

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

Tract/Lot: \_\_\_\_\_



## CANYON LAKE POA NEW HOME CHECKLIST

**Note:** This is only a checklist and does not include all the requirements of the Planning and Compliance (P&C) Guidelines. See the P & C Guidelines for the CC&R's and Rules for the planning of your new home. The Architectural Control Committee (ACC) recommends that the property owner provides a copy of Section II, III, IV and VI to the architect/engineer prior to planning to avoid the Committee's rejection for the requirements. Section VIII is helpful for the required landscape plan. Section VII should also be provided by the property owner to the contractor. A current copy of each page can be downloaded from the POA website ([www.canyonlakepoa.com](http://www.canyonlakepoa.com)).

**The Process:** Application and plans are to be prepared/developed by the architect/engineer and submitted to the POA Planning and Compliance. P&C checks the submitted material to ensure completeness and submits for publication in the POA Community Newsletter through POA website ([www.canyonlakepoa.com](http://www.canyonlakepoa.com)). Following publication, the ACC will review. When approved, one copy of the stamped plan is available for pickup after 10 AM the next working day. It is the responsibility of the property owner to obtain permits from the City of Canyon Lake as required (PC.1.4,1.5). Any changes made prior to and during construction require written approval from ACC prior to the commencement of work or a progressive fine may be applied to the member's account (PC.7.6,7.7).

### CHECKLIST

- Member Name:** \_\_\_\_\_
- Street Address:** \_\_\_\_\_
- Lakefront or Golf Course?** \_\_\_\_\_
- Stick built on site?** \_\_\_\_\_ YES or NO
- Topography Map (TOPO) 2 copies** \_\_\_\_\_  
Per PC.1.1,6.2,6.3, topo shall be stamped and signed by a licensed architect or engineer.
- Elevation in Riverside County Datum numbering:** \_\_\_\_\_ YES or NO  
Elevation needed for each floor level and roof ridge. Example: msl elevation 1489.5.
- Cut/Fill on Topo:** \_\_\_\_\_  
If no grading is planned, "Cut/Fill" would be shown as "0". "Import/Export" shall shown when material is brought in or taken out.
- Easements shown on Topo:** \_\_\_\_\_  
Easements if any, shall be shown on the Topo. They can usually be found on the Tract Maps available at P&C Department, the County of Riverside Building Department, or online. Check with utility companies for their easements.

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



Tract/Lot: \_\_\_\_\_

- Footprint on Topo:** \_\_\_\_\_  
Please refer to PC.6.4a requirements.
  
- Community setbacks on Plot Plan:** \_\_\_\_\_  
Note: all setbacks to be clearly marked on topo for front, rear, and side setbacks. The Community setback is measured from the back of the curb, not the front of the curb. No structure, support column, accessory structure, or AC/heat pump shall be in the minimum twenty (20) foot front and five (5) foot side setbacks. Exceptions are eaves (PC.5.1), fireplaces (PC.5.5), and propane tanks (PC.5.8). For rear setback encroachment refer to PC.3.4.
  
- Square Footage on Plot Plan:** \_\_\_\_\_  
Note: the square footage for habitable living area for each floor, garage (minimum two car garage per PC.5.11), and non-habitable areas such as storage, patios, and decks.
  
- Driveway labeled "concrete" or "pavers":** \_\_\_\_\_  
Note: asphalt is not acceptable per PC.5.10.
  
- Lakefront Home ONLY: 1397.5 msl elevation line on Plot Plan:** \_\_\_\_\_ YES or NO
  
- Left and Right Curb Elevations in Riverside County Datum numbering on Plot Plan:** YES or NO
  
- Single Story, Split-Level, or Two-Story:** \_\_\_\_\_  
Note: homes are single story, except the Committee may approve split level or two-story homes per PC. 5.2. Maximum two habitable floors above the curb.
  
- Lot Design- Uphill, Level, or Downhill:** \_\_\_\_\_  
The Committee will calculate if this is an uphill lot by comparing the average curb height and the average graded elevation 1/3 of the distance from the curb to the rear property line. If the height exceeds approximately three (3) feet, this is an uphill lot. An uphill lot requires that the ridge height be calculated to show on the plan the height from top of the finished first habitable floor to the highest point or "ridge" on the structure excluding the chimney. Level or downhill lots requires the ridge heights to be calculated from the average curb height to the top of the "ridge".
  
- Retaining Walls, Garden Walls, and/or Walls located on Plot Plan/Topo, if any:** \_\_\_\_\_  
Note: are the block or poured walls identified with Top of Footing (TOF) and Top of Wall (TOW)? All cement blocks shall be split-faced, stuccoed, or decorative block on all exposed surfaces per PC.4.3.
  
- Garage detail shown on elevations:** \_\_\_\_\_  
Note: all glass and doors including garage door shall not be highly reflective or mirrored.

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



Tract/Lot: \_\_\_\_\_

- Perimeter Fence/Wall:** Separate application required due to additional restrictions (Refer to PC.4.3 and PC.6.2e)

Note: fence/wall height is not to exceed five (5) foot height without an approved variance.

- Drains shown on Plot Plan:** \_\_\_\_\_

Note: if any drains are to be installed for the patio and/or yard, they must be shown on the plot plan and include where the line(s) will run, which is usually to the street.

- Color and material samples for house paint and roof samples:** \_\_\_\_\_

Note: wall paint shall be flat or low sheen.

- Landscape plan on Plot Plan or separate plan:** \_\_\_\_\_

Note: the plan shall show a minimum of two 15-gallon trees planted at least six (6) feet back from the curb. The front yard or front yard plus the Community Setback shall have a minimum of 1/3 landscape when compared to the total front area with the driveway. Landscape area(s) shall show length and width measurements with calculations and total square feet so the Committee can check the calculations. (Refer to Section VIII)

- HVAC location:** \_\_\_\_\_

Must meet setback requirements. LPG must meet City requirements and be screened from lake, golf course or street view. (Section III, PC.5.9, PC.6.4f)

- Application Completed:** YES or NO

- Permit fees, Plan Check fees and Bond Deposit :** YES or NO

- Two copies of Topo, Plot Plan, and Landscape Plan:** YES or NO

Note: One (1) digital set is acceptable in PDF format.

- If any Street Excavation or street work including trenching is planned or required, a permit issued by Operations Department must be obtained (PC.6.5). Please contact Operations Department at 951-244-6841 x510 for further instructions.**

**Signatures:**

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Engineer/Architect/Contractor

\_\_\_\_\_  
P&C Associate



OFFICE USE ONLY	
Permit# _____	Staff Initials: _____
Date Rec'd: _____	BOND: Y / N / FILE
Existing: Y or N	Violation: Y or N
ACC Date: _____	Violation# _____

**ARCHITECTURAL CONTROL COMMITTEE**  
**CANYON LAKE PROPERTY OWNERS ASSOCIATION**  
**APPLICATION FOR HOME APPROVAL**

TRACT \_\_\_\_\_ LOT \_\_\_\_\_ PHONE: \_\_\_\_\_

**OWNER**

**CONTRACTOR**

NAME:		NAME:	
SITE ADDRESS:		ADDRESS:	
MAILING ADDRESS:		BUSINESS LICENSE #	
PHONE/EMAIL:		PHONE/EMAIL:	

**EXTERIOR TREATMENTS**

	TYPE	MATERIAL	COLOR
STUCCO			
SIDING			
TRIM			
MASONRY			
ROOF			
DRIVEWAY			
OTHER			

**FOR OFFICE USE ONLY**

CONFORMANCE BOND DEPOSIT:		RECEIPT#	
PLAN CHECK FEE:		VARIANCE FEE:	
BUILDING PERMIT FEE:		BALANCE DUE:	
TOTAL AMOUNT:		PERMITTED BY:	



**ARCHITECTURAL CONTROL COMMITTEE**  
**APPLICATION FOR HOME PLAN**

I have read, understand, and agree to comply with all of the following:

1. The Architectural Control Committee's procedures and requirements;
2. Conditions, Covenants and Restrictions for the applicable tract;
3. All other directives and or requests of the Architectural Control Committee or the Board of Directors of Canyon Lake Property Owners Association.

I further understand that the Architectural Control Committee is concerned with and has final authority of the review and approval of building construction, placement, and appearance of structures on lots, and that the Architectural Control Committee DOES NOT have the power to authorize a USE not permitted by the Conditions, Covenants and Restrictions. I hereby confer upon the Architectural Control Committee, or its authorized representative permission to make periodic inspections on the land to ensure that construction and improvement is in accordance with the approved plan.

Further I understand and agree that approval of the plans shall not be construed to be permission or approval of any violation of any of the provisions of the Rules and Regulations of the Architectural Control Committee, Property Owners Association, or the Conditions, Covenants and Restrictions.

I promise to complete the approved structure within six (6) months of the starting date. I further agree to complete the landscaping within (3) months after construction has been substantially completed.

I further understand and agree that if construction has not been substantially started within (6) months from the date of the plan approval, the plan approval may be rescinded, revoked and all of my rights there under terminated.

In that event, I further agree I will file a new application, along with the necessary application fees with the Architectural Control Committee. I further understand and agree that the cash refundable deposit tendered with this application shall be treated as a conformance deposit and shall be held until all of the following are completed and approved:

1. All changes made during construction to the approved plans have received prior written approval from the Architectural Control Committee;
2. All debris and litter on adjacent properties caused by site construction has been cleared;
3. All signs are removed from the property;
4. Permanent house numbers have been installed;
5. Any damage to Association property has been repaired (i.e. curb saw cuts);
6. Landscaping has been completed; and
7. The Association has been reimbursed all sums paid to enforce completion in compliance with this agreement and/or the CC&Rs.

Further, I understand that if the builder or I fail to keep the building site clean and in good order. I will be subject to applicable penalties to the Rules and Regulations of the Association.

Further, I agree that if the builder or I fail or refuse to keep the building site clean and in good order the Association is further authorized to withhold any sums necessary from the cash refundable deposit to reimburse the Association for its cost and expenses incurred. In addition, I further agree that upon my failure or refusal to pay required fees, tender the required cash refundable deposit and/or fail or refuse to comply with any of the Rules, Regulations, Conditions, Covenants and Restrictions of the Association the Architectural Control Committee has my express permission to refuse entry to all my vendors, suppliers, contractors, sub-contractors, and or any other person enroute to my project under construction.



**ARCHITECTURAL CONTROL COMMITTEE  
APPLICATION FOR HOME PLAN**

**APPROVAL OF THE SUBMITTED PLANS SHALL NOT AUTHORIZE WORK IN OR UPON THE CANYON LAKE STREETS. IT IS EXPRESSLY UNDERSTOOD THAT WORK IN OR UPON THE STREETS INCLUDING BUT NOT LIMITED TO STREET EXCAVATION, TRENCHING, ETC. MUST BE DONE PURSUANT TO A SEPARATE PERMIT WITH OPERATIONS DEPARTMENT. FOR ADDITIONAL INFORMATION, PLEASE CONTACT OPERATIONS DEPARTMENT AT 951-244-6841 EXT. 510**

The Committee shall NOT be responsible in any way for any defects in any plans or specifications submitted, revised, or approved, nor any structural or other defect, nor any other work done by applicant in reliance on the Committee's approval of submitted plans.

Neither the Committee nor Canyon Lake Property Owners Association represent or guarantee that approval of plans nor will construction on any lot comply with the recorded CC&Rs. Applicant MUST obtain independent legal opinions and representation.

I have read and understand the Architectural Control Committee procedures and requirements and the restrictive covenants for Canyon Lake and will comply with all provisions set forth therein. I understand that per PC.1.5, Canyon Lake Property Owners Association's review and/or approval does not relieve owners of any duties to obtain city permits nor does Canyon Lake Property Owners Association's review and/or approval reflect compliance with any public agency requirements.

I hereby grant permission to the Canyon Lake Property Owners Association, ACC Committee, and/or its agents to make periodic inspections during reasonable hours to ensure that construction is in accordance with approved plans. Approval of these plans shall not be construed to be a permit for or approval of any violation of any of the provisions of the rules and regulations and governing documents of the Canyon Lake Property Owner's Association.

SPECIAL CONDITIONS:

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Architectural Control Committee**

Approved by Architectural Control Committee:

Condition of Approval:

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

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

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

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

Rejected by Architectural Control Committee:

Condition of Rejection:

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

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

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

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



CANYON LAKE PROPERTY OWNERS ASSOCIATION  
CONFORMANCE AGREEMENT

This Agreement is entered into this \_\_\_\_\_ day of 20\_\_\_\_ by and between Canyon Lake Property Owners Association (“Association”) and \_\_\_\_\_ (“Owner”).

Owner is the record fee owner of Lot \_\_\_\_\_ of Riverside County Tract No. \_\_\_\_\_. Said property shall be referred to herein as the “Property.” The Property is located within the common interest development known as Canyon Lake and is subject to the Declaration of Restrictions recorded against the above-described Tract and the other governing documents of the Association, including the Association’s Rules and Regulations. The term “Governing Documents” as used herein shall be deemed to include the Declaration of Restrictions and Rules and Regulations.

The Governing Documents require Owner to apply for and obtain the written permission of the Association’s Architectural Control Committee (“ACC”) before any improvement upon the Property can be installed, constructed, altered or modified. The Governing Documents also require work on any installation, construction, alteration, or modification of any improvement to be completed in a timely manner and per the time parameters set forth in the governing documents and as set by the Planning and Compliance Department. An extension of time may be granted by the ACC upon proof of justification for the extension. Failure to timely complete the improvement and/or seek an extension can result in the forfeiture of all or a portion of the Conformance Deposit which is the subject of this Agreement.

In connection with an application for ACC approval submitted by or on behalf of Owner, Owner has posted a Conformance Deposit in the amount of \$\_\_\_\_\_. Said Conformance Deposit is required to assure compliance with this Agreement and the Association’s governing documents. The Association and Owner enter into this regarding the use of the Conformance Deposit by the Association and the refund, if any, of the unused portion of the Conformance Deposit.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN ASSOCIATION AND OWNER AS FOLLOWS:

1. No improvement shall be installed, constructed, modified, or altered upon the Property unless and until application for the same has been made to and approved, in writing, by the ACC. In the event the ACC gives written permission for the installation, construction, modification or alteration of any improvement or improvements upon the Property, Owner agrees to comply with the Association’s Governing Documents and any specific terms or conditions imposed by the ACC and that the installation, construction, modification, or alteration shall be in strict compliance with the terms of the ACC approval.
2. Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others that perform work on the Property, including any violation of the Association’s Governing Documents, including but not limited to traffic and parking violations. Owner acknowledges and agrees that all such persons are his invitees. Owner shall be responsible for informing all his invitees of the Association’s



Rules and Regulations. Owner shall be liable for any violation of the Association's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith after Owner has been provided notice and an opportunity to be heard.

3. Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Association recreational facilities or other amenities while they are in Canyon Lake for performance of work in connection with the Property.

4. Owner hereby consents to and grants the Association a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and to be used by the Association or its contractor to remedy any violation upon the Property, including but not limited to removing trash, removing any improvement installed without ACC approval or modifying an improvement to bring the same into compliance with the terms of the ACC's approval.

5. The Conformance Deposit shall be held by the Association and applied, at the Association's sole discretion to:

- any fine levied against the Property,
- to cover and/or recoup any costs whatsoever, including administrative and legal costs, incurred by the Association in connection with the Property,

For example, the Association could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Owner; fines levied for construction violations; costs incurred by the Association in repairing damage to Association property caused by Owner's contractor or other invitee; costs incurred by the Association in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; however, before any funds, other than the non-refundable portion referenced above are deducted from the Conformance Deposit, Owner will be provided notice of purposed reduction and provide an opportunity to be heard.

The foregoing list is illustrative only and in no way represents the only situations where the Association could apply all or a portion of the Conformance Deposit.

6. If Owner notifies the Association, in writing, that the improvement(s) for which the Conformance Deposit was deposited have been completed in accordance with the ACC's approval, and the ACC agrees with the same, the Association will mail the unused portion of the Conformance Deposit, if any, to the Owner's address of record with the Association. Under no circumstances shall Owner be entitled to any interest on any portion of the Conformance Deposit. If the ACC determines that there are deviations from the approved Plans, the Deposit shall not be refunded until all deviations are brought into compliance with the approved Plans. If no written request for return of a Conformance Deposit is made by Owner within two years from the date when the Conformance Deposit is posted with the Association, the Conformance Deposit will be deemed forfeited to the Association.

7. When a Conformance Deposit, or the remaining portion thereof, is to be returned, it shall be returned by the Association to the current record Owner(s) of the Property. Thus, for example, if there has been a change in the record





ownership of the Property between the time when the Conformance Deposit is posted with the Association and the time for return of the unused portion of the Conformance Deposit, the Conformance Deposit shall be returned to the new owner of the Property. Similarly, if a contractor posts a Conformance Deposit, the return of any unused portion shall be to then current record Owner.

8. Without limiting any of the foregoing, Owner agrees to comply with, and ensure that all persons performing any work on the Property or delivering materials to the Property shall adhere to the Association's Rules and Regulations including, without limitation, the following specific rules:

- Maintain a clean job site at all times;
- No use of Association property for storage of equipment or materials;
- Schedule and pass a setback inspection before any footings are poured;
- Install ACC approved groundcover on the Property within the time frame required by the Association; and
- No loud music or radios.

9. If at any time the amount of the Conformance Deposit falls below two thirds (2/3rds) of the amount originally required to be posted, Owner agrees to immediately deposit additional sums with the Association in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.

10. In any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs incurred.

11. Any action to enforce or interpret this Agreement shall be filed in the Superior Court of the County of Riverside, State of California. This Agreement shall be interpreted and enforced in accordance with the laws of the State of California.

12. This Agreement contains the sole and entire agreement and understanding of the parties with respect to the subject matter of this Agreement. Any and all prior discussions, negotiations, agreements, commitments or understandings related hereto, if any, are hereby merged and incorporated herein. No representations, oral or otherwise, express, or implied, other than those specifically contained herein, have been made among the parties with respect to the subject of this Agreement. No other agreements not specifically contained herein, oral, or otherwise, shall be deemed to exist or to be binding on the parties with regard to the subject matter of this Agreement.

13. The terms of, and the duties and obligations imposed by, this Agreement shall be binding upon any Owner and any Owner's successors, assigns or transferee.



14. In the event of any violation of the Association’s Governing Documents at the Property, application of all or part of the Conformance Deposit and/or forfeiture of the same shall not be the Association’s exclusive remedy and the Association may take enforcement action, including but not limited to, the filing of a lawsuit in combination with or in lieu of applying the Conformance Deposit or deeming it forfeited.

IT IS SO AGREED

Owner(s):

\_\_\_\_\_  
(Name of Owner)

\_\_\_\_\_  
(Name of additional Owner)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature of additional Owner)

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

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

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_