

**APPLICATION FOR ARCHITECTURAL OR LANDSCAPE IMPROVEMENTS**  
FOR SUBMITTAL TO THE LA JOLLA CLASSIC HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE (ARC)

***YOUR COMPLETED APPLICATION MUST BE APPROVED BEFORE ANY CHANGES ARE MADE.***

*After ARC approval, your package will be forwarded to the master association for DSCA Community Relations Committee's review and approval. A \$10 check payable to "DSCA" is required for that DSCA review step.*

This is YOUR neighborhood. It is the LJCHOA Board of Directors' goal to: "maintain, protect, and enhance the value of our neighborhood."  
(Please print clearly and keep a copy for your records)

PROPERTY OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOT#: \_\_\_\_\_ of BLOCK#: \_\_\_\_\_ START/FINISH DATES: \_\_\_\_\_

EMAIL ADDRESS (REQUIRED): \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENT:** (Attach sketches and additional pages as needed. If your proposal seeks any variances from LJCHOA or DSCA architectural guidelines, those must be stated.)

CONTRACTOR: \_\_\_\_\_ LIC#: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

**RETURN A COMPLETE PACKAGE CONSISTING OF THIS FORM AND ALL SUPPORTING DOCUMENTS**

I assume all responsibility for any work under the above-proposed improvement that my licensed contractor or I accomplish which may, in the future, adversely affect the Common Area. In addition, I assume responsibility for all future maintenance of this addition or improvement.

\_\_\_\_\_  
Homeowners Signature

For courtesy review and to prevent future disagreements, the undersigned adjacent Owners specifically attest that they have been advised of the proposed improvement(s).

Next Door Neighbor: \_\_\_\_\_ Address: \_\_\_\_\_

Next Door Neighbor: \_\_\_\_\_ Address: \_\_\_\_\_

Facing Neighbor: \_\_\_\_\_ Address: \_\_\_\_\_

**For ARC and Management Company Only**

Received on \_\_\_\_\_ Submitted to ARC on \_\_\_\_\_ by \_\_\_\_\_

Board approval/denial by: \_\_\_\_\_ Sent \_\_\_\_\_ by \_\_\_\_\_

ARC Comments: \_\_\_\_\_

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



Return complete package to:  
Sierra Community Management  
6280 S. Valley View, STE 310  
Las Vegas, NV 89118  
Office: 702-754-6313 / Fax: 702-447-8888  
Or, by email to [manager@LJCHOA.org](mailto:manager@LJCHOA.org)

SEE ATTACHED ----->

## Everything you need to know about LJC's Architectural Review Committee Process

These two pages will explain the process so you can obtain rapid approval of your application. You will need to fill out an Application (Hot-Linked below.) If you are Painting, a list of the LJC Approved Colors is also Hot-Linked below. You can use that form to mark your desired colors and go to one of the vendors to get your own chips or paint samples.

Whenever you wish to make any visible changes to ...

- ☞ Your front or rear yard landscaping, or
- ☞ Your home's exterior appearance - - including but not limited to:
  1. adding or deleting plants and trees,
  2. changing the front door or adding a security door,
  3. painting the exterior with the same or a different color,

[Important: Be advised that such repainting must also include your garage doors, and they may now be either painted white, or painted to match your home's stucco walls (main color only; not the secondary "trim" or pop-outs color). On garage doors, use of a paint formulated for metal surfaces is recommended for longer life and appearance.]

4. adding or changing exterior light fixtures,
5. adding a satellite dish,
6. roof mounted solar heating, or
7. solar electric panel system,
8. etc.

... then the CC&Rs (of both LCJHOA and DSCA) require that you submit an ARC application and have it approved prior to undertaking those changes.

Practically speaking, probably the only conceivable modifications that would NOT trigger the need for ARC approval are:

9. Re-roofing your house with tiles of the exact same color as existing,
10. Metal-cladding your home's roof eaves.
11. Replacing one or more windows with identical-look windows.
12. Replacing a plant feature with one that is either identical or similar in size, appearance and function. (Dead or dying mature plants can be replaced with smaller and younger versions, without triggering the need for an approved ARC application.)

Right-click on [this link](#)<sup>i</sup> to download and save an MS Word copy of the ARC form that you will need to use. [Or, use [this link](#)<sup>ii</sup> for a PDF form.] This single form (plus any attached diagrams, if applicable) will be used for the 2-step approval process through both our subassociation and the Desert Shores master association. Even though we are inside a gated enclave, DSCA's CC&Rs also still apply and DSCA must approve of your proposed changes too.

Here are the typical steps for an ARC submittal:

- A. First, prepare your ARC form.
  - 1) If you are repainting your home the same or a different color, you must choose from the LJCHOA-approved color pallet (main color and, if desired, a 2nd accent color for trims and "pop outs"). You can be loaned the LJC color book by the LJCHOA President or members of the ARC. You may also view (but not check out) the color book that is on file at the Desert Shores office. These books have color chips of the approved colors from several vendors. Right-click on [this link](#)<sup>iii</sup> to print your own list of approved

colors which will facilitate getting paint chips or paint samples from one of the vendors. Please note that LJCHOA is *NOT* endorsing any vendor but is supplying these books as a convenience to you. After selecting your sample color chips, you can have them color-matched at ANY paint store of your choosing.

- 2) If you are making a landscaping change, you must prepare and attach a drawing (hand-drawn is fine, but please be as neat as possible) that contains enough information for the ARC to be able to clearly understand your proposed improvement. Listing all proposed plant names is required. Drawings and Photos will be required. The DSCA Office and Website has their own specifications for Landscaping. It is worth a trip to their Office, however, to guide you through the approval process so your application will be approved the first time.
  - 3) If you are making any type of architectural change or addition to your home's exterior structure, your application should have drawings attached (and photos and/or related documents) as needed to fully depict the proposed improvement. Again, visit the DSCA Office to guide you through the Application process so your application will be approved the first time.
- B. Next, get your neighbors (on each side and across the street) to sign it. (Need to find out who owns your neighbor's property? Find out at [this link](#)<sup>iv</sup>.) Note that this step ensures that they are aware of your proposed changes - - NOT necessarily that they are in agreement with the changes. It may be possible to obtain approval from LJCHOA and DSCA without your neighbor's consent, but the associations wish to know that your immediate neighbors have been given the opportunity to know about it.
- C. Next, submit your application to the LJCHOA manager (see the [www.ljchoa.org](http://www.ljchoa.org) **Contact Us** webpage; submittal by email will speed the process). The manager will immediately send a PDF of your complete application out to all the members of LJCHOA's ARC for review and decision. If the ARC approves your application, the manager will e-mail it to Desert Shores for their review & approval process, and copy the Owner. It is at this point in the process that the Owner needs to mail or (better) hand-deliver the \$10 check (DSCA's application review fee) to the Desert Shores office. You may refer to Desert Shores' [www.desertshores.org](http://www.desertshores.org) website for their approval process and calendar. Nominally, submittal to the DSCA office no later than the last Wednesday of the month gets the application reviewed the first Monday of the month.
- D. **After** you have received your approval letter from DSCA, you may begin your work.

If you still have questions about preparation and/or submittal of your ARC Application that the above does not answer, you may call or send an email to the LJCHOA manager at [manager@ljchoa.org](mailto:manager@ljchoa.org), or to the Architectural Review Committee members at [ARC@ljchoa.org](mailto:ARC@ljchoa.org).

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<sup>i</sup> This MS Word DOC document hyperlink is subject to change, as the ARC submittal form is periodically updated. Please visit the [www.ljchoa.org/arc-matters](http://www.ljchoa.org/arc-matters) page to click on and obtain the current version.

<sup>ii</sup> This Adobe Acrobat Reader PDF document hyperlink is subject to change, as the ARC submittal form is periodically updated. Please visit the [www.ljchoa.org/arc-matters](http://www.ljchoa.org/arc-matters) page to click on and obtain the current version.

<sup>iii</sup> This MS Word DOC document hyperlink is subject to change, as the paint chip name list is periodically updated. Please visit the [www.ljchoa.org/arc-matters](http://www.ljchoa.org/arc-matters) page to click on and obtain the current version.

<sup>iv</sup> [www.clarkcountynv.gov/Depts/assessor/Pages/PropertyRecords.aspx?H=redrock&P=assrealprop/site.aspx](http://www.clarkcountynv.gov/Depts/assessor/Pages/PropertyRecords.aspx?H=redrock&P=assrealprop/site.aspx)  
Or, visit the [www.ljchoa.org/arc-matters](http://www.ljchoa.org/arc-matters) page to click on the embedded hyperlink there.