



# Kent Woodlands Property Owners Association

## PROCEDURE FOR ARCHITECTURAL COMMITTEE REVIEW

1. Read the application carefully and in full. Failure to do so may result in an incomplete application. This will delay your application.
2. Complete the cover page of the application, making sure that the property owner signs in the space provided.
3. Include a check for the appropriate fee, or pay electronically (see below). Refer to Project Types and Fees for schedule of fees.

We have two options for electronic payments:

1. Zelle: Zelle is a payment platform that partners with many major banks and offers access via your online banking app. If your bank is not a Zelle partner, you can download the Zelle app on your smartphone. There are no fees to use this service. Simply enter "[info@kwpoa.com](mailto:info@kwpoa.com)" as the recipient and add a message indicating the address of your project.

2. PayPal: We welcome payments from your PayPal account, but must pass along the 3% fee they charge us. If you would like to use PayPal to pay your fees, please request a custom payment link.

4. Determine which supporting documents will be required. Please follow this list carefully. When in doubt, please err on the side of more information, rather than less.
5. Submit the application, SIGNED BY THE PROPERTY OWNER, your payment, and all required supporting documents no later than the 21st of the month, or the Friday prior if the 21st falls on a weekend.
6. Full applications may be mailed to the KWPOA Architectural Committee, P.O. Box 404, Kentfield, CA 94914, emailed to [ac@kwpoa.com](mailto:ac@kwpoa.com) or, with prior notice, delivered directly to the office (415-721-7429). Complete applications must be *received* prior to the deadline in order to be placed on the following month's agenda.
7. Questions regarding this application can be answered by calling/leaving a message at the office (415-721-7429) or by emailing [ac@kwpoa.com](mailto:ac@kwpoa.com).
8. New applications received and the status of other applications will be listed in the KWPOA monthly Newsletter. They will then be placed on an agenda. Agendas and meeting information will be emailed approximately one week prior to meeting to applicants, their consultants, and affected neighbors.
9. Architectural Committee meetings are held on approximately the second Tuesday of each month, starting at 5:30PM via video teleconference. The Association's office is located at 1010 Sir Francis Drake Blvd, Suite 200, Kentfield. Site visits are scheduled on the day of Committee meetings, which help the members decide on the merits of a project.

REV121123

# Kent Woodlands Property Owners Association

Box 404, Kentfield, California 94914  
(415)721-7429

For Office Use Only:	
Received:	_____
Check #:	_____
Check Amount:	_____
App. Fee:	_____
Reserve Fee:	_____
Application #:	_____

## APPLICATION FOR ARCHITECTURAL COMMITTEE REVIEW

**PROJECT CATEGORY (See Project Types and Fees):** C

Please check if your project includes any of the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Changes to Approved Plan  | <input type="checkbox"/> Grading           |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Color or materials Change | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Remodel            |  |  |

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

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

CITY/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**(REQUIRED) Your signature verifies the accuracy of all information on this form & permits Board Member, Architectural Committee Member, and Consultant entry onto the project site.**

PRIMARY CONTACT  
(Other than Owner): \_\_\_\_\_

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Landscape Architect |
| <input type="checkbox"/> Designer  | <input type="checkbox"/> Other _____         |

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

CITY/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTRACTOR/BUILDER: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE OF SUBMITTED PLANS: \_\_\_\_\_ SHEET NUMBERS: \_\_\_\_\_

**Kent Woodlands Property Owners Association  
Architectural Committee (AC)  
Waiver Re: Deemed Approval Provision for Significant Projects**

You are applying for approval of a project in one of the following four categories, which are referred to collectively herein as "Significant Projects":

- C4: Project Category 4 • SIGNIFICANT CHANGES IN APPEARANCE**
- C5: Project Category 5 • SUBSTANTIAL REMODELS**
- C6: Project Category 6 • TEARDOWNS**
- C13: Project Category 13 • APPLICATIONS RESULTING FROM ENFORCEMENT ACTION**

While the KWPOA endeavors to complete its review process expeditiously, and within 30 days of submission, additional time is needed for Significant Projects. We therefore request that applicants waive an outdated provision of our CC&Rs that creates practical obstacles to the efficient and collaborative processing of your application. That provision provides that an application is "deemed approved" if it is not approved or disapproved within 30 days after a properly completed application (or revision thereto) is received. This unrealistic timeframe may at times result in disapprovals simply because there is not ample time to complete the process.

**WAIVER**

Below is the text of the deemed approval provision from the CC&Rs, with the requested extension from 30 to 60 days shown in ~~strike-out~~ and **bold**:

*Article V, Section 7. Time Limits for Approval or Rejection. Within ~~30~~ **60** days after submission of drawings and specifications satisfying the requirements of the Architectural Committee, the Committee shall give written notice of approval or of disapproval with written suggestions of changes required for approval. If the Committee recommends that the drawings and specifications be modified, the Applicant may implement such changes and, within 30 days, resubmit incorporating such changes for approval to the Committee, which shall not unreasonably withhold its approval so long as the Applicant has complied in all material respects with the requested changes. If no written notice of approval or disapproval is received by the Applicant within ~~30~~ **60** days after the Owner's drawings and specifications (or revisions thereto) are submitted to the Committee, the drawings and specifications shall be deemed to have been approved as submitted.*

If you agree to have your Significant Project subject to a 60-day review period instead of a 30-day review period, please indicate your agreement by signing below.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Kent Woodlands Property Owners Association Architectural Committee (AC)

## NEIGHBOR NOTIFICATION

The KWPOA Architectural Coordinator will contact all contiguous member property owners, including those across the street from your property, via USPS, to notify them of your proposed project. All projects placed on a meeting agenda will also be noticed in the monthly newsletter to all members.

Neighbor notification only signifies that the neighbor has had the opportunity to review the plans and/or scope of work. It does not signify approval or support of the proposed improvements. Any comments, in support or objection, should be submitted separately by the neighbor to KWPOA. The Architectural Committee carefully evaluates neighbor reservations and endorsements; however, the Architectural Committee alone has the final authority determine the impact of proposed applications.

## ARCHITECTURAL COMMITTEE DESIGN REVIEW

KWPOA CC&Rs mandate that all projects and proposals which involve any external change to the appearance of any part of the property or the structures on it must receive approval from the Architectural Committee of the KWPOA. The Committee consists of property owners who are currently members of the Kent Woodlands Property Owners Association. The Committee members are responsible for processing, reviewing, and voting on the projects submitted. A professional architectural consultant and administrative staff assist them in fulfilling these responsibilities.

Decisions to approve or deny projects are made by majority vote during public Architectural Committee meetings, held on approximately the second Tuesday of each month, beginning at 5:30p.m. via teleconference/video conference. Site visits are conducted on the day of Committee meetings, which help committee members decide on the merits of a project. Meeting dates and the list of new applications are presented in the monthly newsletter, which is sent monthly to all KWPOA members.

To be eligible for Design Review, an application must have been “noticed” in the Architectural Applications section of the monthly newsletter. All complete applications will be noticed in the newsletter if they have arrived by the 21<sup>st</sup> of the month. If the 21<sup>st</sup> is a holiday or weekend, the application must be received in advance of that day. A “complete” application must provide all required information for the type of project being submitted, including the signature of the property owner.

KWPOA works in parallel with the Marin County Community Development Agency’s Planning and Building Divisions. It is generally recommended that you complete the KWPOA review process prior to submitting to the County, to avoid costly changes should KWPOA require any revisions.

The Committee will review your project and consider the impacts on adjacent neighbors and the Woodlands community at large, according to the CC&Rs and other governing documents. Most applications are finished after one hearing.

**Please refer to the Architectural Rules for guidance as to the criteria used by the Architectural Committee in reviewing proposed improvements.** The Committee will vote on your project during an Architectural Committee meeting, and a written letter describing the final decision will be sent to you once the decision is ratified by the Board at their subsequent meeting. Should you be dissatisfied with the decision of the Committee, you have the right to appeal the decision to the KWPOA Board of Directors.

**Important Note:** For projects designated **Category 4, 5 or 6**, a **Preliminary Review (C3)** must be completed before the applicant can continue with the normal approval process. KWPOA’s objective in preliminary review is to develop the initial design concept of a project before full final drawings are submitted, keeping applicant costs low and giving the applicant a general idea as to the acceptability of the design. Preliminary Review is noticed in the KWPOA Newsletter.

## REQUIRED SUBMITTAL ITEMS

Please contact Architectural Coordinator prior to submittal to confirm requirements specific to your project.

#	Required Item	Circumstance	Type/# of Copies
1	Application form, complete and signed by owner.	All projects	Hard copy or PDF
2	Fees, according to the attached fee chart. Please make checks payable to "Kent Woodlands Property Owners Association."	All projects	Check or electronic payment
3	Letter of explanation.	All projects.	PDF
4	Preliminary title report or other proof of legal ownership.	All projects	PDF
5	Paint and material specifications	Projects with new colors or materials.	PDF
6	Assessor's map(s) for all contiguous properties (including directly across the street) except public open space.	All projects	PDF
7	Story pole plan with surveyor's certification. Top 1' of all story poles to be painted bright orange. Netting may be required. Story pole locations should be shown on site plan and elevations.	All projects. Surveyor's certification required for all projects over 1000 SF in total area.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
8	Information on all required plans listed below: north arrow, graphic scale, Date, and Revision number, Assessor's parcel number, Site address, Name/address/phone of owner, applicant and designer.	All projects.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
9	Site plan showing entire parcel, all easements and rights-of-way, buildings and structures, and required minimum setbacks from property. Existing structures should be shown as well as proposed, preferably on the same sheet.	All projects.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
10	Floor plans, existing and proposed, showing all interior rooms and labeled for proposed use. Said plans shall show all openings and include dimensions and calculated floor areas for each new addition and each floor level as well as a total (existing & proposed) for all structures on the property. Specify all floors and walls to be demolished or rebuilt.	All projects for enclosed spaces.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
11	Fully-dimensioned elevations and cross-sections of the existing and proposed building, including roof ridge line height, finished floor and foundation elevations based upon data provided by the topographic maps and surveys. Exterior building plans shall include notes as to materials for siding, roofing & openings.	All projects involving new construction and remodels that will result in a physical change to the exterior.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
12	Roof plans for all new or remodeled buildings, indicating roof pitch, slope direction, location of openings, down spouts, mechanical equipment, chimneys, solar panels, skylights.	All projects involving new or remodeled roofs.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
13	Profile section to scale showing new construction & neighboring construction. Provide profile from proposed new house or addition to adjacent construction.	As required by the Architectural Committee	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF

14	Topographic Survey: Show all easements, utility meters, etc. and all property and fence lines, natural features (creeks, flood zones, slides, faults, rock outcrops, trees, areas of vegetation), manmade features (fences, walls, catch basins or drainage improvements, driveways, meter boxes, utility poles, buildings and appurtenance structures such as sports courts, pools, spas, patios, decks, parking areas). Indicate whether trees, structures, etc. are to be removed or retained. Indicate diameter of all trees 6" or greater in circumference at breast height. Show Top of Wall elevations for fences and walls, and Finished Floor Elevations for structures and patios. Show elevation of adjacent roadways. For properties with an average slope of 15% or less, 2-foot contours shall be shown. For properties with an average slope greater than 15%, show 5-foot contours may be used.	All projects requiring expansion of a footprint, deck, removal of vegetation, excavation of any kind, or construction of retaining walls. The area required to be contained within the limits of the Topographic Survey may be modified at the discretion of the Architectural Committee.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
15	Landscape and irrigation plans for new installations. Show plant names (scientific and common), size of container at planting, expected height at maturity, plant locations and method of irrigation. Native and drought-tolerant plant species and drip irrigation systems are recommended.	All new landscaping and all major construction projects.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
16	Lighting plans for new fixtures, showing location, wattage and light fixture design.	All projects with exterior lighting.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
17	Drainage plans, showing location of all existing drainage devices, existing and proposed direction of water flow and method of water collection and dispersal. Calculate existing and proposed impervious surface area.	All projects that alter the existing flow of storm water.	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF
18	Arborist's report, including location map and size, species and condition of all trees within affected area, and protection measures recommended.	All projects that propose removal of trees.	PDF
19	Acoustical report.	As required by the Architectural Committee	PDF
20	Peer review of a study or independent study at the expense of the applicant.	As required by the Architectural Committee	May vary
21	Profile section to scale showing new construction & neighboring construction. Provide profile from proposed new house or addition to adjacent construction.	As required by the Architectural Committee	(1) full size: 24"x36" (1) reduced: 11"x17" + PDF