

**Moreno Valley Ranch Home Improvement Form**

**Moreno Valley Ranch Community Association**

16010 Rancho Del Lago, Moreno Valley, CA 92551

Phone: (951) 485-2020 • Fax: (951) 485-2022 • Email: Info@MorenoValleyRanch.com • Website: www.MorenoValleyRanch.com

Owner Name: \_\_\_\_\_ Card ID #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SUBMITTAL CHECK LIST: ( failure to provide the following may result in application being returned to you prior to review)**

- \_\_\_\_ Home Improvement Form (completed)
  - \_\_\_\_ Impacted Neighbor Statement (completed)
  - \_\_\_\_ Copy of Proposed Plans - Should include details of size, design, color and materials and show affected elevations. Location of drains must be included on drawings. Type of wood surfaces and color scheme(s) must be listed.
  - \_\_\_\_ Names & types of plants & materials (including size, gallon and placement on plans. Please fold plans to 8 1/2" x 11".
  - \_\_\_\_ \$15.00 plan review fee, made payable to: MVRCA
  - \_\_\_\_ Picture of your front yard (taken from the street) as well as a close up pics of areas you are submitting changes for.
- Proposed Start Date: \_\_\_\_\_ Proposed Ending Date: \_\_\_\_\_ Initials:(\_\_\_\_\_)

**DESCRIBE THE PROPOSED IMPROVEMENT:**

\_\_\_\_\_  
\_\_\_\_\_

**Projects being submitted (please check all items you are requesting approval for):**

**Architectural**

- Retractable Shade
- Deck (with) or (without) stairs
- Gazebo
- Green House
- Patio Slab
- Painting
- Rain Gutters & Downspouts
- Room Addition
- Solarium
- Patio Cover \*\*must be tile to match existing roof tiles, if solid or Alumawood
- Other: \_\_\_\_\_

**Landscape/Hardscape**

- Landscape  Hardscape (Cement)
- Front  Front
- Rear  Rear
- Trees (Type, gallon size & Location)
- Fence(s) / Walls (circle one)
- Front
- Side
- Rear
- Retaining
- Addition/Extension
- Drains

**Equipment**

- Air Conditioner
- Permanent Basketball Backboard
- Built-In Barbeque
- Lighting
- Pool / Spa & Equipment
- Solar Panels
- Swing set / Playhouse
- Waterfall /Fountain
- Other: \_\_\_\_\_
- Curb Core (1 or 2 )
- Gas, Electric or Water line(s)

**DO NOT WRITE BELOW THIS LINE (For Committee Use Only)**

Architectural Committee has determined that the above submittal is:

( ) Approved ( ) Disapproved ( ) Approved w/Conditions:

\_\_\_\_\_  
\_\_\_\_\_

- ( ) Maintain existing drainage pattern or provide alternative drainage method.
- ( ) Resubmit patio cover with additional dimensions and elevation.
- ( ) Do not pour concrete against existing fence.
- ( ) Do not backfill against existing fences or stucco walls.
- ( ) Core through curb for drainage
- ( ) Submit originally reviewed plans with revised drawings
- ( ) All lighting must be low wattage or low voltage
- ( ) All new roofing material & angles must conform to existing.
- ( ) \_\_\_\_\_ must be painted to match existing stucco or fascia trim.
- ( ) Resubmit with more details (i.e, dimensions, materials, color, location, etc.) for: \_\_\_\_\_

NOTE: PLEASE REFER TO ALL GENERAL CONDITIONS ON THE NEXT PAGE OF THIS FORM.

Moreno Valley Ranch Community Association Aesthetic/Architectural Review Committee

Dated: \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_

## General Conditions

1. Moreno Valley Ranch Community Association Aesthetic/Architectural Review Committee (ARC) approval does not constitute waiver of any requirements required by applicable governmental agencies.
2. ARC approval of plans does not constitute acceptance of any technical or engineering specifications, and Moreno Valley Ranch Community Association assumes no responsibility for such. The function of the ARC is to review submittals as to aesthetics. All technical and engineering matters are the responsibility of the lot owner.
3. Front and front/side yards require landscaping/groundcover within six (6) months from the close of escrow from the original community developer, however only ninety days (90) from close of escrow from subsequent sale escrows.
4. Should the ARC inadvertently approve an improvement, which conflicts with a provision of a Covenant, Condition or Restriction (CC&R), By-Laws, Policies and Guidelines or Architectural Guidelines, it does not constitute a waiver of the provision and therefore, must be corrected upon notice.
5. City of Moreno Valley and/or County ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjoining properties or does not prevent off flow from same.
6. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted.
7. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or Community Property.
8. Building permits may be required for certain improvements from the City of Moreno Valley and/or County of Riverside. It is the homeowner's responsibility to contact the appropriate agency to ensure that any necessary permits are obtained prior to beginning construction of improvement(s).
9. Any damage to Moreno Valley Ranch Community Association's property will be replaced or repaired by a Moreno Valley Ranch subcontractor. All applicable charges for restoration will be charged back to the homeowner by Moreno Valley Ranch Community Association and is due and payable within 30 days from notification.
10. Approval of plans is not authorization to proceed with improvements on any property other than the lot owned by the applicant.
11. Approved plans are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Moreno Valley and/or County of Riverside.
12. Any photo required by the ARC will not be returned to the owner.
13. Approved work is to be completed within one year of approval of plans, per Article VIII, section 8.9 of the CC&R's.

Owner may also need to acquire approval from the City of Moreno Valley and/or County of Riverside for permission to encroach within City/County easement(s).

# Plot Plan

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

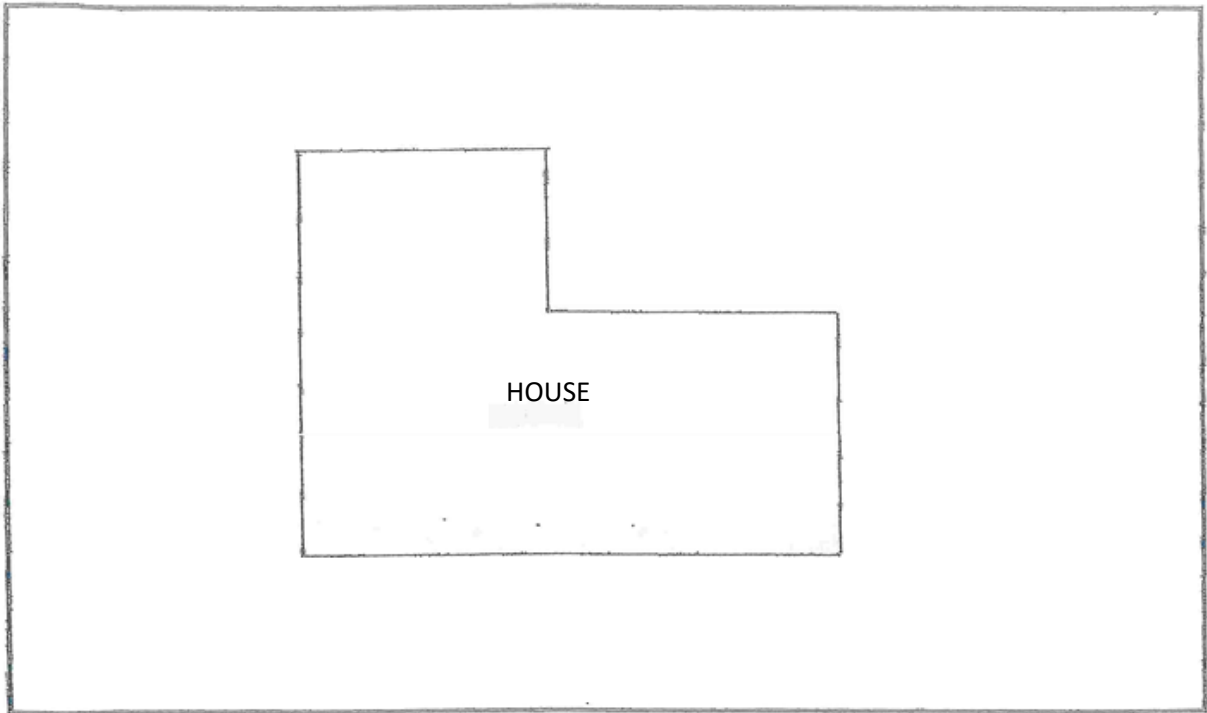
Property Address: \_\_\_\_\_

Nearest Major Cross Streets: \_\_\_\_\_ & \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_  
(see property tax bill or call the county assessor's office at (951) 955-6200)

=====

STREET – FRONT PROPERTY LINE



REAR PROPERTY LINE

Please show your patio roof dimensions and where it on your property, where the posts will be and how far the cover is from the property lines

Show lot drainage pattern by indicating arrows ( → )

For all other structures i.e. retaining walls, garden walls, etc. show their location on your property indicating their dimensions.

Indicate location of all slopes, upslope ↑ and downslope ↓

For all setbacks from all property lines, please see a Planner.

All structures need approval from the City of Moreno Valley Planning Department prior to obtaining a building permit.

**MORENO VALLEY RANCH COMMUNITY ASSOCIATION  
FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION STATEMENT**

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

Impacted Neighbor

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Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Impacted Neighbor

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Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Common Area or Back Yard - Rear of Home**

Adjacent Neighbor

---

Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_



Adjacent Neighbor

---

Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your Street - Front of Home**

Facing Neighbor

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Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Facing Neighbor

---

Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Facing Neighbor

---

Name

---

Address

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

My neighbors have seen the plans I am submitting for Architectural Committee approval (see above verification). If any neighbor has a concern, they should notify Moreno Valley Ranch in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the Committee. All above boxes must be filled out whether or not a signature has been obtained.

**SUBMITTED BY:**

Name: \_\_\_\_\_ Dated: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**NOTICE OF COMPLETION**

(Keep this form until after your work has been approved and completed, then return with photos to the address above.)

Notice is hereby given that: \_\_\_\_\_ is the owner of

the property located at: \_\_\_\_\_ and has

completed the work for the current Architectural Application, including:

**Architectural**

- Retractable Shade
- Deck (with) or (without) stairs
- Gazebo
- Green House
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- Room Addition
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**Equipment**

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- Other: \_\_\_\_\_
- Curb Core (1 or 2 )
- Gas, Electric or Water line(s)

In accordance with the committee’s written approval of the above owner’s plans and submitted package.

- Copies of photographs of all improvements included. (Please note that the Notice of Completion form is not complete if photographs of improvements are not attached).

**Owner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this form, the homeowner is stating that improvements completed are in accordance to the scope and specification of the approved Home Improvement Form and in accordance with the community’s architectural guidelines.

Please Note: Work is to be completed within one (1) year of approval of plans.

Moreno Valley Ranch  
Aesthetic Review Committee &  
Enforcement Review Committee

Meeting Schedule

All scheduled meetings are usually held on the 4<sup>th</sup> Tuesday of each month, at 3:00 p.m. for the ERC and 2:00 p.m. for the ARC. Meeting dates are subject to change based on Committee availability. The meetings are held at the Moreno Valley Ranch Clubhouse. The calendar date is listed on the association website: [www.morenovalleyranch.com](http://www.morenovalleyranch.com) under the events tab. **Please note there is no December ERC meeting.**

**Please assure your submittal is turned in a week before the meeting:**