

Acknowledgement of Architectural Review Process

Role of Architectural Review Committee

The Architectural Review Committee's (ARC) role in the community is to ensure consistent application of the Villa Real Property Owner's Association CC&Rs as they apply to exterior structural property modifications. The CC&Rs were implemented to promote the character and aesthetics of the community and to protect each individual homeowner's property values.

Architectural Review Process

In order to obtain the ARC's review of a proposed modification or addition, the homeowner must complete an Architectural Review Application and submit it to the committee. Electronic submission via email is preferred, however submissions by mail delivery or directly to one of the members of the committee will be accepted. The application form asks for a description of the improvements and other additional information that will enable the ARC to assess the scope of the project and its compliance with CC&R guidelines.

The application must be accompanied by a set of plans, drawings and specifications showing in sufficient detail the proposed alterations, including the exterior materials and color scheme. A site plan will be required for any new perimeter walls, fencing, grading or any improvements on or near property lines, streets and easements. For replacements of existing perimeter structures, site plans should depict the existing and proposed (to be built) structures.

The applicant will be required to notify all contiguous homeowners, including those directly across the street, of the proposed project. Review of the application will be contingent upon a receipt of signature and address from the property owners, or other proof/acknowledgement that the homeowners have been notified and provided with the opportunity to review the plans. The purpose of this notification is to ensure that affected homeowners are aware of the project but is not intended to signify their approval or support.

The applicant should expect to receive a written response to all completed applications within thirty (30) days after the completed application has been received, affected homeowners have been notified, and plans and associated specifications have been submitted to the committee. Please allow adequate time prior to scheduling any demolition or construction in the event that the review process requires additional information, clarification, or modification to plans.

General Conditions and Disclaimers

The Architectural Review process is intended to ensure the project's adherence with the Villa Real CC&Rs, and does not constitute or reflect the project's compliance with any governing rules, regulations, and building codes in force by the City of San Rafael, Marin County, or other jurisdiction. It is the responsibility of the applicant to ensure that the project is compliant with any governing regulations.

