



## ARCHITECTURAL SUBMITTAL CHECKLIST

**PLEASE NOTE - Applications are to be submitted digitally to [TALEGA@ciramail.com](mailto:TALEGA@ciramail.com).** Please include all attachments, including photographs, in one email with your address in the subject line.

- Property Improvement Form** - Must be completed and signed by owner.
- Neighbor Awareness Form** – If an adjacent impacted neighboring home is unoccupied or if there is a hill, slope, or common area adjacent to your home, please write that in the space provided on the form.
- General Conditions Agreement** - Must be completed and signed by owner.
- Exterior Paint Submittal Forms** – If you are painting your home, please submit two (2) different paint scheme options. If your home is not being painted as part of the project, these forms do not need to be completed.
- Color Photographs** – Of the front, rear, sides, front and back yards of your home.
- [PAINT APPLICATIONS ONLY]** – In addition to photos of your home, also submit color photographs of:
  - a. The front of the adjacent neighbors to the left and right of your property (as applicable)
  - b. The front of the three neighbors across the street from your property (as applicable)
  - c. Close-up photos of any stone or brick veneer on your home and the front door.
  - d. **Optional, but so very helpful** – Include a photograph of your home and indicate the color you are going to paint each area/element on the photo.
- Detailed Drawings, Plans and Specifications** – Must be prepared in accordance with applicable building codes and with clarity and completeness following industry standards and adequately describe the proposed work. Depending on the type of Improvement, include with your completed application: accurately scaled and dimensioned site plan, topographic survey, grading plan, floor plan, landscape plan, pool plan, mechanical & solar energy plan, exterior color & finishes, specifications, roof plan, elevations, fence & wall plans and/or site or building sections.
- Detailed Landscape Plan** - Indicate a complete scope of work including proposed and “existing to remain” elements. Include grading, irrigation and drainage systems, driveways, walks and hardscape, planting area, planters, decks, fences and walls, stairs, trellises, arbors, gazebos, pools, spas, ponds, fountains, waterfalls, waterslides, ground covers, shrubs, trees, ornamental boulders, recreation areas, courtyards, courtyard lighting, apparatus, fireplaces, fire pits, light poles, planting plan, plant legend and any other Improvements. Include sizes and quantities.
- Materials Specifications & Colors** – Brochures, samples and/or specifications for all proposed materials such as but not limited to roof materials, lighting, planters, water features, hardscape (tile, colored or stamped, concrete, stone veneer, brick, concrete caps, gravel).
- Review Fee** – The fee is payable to Talega Maintenance Corporation and covers the cost of review by a professional architectural firm. Payment via check may be delivered to the Talega Swim & Athletic Club, 100 Calle Alta, San Clemente, CA 92673. Please note additional architectural and legal fees may be required for complex submissions. Fee schedule on next page (Property Improvement Application).

*Questions? Please contact Talega’s Architectural Coordinator at [TALEGA@ciramail.com](mailto:TALEGA@ciramail.com)  
or at the Talega Swim & Athletic Club at (949) 361-8466*

## PROPERTY IMPROVEMENT FORM

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**PLEASE CHECK ALL PROPOSED IMPROVEMENT(S). Items not checked will not be reviewed or approved.**

**ARCHITECTURAL**

- \_\_\_ AWNINGS(S)
- \_\_\_ BALCONY
- \_\_\_ GAZEBO
- \_\_\_ CALIFORNIA ROOM
- \_\_\_ LIGHTING
- \_\_\_ PATIO COVER
- \_\_\_ PAINTING
- \_\_\_ GUTTERS/ DOWNSPOUTS
- \_\_\_ SKYLIGHTS
- \_\_\_ ROOM ADDITION
- \_\_\_ DOORS AND/OR WINDOWS
- \_\_\_ PAVILION
- \_\_\_ ROOFING REPLACEMENT
- \_\_\_ SIDING REPLACEMENT
- \_\_\_ GARAGE DOOR

**LANDSCAPE/HARDSCAPE**

- \_\_\_ DRAINS
- \_\_\_ FENCE(S)/WALL(S):
- \_\_\_ FRONT
- \_\_\_ SIDE
- \_\_\_ REAR
- \_\_\_ RETAINING
- \_\_\_ RELOCATION
- \_\_\_ LANDSCAPE: FRONT
- \_\_\_ REAR HARDSCAPE
- \_\_\_ FRONT
- \_\_\_ REAR

**EQUIPMENT**

- \_\_\_ AC CONDENSER
- \_\_\_ SPORT EQUIPMENT
- \_\_\_ PLAYHOUSE
- \_\_\_ POOL and EQUIPMENT
- \_\_\_ SPA and EQUIPMENT
- \_\_\_ SOLAR PANELS
- \_\_\_ PLAYGROUND EQUIPMENT
- \_\_\_ FIRE PIT
- \_\_\_ FIREPLACE
- \_\_\_ OUTDOOR KITCHEN
- \_\_\_ CLOTHESLINE
- \_\_\_ FLAG OR BANNER
- \_\_\_ FOUNTAIN OR WATER FEATURE

**OTHER** \_\_\_\_\_

*\*Pursuant to Civil Code § 4765, by submitting an architectural application to the Design Review Committee (DRC), the owner represents and warrants to the DRC and Talega Maintenance Corporation that the plans and specifications submitted in connection with the application do not violate any governing provisions of the law, including but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 et seq.), or a building code or other applicable law governing land use or public safety. Neither the Association's managing agent(s), the Board, nor the DRC reviewing the property improvement(s) is responsible for becoming knowledgeable of, interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the DRC nor the Board shall confirm compliance or noncompliance with the Laws and Codes as part of the review process. Accordingly, you are responsible for confirming compliance with the Laws and Codes, and any approval by the DRC or Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes.*

**REVIEW FEES** - Payment of all applicable fees to Talega Maintenance Corporation is required to cover the direct cost of professional architectural review for homeowner improvements. The review fee check is to be made payable to **Talega Maintenance Corporation**. All review fees are nonrefundable and shall accompany the submittal in the amount as outlined below. Please note additional architectural and legal fees may be required for complex submissions. Fee includes initial submission review, plus one resubmission review and one onsite Notice of Completion inspection. Additional reviews are \$220 each and additional NOC inspections are \$100 each.

- o **Major Architectural / Landscape [\$450/app]** e.g., room additions, extensive exterior elevation renovations, pools, or cumulative application of Moderate Architectural items, etc.
- o **Moderate Architectural [\$325/app]** e.g., individual applications for attached patio covers, deck enclosures, new door or window installations or cumulative application of Minor Modification items, etc.
- o **Major Landscape [\$325/app]** e.g., front and rear hardscape/landscape or cumulative application of Moderate Landscape items, etc.
- o **Moderate Landscape [\$275/app]** e.g., individual applications for driveways, spas, fountains, gazebos, arbors, garden walls, change of exterior paint color with additional structures including but not limited to gates, walls, trellises, gazebos, patio covers, playhouses and/or separate structures not attached to your home, or cumulative application of Minor Modification items, etc.
- o **Minor Modification [No Fee]** Minor modifications e.g. garage door replacement, front door, light fixtures, gates, etc., standard roof solar energy systems, change of exterior paint color (home only), HVAC replacement in same exact location, "like-for-like" window replacement or artificial turf "like-for-like" replacement.

# TALEGA

## NEIGHBOR AWARENESS FORM

**The attached plans were made available to the following neighbors for review:  
In addition to this signed form, neighbors are to place their signature on the proposed plans**

Impacted Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Impacted Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

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

Adjacent Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	



**YOUR HOUSE**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Adjacent Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

### Your Street - Front of Home

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

**IMPORTANT NOTE:** If a residence objects to any improvement(s) on the plan, he or she must submit a written letter stating the specific reasons for the objections to the improvement(s) to the DRC within 5 business days of reviewing the plan. Neighbor approval or disapproval of a particular Improvement shall only be advisory and shall not be binding in any way on the DRC's decision.

**My neighbors have seen the plans I am submitting for the Design Review Committee review (see above verification). I, as the Owner, certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not in themselves cause denial of the plans.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_



**TO THE TALEGA MAINTENANCE CORPORATION, I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:**

1. I have read the Architectural Guidelines and have submitted a complete application package accompanied by the plans specified in the Talega Maintenance Corporation Architectural Guidelines, which depict the work proposed. I agree to pay all applicable Submittal Fees and Construction Deposits as required.
2. If I fail to obtain the approval of the DRC prior to commencing construction of improvements, or if my construction does not comply with approved plans; this action shall constitute a violation of the CC&Rs of the Talega Maintenance Corporation and I will be required to modify or remove the unauthorized improvements at my expense. Likewise, I agree to reimburse the Talega Maintenance Corporation for any and all expenses that will be incurred assuring my compliance with these guidelines.
3. The 45-day review period will not commence until a properly completed and submitted application has been received, including the fee. *Submissions received after the deadline for acceptance will be reviewed at the next DRC meeting.*
4. Nothing contained in the approval of my plans shall be construed as a representation that the improvements made in accordance with these plans and specification does not violate the CC&Rs, the applicable Orange County Building and Zoning Codes, or the land use regulations of the Talega Maintenance Corporation. Further, nothing contained in such approval shall be construed as a waiver or modification of any such restrictions, codes or ordinances. Approval by the DRC shall not be considered a substitute for approval by the necessary and appropriate government agencies and the issuance of any required permit.
5. In addition to obtaining the DRC’s consent for the construction of improvements, I may be required to obtain a building permit from the appropriate governmental agencies prior to the commencement of any work. The DRC does not assume any responsibility for my failure to obtain such permits. Likewise, the DRC does not advise as to the necessity for permits, or review plans for the purpose of guaranteeing quality of work or compliance with specific governmental requirements. The responsibility for obtaining any and all permits and subsequent inspections is my responsibility.
6. It is my responsibility to notify my contractor of all the Rules & Regulations that will govern the construction project in the Talega Maintenance Corporation. I take responsibility for the actions of my contractor and subcontractors and their conformance to the Rules and Regulations.
7. Upon receiving written approval from the DRC, I agree to conform to all of the Construction and Contractor Rule and Hours of Operations for the Talega Maintenance Corporation. All operations shall be carried out between the hours of 7:00 AM and 6:00 PM, Monday - Friday and on Saturday 8:00 AM to 6:00 PM. No work is allowed on Sundays or Federal holidays.
8. Signs of tradesmen, contractors, or installers identifying the property as the site of their activities or operations are expressly prohibited.
9. All rubbish, debris, and unsightly material or objects of any kind shall be removed daily from the property and not allowed to accumulate. Portable toilets, dumpsters, and construction materials are to be located upon the owner’s lot, not in the street, and must be screened with a temporary construction fence.
10. All projects shall commence within (180) calendar days after date of approval. If work has not commenced or been completed within the specified times, the approval will be void and a new submission will be required.
11. When my project is complete, I will submit a Notice of Completion (NOC) with photographs digitally to [TALEGA@ciramail.com](mailto:TALEGA@ciramail.com) on or before the deadline as specified by the DRC. I understand failure to submit my NOC in a timely manner will result in enforcement action.

**My signature below signifies my understanding of all the above information.**

**Property Address** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_



**EXTERIOR PAINT SUBMITTAL FORM  
MINOR (HOME ONLY)**

Please select schemes as presented (do not combine multiple colors into custom scheme). Keep existing tones of tile, stone, brick, etc. in mind when selecting color schemes. For example, grey stucco may clash with terra cotta roofing.

Clearly indicate the proposed colors as listed within the chosen scheme and circle elements that apply to that color.

“Alt.” means ALTERNATE. The dark or light color from the scheme may be used for Eaves/Fascia. Elements of eaves/fascia include wood balconies, corbels, barge boards, outlookers and rafter tails. Gutters/downspouts must match the existing fascia or adjacent painted surface.

Adjacent homes (next door on each side and the three homes directly across the street) may not have the same color palette.

To expedite the application process and reduce the possibility of multiple submission review cycles, please apply for two (2) different paint scheme options for an exterior paint change.

**Painting of any existing brick, tile or stone veneer is not permitted.** For tile, stone or brick alterations, to modify/paint walls, gates, trellises, gazebos, patio covers and/or separate structures not attached to your home, professional architectural review is required. Please submit a Moderate Landscape application package in addition to this paint application and fee.

<b>OPTION 1</b>		
<b>SELECTED SCHEME #</b>		
<b>Main Body (Stucco):</b>		
<b>Light Trim #1:</b>		
▪ Garage Doors	Yes	No
▪ Secondary Doors	Yes	No
▪ Stucco Trim	Yes	No
▪ Eaves/Fascia	Yes	No
▪ Gutters/Downspouts	Yes	No
<b>Dark Trim #2:</b>		
▪ Alt. Garage Doors	Yes	No
▪ Alt. Secondary Doors	Yes	No
▪ Alt. Stucco Trim	Yes	No
▪ Alt. Eaves/Fascia	Yes	No
▪ Alt. Gutters/Downspouts	Yes	No
<b>Accent Color:</b>		
▪ Front Door	Yes	No
▪ Shutters	Yes	No
<b>Front Door Stain or Color:</b>		

*Questions? Please contact Talega’s Architectural Coordinator at [TALEGA@ciramail.com](mailto:TALEGA@ciramail.com)  
or at the Talega Swim & Athletic Club at (949) 361-8466*



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<b>OPTION 2</b>		
<b>SELECTED SCHEME #</b>		
<b>Main Body (Stucco):</b>		
<b>Light Trim #1:</b>		
▪ Garage Doors	Yes	No
▪ Secondary Doors	Yes	No
▪ Stucco Trim	Yes	No
▪ Eaves/Fascia	Yes	No
▪ Gutters/Downspouts	Yes	No
<b>Dark Trim #2:</b>		
▪ Alt. Garage Doors	Yes	No
▪ Alt. Secondary Doors	Yes	No
▪ Alt. Stucco Trim	Yes	No
▪ Alt. Eaves/Fascia	Yes	No
▪ Alt. Gutters/Downspouts	Yes	No
<b>Accent Color:</b>		
▪ Front Door	Yes	No
▪ Shutters	Yes	No
<b>Front Door Stain or Color:</b>		

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# TALEGA

## APPLICATION FOR ARCHITECTURAL NOTICE OF COMPLETION

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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**COMPLETED PER APPROVAL:** On the \_\_\_\_\_ day of \_\_\_\_\_, I hereby notify the Design Review Committee the improvements were completed in conformance with the plans and specifications as approved by the Architectural Committee.

**NOT COMPLETED PER APPROVAL:**  
I hereby notify the Design Review Committee the improvements were not completed in conformance with the plans and specifications approved by the Architectural Committee. Explanation:

\_\_\_\_\_

\_\_\_\_\_

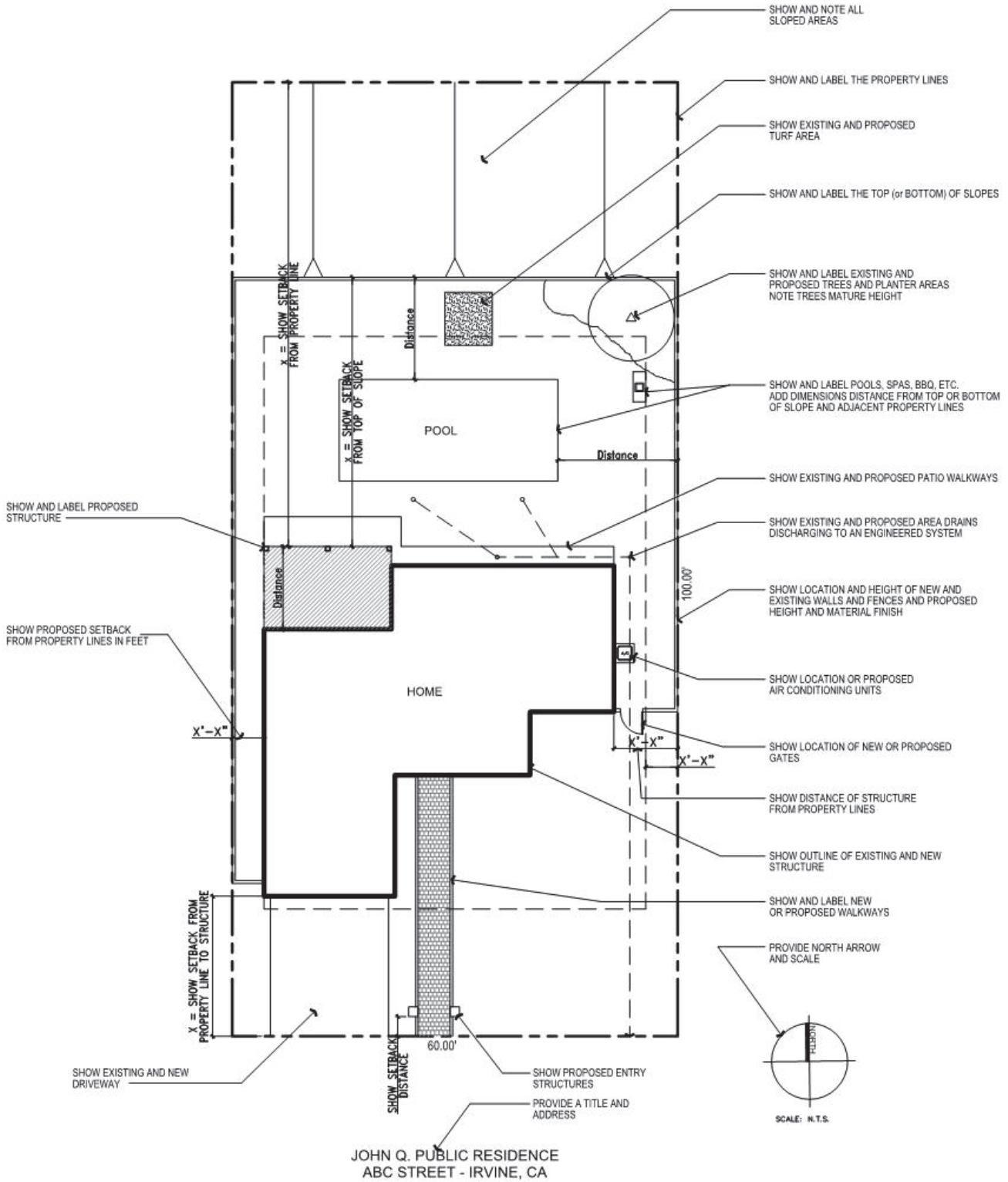
*\*Pursuant to Civil Code § 4765, by submitting an architectural application to the Design Review Committee (DRC), the owner represents and warrants to the DRC and Talega Maintenance Corporation that the plans and specifications submitted in connection with the application do not violate any governing provisions of the law, including but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 et seq.), or a building code or other applicable law governing land use or public safety. Neither the Association's managing agent(s), the Board, nor the DRC reviewing the property improvement(s) is responsible for becoming knowledgeable of, interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the DRC nor the Board shall confirm compliance or noncompliance with the Laws and Codes as part of the review process. Accordingly, you are responsible for confirming compliance with the Laws and Codes, and any approval by the DRC or Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes.*

**Notice of Completion applications must be submitted digitally to [TALEGA@ciramail.com](mailto:TALEGA@ciramail.com). Please include all attachments, including photographs of the completed improvements in one email with your address in the subject line.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date Signed

# SITE PLAN EXAMPLE





## PLAN SUBMITTAL DEADLINES & MEETING DATES

The Design Review Committee meets once a month. Per the TMC CC&Rs, the Design Review Committee shall give notice of its decision and the reasons therefore to the Owner submitting the plans within forty-five (45) days after the Design Review Committee receives all required materials. A complete submittal package must be received by management no later than the posted deadline date to allow for processing and review by the Architectural firm prior to the scheduled meetings. Any submittals that are incomplete will not be reviewed by the DRC and will be returned to the homeowner. All plans are reviewed by the DRC in the order they are received, and each meeting is limited to 40 sets for review.

<b>Deadline to Submit Plans (20 days prior to DRC meeting)</b>	<b>Meeting Dates (4th Thursdays except as noted)</b>
January 5, 2024	January 25, 2024
February 2	February 22
March 8	March 28
April 5	April 25
May 3	May 23
June 7	June 27
July 5	July 25
August 2	August 22
September 6	September 26
October 4	October 24
November 1	November 13 (2 <sup>nd</sup> Wednesday)
November 22	December 11 (2 <sup>nd</sup> Wednesday)
January 3, 2025	January 23, 2025

Every attempt will be made to issue plan review results as expeditiously as possible. Results are typically mailed to the homeowner 3 – 5 business days after they are reviewed at the monthly DRC meetings.