pots of any color are not acceptable.
- 3.5 After placement of a home in Rancho Monserate the owner shall, within three (3) months of such replacement complete the landscape and all improvements that had been approved by the Committee.
- 3.6 Yard art is acceptable; however the Committee has the authority to

determine if it is acceptable, excessive or inappropriate.

IV HOME EXTERIORS

- 4.1 Carport, shed and patio roofs shall be of the same color as the house roof whenever possible. No highly reflective roofs are permitted. Any plan for re-roofing established homes must have Committee approval. No fiberglass or plastic roofs on carports, patios, or storage sheds will be permitted.
- 4.2 Home siding may be of vertical grooved or ship-lap type. Vinyl or other non-metallic material may also be used if approved. The Committee must be notified if all four sides of the home will not be of the same material or design. Other materials will be considered on an individual basis.
- 4.3 Storage sheds must not contain more than a total of one hundred twenty (120) square feet, and must be constructed of a material and color to match the home exterior.
- 4.4 All carport and patio roofs will be unitized with the same material and color as the home fascia.
- 4.5 The exterior of all homes shall be painted in colors approved by the Committee. A color book will be available.
- 4.6 The use of airless sprayers to paint any exterior structure on the residential lots will be allowed as long as the resident places a refundable deposit with the Homeowners Office, in an amount set by the Board. The neighbors are notified of the airless spray painting and acknowledge in writing.
- 4.7 Skirting shall match the house in material and color. Alternate materials will be considered.
- 4.8 Plans for room additions must receive approval by the Committee prior to submission to the County.

V *OTHER EXTERIOR INSTALLATIONS*

- 5.1 Split rail, grape stake, open wood, PVC and wrought iron fencing may be considered, but must not exceed six (6) feet in height. Fiberglass or wire materials will not be allowed. Standard galvanized chain link is not acceptable. Coated chain link may be approved for certain uses, but cannot be used on the perimeter of the property.
- 5.2 Slump stone, brick or masonry block walls may be used around rear yards and patios, but must not exceed six (6) feet in height.
- 5.3 Retaining walls must have a County building permit and Committee approval.
- 5.4 Exterior lighting must have Committee approval
- 5.5 Roof mounted evaporative coolers or refrigeration units are not permitted on any home or shed. Window mounted cooling devices may be considered.
- 5.6 All refuse containers, wood piles, storage areas, appliances or equipment shall be PROHIBITED on any lot, including patio and carports unless obscured from view of adjoining lots and streets by a fence or appropriated screen which has been approved by the Committee. As an exception to this, fireplace wood, if neatly stacked, may be approved.
- 5.7 All water softeners installed on lots in Rancho Monserate must be commercially serviced. Existing back-washing units must not be replaced nor moved from one home to another in the park.
- 5.8 Exterior flagpoles must not exceed twenty (20) feet.
- 5.9 Wind powered turbines may be installed on mobile home roofs to help cool the attic areas.
- 5.10 Solar heating, or photo-voltaic panels of generally accepted commercial design may be installed.

- 5.11 The use of corrugated or flat panels of plastic or translucent fiberglass for privacy screens is not acceptable. Existing installations of these materials shall not be renewed or expanded. In any case, no such screens will be permitted which present reflective exterior surface to adjacent neighbor's homes.
- 5.12 The following applies to satellite dish installation: Prior to installation, advise the Committee of the proposed dish location on your property on the Request Form.
- 5.12.1 Dishes may not exceed one meter (39.2 inches) in diameter.
- 5.12.2 Wherever possible, landscaping should screen the installed dish.
- 5.12.3 Installations are limited to homeowners exclusive use property and may not extend onto common area.
- 5.12.4 The Association may request an alternate location, provided the alternate location does not exceed the cost of the original site and the reception is comparable.
- 5.13 All US Postal Service mailboxes are provided by the HOA. Any existing decorative mailboxes will be considered "grandfathered" until such time as they require replacement due to normal wear or when that property is sold. Residents name plate and unit numbers should be attached to the top of each mailbox.

VI TREES AND SHRUBS

- 6.1 Residents submitting landscape plans should provide documentation indicating the normal growth height expected for each species. Trees and shrubs planted two (2) feet on center eventually will become a barrier and would be considered a fence.
- 6.2 Trees must not be allowed to extend over a neighbor's property. Tree

location should be considered on how they affect neighbor's views in height and width before planting.

- 6.3 Existing trees and shrubs must not be allowed to create "blind" corners and intersections.
- 6.4 It is the responsibility of the owners to maintain all trees, shrubs, and landscape materials on their lots as is required per preceding paragraphs.
- 6.5 Accumulations of fallen leaves, which exceed a reasonable amount for mulch, must be removed to avoid a possible fire hazard.
- 6.6 No encroachment of planting will be allowed into the common areas.

VII *NONCOMPLIANCE*

- 7.1 In the event of the failure of any property owner to comply with these guidelines, the Association shall follow the Rules Enforcement Policy in order to gain compliance.

Rancho Monserate Country Club Homeowners Association, Inc.

4650 Dulin Road Fallbrook, California 92028-9346

760-728-2316 / 760-731-7674 fax

APPLICATION FOR ARCHITECTURAL/LANDSCAPE COMMITTEE APPROVAL OF EXTERIOR IMPROVEMENTS OR CHANGES

OWNERS NAME: _____ TELEPHONE: _____

SPACE NO: _____

I WOULD LIKE TO REQUEST APPROVAL OF THE PROPOSED IMPROVEMENT(S) / CHANGE(S) AS FOLLOWS:

SUBMITTAL REQUIREMENTS: The following information must be furnished with all applications presented to the Architectural/Landscape Committee for approval. Lack of any items required or insufficient data on any items will cause delay in checking and approving plans. It should be understood that **NO IMPROVEMENT OR CHANGE CAN PROCEED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE ARCHITECTURAL/LANDSCAPE COMMITTEE. "4" COPIES OF THIS APPLICATION AND REQUIRED INFORMATION ARE REQUIRED.**

1. **STRUCTURES:** Including but not limited to patio covers, room additions and parking enclosures, must include the following:
 - A. Must include property lines and dimensions, site of proposed new construction and its relationship to the property lines and all existing structures as well as location and dimensions of what is proposed.
 - B. **EXTERIOR ELEVATION:** An exterior elevation or drawing which fully explains the structure.
 - C. **PLAN:** Construction details to assist in evaluating the project, including dimensions, materials and colors.
 - D. **PERMIT AND APPROVED PLANS:** Issued by the appropriate agency and when requested by the committee.
2. **EXTERIOR PAINTING:** Color chips must be submitted, **even if you are painting the same color.**
3. **LANDSCAPING:** Landscaping plans must show location, type and size of plants and trees. Ground covers must be clearly specified with irrigation system noted. If gravel is to be used please submit samples.

CONDITIONS OF APPROVAL: Original drainage patterns must not be disturbed or an alternate pattern must be approved by the Architectural Committee. All materials and workmanship must match existing construction. Paint must match unless otherwise indicated above. Committee approval is subject to the owner assuming responsibility for and expense of any future repairs or maintenance.

Owner acknowledges by his signature on this Application that he understands that **No Work May Be Undertaken Until This Application Is Approved by the Architectural Committee** and that the mere filing of the application does not guarantee approval. Owner further acknowledges that by virtue of this application it may be necessary for the Architectural Committee to make an on-site inspection of the owner's property and the owner hereby authorizes such an inspection and further authorizes the Architectural Committee to make such an on-site inspection whether or not the owner is present at the time, and the owner by his signature hereon releases the Architectural Committee and its members from any liability that may result from said on-site (exterior only) inspection.

AFFECTED NEIGHBORS NOTIFICATION: If there is an objection by a neighbor, the objection should be given in writing to the Homeowners Office.

NAME	SPACE #	OWNER SIGNATURE
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NAME	SPACE #	OWNER SIGNATURE
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Homeowners Signature: _____ Dated: _____

Architectural/Landscape Approval _____

Comments: _____

Date: _____

This form must be received by 4 pm on Monday BEFORE the 2nd or 4th Wednesday Architectural Committee Meeting to be considered. Approved applications should be picked up at the Office after Wednesday noon.

Please See Reverse Side

The Architectural Committee is comprised of volunteers. They are not available on a daily basis to approve your requests. In an effort to process your requests in a timely manner the Architectural Committee meets on the 2nd and 4th Wednesday of the month. To have your request considered on Wednesday it will be necessary to have your completed form in the office by 4 P.M. on Monday. This will allow the Committee time to make sure all required information has been submitted and to perform any needed investigation.

ATTENTION: ITEMS TO BE AWARE OF PRIOR TO AND AFTER SUBMISSION OF APPLICATION

- A. Carefully review handbook of Regulations and Procedures.
- B. Restrict Contractor's work hours to: 8:00 am to 6:00 pm.
- C. This application cannot be approved until all final plans are submitted to the Architectural Committee. Any changes in approved plans require re-submission for approval.
- D. Please be sure your plans are clear and informative. Attach drawings where applicable.
- E. Please be sure to obtain all required permits from the appropriate regulatory agencies. A copy of these permits if required by the Architectural Committee must be in the Homeowner's office prior to the start of work.
- F. Spray painting is permitted with an airless spray gun, with a refundable deposit of \$1,000.00 and neighbors approval.
- G. Any damage to the Common Area will be replaced or restored to its original condition at the property owners expense.
- H. Owner agrees that neither the Architectural Committee nor the Association is responsible for the design, workmanship or construction being in compliance with the applicable building and zoning regulations.
- I. Do not purchase materials or set a start date until your plans have been approved.
- J. A new home installation, exclusive of landscaping must be completed within 90 days of placement of the home.
- K. All debris generated by the approved project must be Removed from RMCC Property.

Unless otherwise approved, architectural changes or additions must be completed within thirty working days from the start of on-site work, but no later than ninety days from the date of approval.

IMPORTANT NOTICE

FOR YOUR PROTECTION, INQUIRE ABOUT PERMIT REQUIREMENTS BEFORE STARTING ANY WORK ON YOUR PROPERTY THAT INVOLVES ADDITIONS, ALTERATIONS, OR MODIFICATIONS TO STRUCTURAL, ELECTRICAL, HEATING, WATER, GAS OR SANITARY PLUMBING SYSTEMS, OR NEW INSTALLATIONS OR REPLACEMENT OF GAS BURNING OR ELECTRICAL EQUIPMENT, OR PROPERTY IMPROVEMENTS SUCH AS FENCES, GARDEN WALLS, PATIO COVERS, PARKING ENCLOSURES, YARD SPRINKLERS OR WATER SOFTNERS.

CALL THE COUNTY OF SAN DIEGO

565-5920

or

STATE OF CALIFORNIA

1-909-782-4420

BEWARE OF AND LOCATE ALL UNDERGROUND UTILITIES BEFORE DIGGING.
ALL ARCHITECTURAL AND LANDSCAPE CHANGES MUST BE REQUESTED BY THE OWNER.

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- D. Please be sure your plans are clear and informative. Attach drawings where applicable.
- E. Please be sure to obtain all required permits from the appropriate regulatory agencies. A copy of these permits if required by the Architectural Committee must be in the Homeowner's office prior to the start of work.
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565-5920

or

STATE OF CALIFORNIA

1-909-782-4420

BEWARE OF AND LOCATE ALL UNDERGROUND UTILITIES BEFORE DIGGING.
ALL ARCHITECTURAL AND LANDSCAPE CHANGES MUST BE REQUESTED BY THE OWNER.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

NOTE: When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area Field Operations
3737 Main Street
Riverside, CA 92501
(951) 782-4420

ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Air Conditioning				
Install (<i>Add</i>) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
Appliance				
Install (<i>Add</i>) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
Ceiling Fan				
Install (<i>Add</i>) – Ceiling Fan	Yes	No	No	
Receptacle/Switch				
Replace – Receptacle/Switch	No	No	No	
Misc.				
Change – Electrical System (<i>Upgrade/Downgrade</i>)	Yes	No	Yes	
Install (<i>Add</i>) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install (<i>Add</i>)/Replace – Electrical Panel	Yes	No	No	
Install (<i>Add</i>)/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

MECHANICAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Air Conditioning / Evaporative Cooler				
Install – Air Conditioning (<i>New or Replacement</i>)	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
Furnace / Heater / Heat Pump / Stove				
Replace – Furnace (<i>No system changes</i>)	Yes	No	No	
Replace – Furnace (<i>Any changes or outside MH</i>)	Yes	Yes	No	
Replace or Install – Heater (<i>Freestanding Gas or Oil Burning</i>)	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
Gas Line				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
Range, Oven, or Cooktop (Gas)				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
Range Hood				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
Water Heater				
Replace or Install – Water Heater (<i>Gas or electric</i>)	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

PLUMBING				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Drain, Waste and Vent				
Install/Modify – Drain, Waste and Vent (DWV) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

PLUMBING (Continued)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Garbage Disposal				
Install (<i>Add</i>) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
Washing Machine				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
Misc.				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

STRUCTURAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Chassis / Frame				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
Doors (<i>Exterior</i>)				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
Floors				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
Roof				
"California Roof"	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* (<i>Existing roof covering removed</i>)	*Yes	No	No	*Two inspections required (<i>Underlayment and final</i>). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Walls				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
Windows				
Replace – Windows (Same size/type)	*Yes/No	No	No	* <u>Permit required</u> when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

STRUCTURAL (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Structure Attachment				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	*Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required.

(c) An amended permit to operate shall be issued by the department for additional lots constructed to an existing park. The local enforcement agency shall process the application as specified in section 1010 of this chapter for permit issuance for new construction.

(d) Notwithstanding subsection (c), when an amended permit to operate is issued by a local enforcement agency, a copy shall be forwarded to the department within thirty (30) days, clearly marked as "Amended" on the face of the copy.

NOTE: Authority cited: Section 18300 and 18502.5, Health and Safety Code. Reference: Sections 18502, 18502.5, 18505, and 18507, Health and Safety Code.

§ 1016. Approval of Alternates and Equivalents.

(a) When the department is the enforcement agency, a request for approval of an alternate or equivalent means of meeting the requirements of this chapter shall be submitted by the applicant to the department's Northern or Southern area office.

(b) When a city, county, or city and county has assumed enforcement responsibility for this chapter, the applicant shall submit the request for this approval to the local enforcement agency. The local enforcement agency shall forward the request to the department's Administrative Office of the Division of Codes and Standards, along with their written recommendation and rationale for approval or denial.

(c) The request for an alternate approval shall be submitted on forms, as defined in Section 1002 of this chapter, provided by the department. The form shall be accompanied by one (1) set of substantiating plans and/or information together with the alternate approval fee of two hundred three dollars (\$203), payable to the department.

(d) When a request for an alternate approval is for the park, or significantly affects property owned or operated by the park, including, but not limited to, grading, utilities and setbacks, only the park owner or operator may apply for the alternate approval.

NOTE: Authority cited: Section 18300, Health and Safety Code. Reference: Sections 18305 and 18502.5, Health and Safety Code.

§ 1017. Technical Service fee.

(a) Fees for technical services provided by the enforcement agency shall be:

(1) One hundred ninety-six dollars (\$196) providing the technical service does not exceed one hour.

When the related technical service exceeds one hour, the following fees shall apply:

(A) Second and subsequent whole hours: eighty-two dollars (\$82).

(B) Each thirty (30) minutes, or fractional part thereof: forty-one dollars (\$41).

NOTE: Authority cited: Sections 18300, and 18502.5, Health and Safety Code. Reference: Sections 18502.5, and 18503, Health and Safety Code.

§ 1018. Permits Required or Not Required.

(a) No person shall erect, construct, reconstruct, install, replace, relocate or alter any building, structure, accessory building or structure, or building component; any electrical, mechanical, or plumbing equipment; any fuel gas equipment and installations, or fire protection equipment; or installations of, or within, a park, or a lot, or perform any non-load bearing grading or area fill with a depth of one (1) foot or greater, unless exempted from obtaining a grading permit pursuant to Appendix J of the California Building Code, without first obtaining a written construction permit from the enforcement agency.

(b) No person shall create or change a lot line within a park without first obtaining a permit from the enforcement agency pursuant to the requirements of section 1105 of this chapter.

(c) Any person issued a notice indicating violations pursuant to this section shall obtain the required permit from the enforcement agency and provide the appropriate fees as prescribed in this article.

(d) The enforcement agency shall not require a permit to construct for the following work, when the construction is performed in a workmanlike manner, does not present a hazard, and otherwise complies with the requirements of this chapter:

- (1) Minor maintenance and repair including the replacement of existing utility metering devices.
- (2) Previously installed portable air conditioning equipment reinstalled with the unit installation.
- (3) The installation of a storage cabinet on a lot.
- (4) Construction or installation of a stairway having a landing not to exceed twelve (12) square feet.
- (5) A landing not more than twelve (12) square feet in area.
- (6) Construction or installation of a window or door awning.
- (7) Construction or installation of removable insect screening, flexible plastic or canvas type material used as an awning or as an awning or carport enclosures.
- (8) Construction or installation of a retaining wall less than four (4) feet in height measured from the bottom of the footing to the top of the wall, unless it is supporting a surcharge load.
- (9) Construction or installation of a patio, as defined in section 1002(p)(3).
- (10) Fences not over six (6) feet high.
- (11) Canvas or cloth awnings provided they meet the setback and separation requirements for combustible materials contained in section 1428 of this Chapter.

NOTE: Authority cited: Section 18300, Health and Safety Code. Reference: Sections 18500, 18507, 18551, 18610, 18610.5, and 18613, Health and Safety Code.

§ 1019. Installation of Factory-Built Housing in Parks.

(a) Factory-built housing, meeting the requirements of Division 13, Part 6 of the California Health and Safety Code, may be installed on a lot in a park only if all of the following conditions apply;

- (1) the park was constructed on or after January 1, 1982,
- (2) the park is granted a zone designation or a conditional use permit authorizing this type of permanent occupancy,
- (3) it is installed on a foundation system,
- (4) it does not exceed two (2) stories in height, and
- (5) it is located on a specific designated lot in the park defined in the park's rules or regulations.

(b) The local jurisdiction where the park is located shall be the enforcing agency for the inspection of the installation of factory-built housing in a park. The provisions of section 19993 of the Health and Safety Code regarding zoning, snow loads, wind pressure, fire zones, setbacks, yard and development requirements, property line requirements, and architectural and aesthetic requirements for factory-built housing in parks are specifically and entirely reserved to local jurisdictions and shall apply to factory-built housing installed in parks.

NOTE: Authority cited: Section 18300, Health and Safety Code. Reference: Sections 18611, 19971, 19992, and 19993, Health and Safety Code.

§ 1020. Application Requirements for Permits for Installations and Foundation Systems for MH-units.

(a) A person required to obtain a permit to install an MH-unit pursuant to section 18613 or 18551 of the Health and Safety Code, shall submit an application for the permit to the enforcement agency on a form prescribed by that agency.

- (1) The application shall be accompanied by fees as specified in section 1020.1 of this article.
- (2) When an MH-unit is initially installed or reinstalled on a different lot pursuant to Health and Safety Code section 18613, either a tiedown system or an engineered tiedown system must also be installed.
- (3) When concrete piers or steel piers are used as the support system for an MH-unit, the installation of the MH-unit must include mechanical connection of each pier both to the MH-unit and to its footing that complies with section 1336.4 of this chapter.