



ARCHITECTURAL SUBMITTAL CHECKLIST

PLEASE NOTE - Applications are to be submitted digitally to 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 by drawing/writing 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 with elevations, topographic survey, grading plan, floor plan, landscape plan, pool plan, mechanical & solar energy plan, exterior color & finishes, specifications, roof plan, 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 Altea, 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).
- ☐ **Design Workshops** – At any point in the process, homeowners may book time with Talega’s consulting architect via Zoom. Fee is \$110 for up to 30 minutes and \$55 for each 15 minutes thereafter. Contractors or designers are welcome to attend with homeowners. The DRC does also offer in person monthly complimentary mini design workshop consultations of 10-15 minutes in duration. Spots are limited, please watch your email for more information on “Wine & Design.” All workshops are arranged and set by management.

Questions or to request a design workshop, please contact Talega’s Architectural Coordinator at 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 non-refundable 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 Notice of Completion review. Additional submissions are \$220 each and additional NOC reviews are \$100 each.

- ☐ **Major [\$450/app]** - e.g., room additions, extensive exterior elevation renovations, pools, or cumulative application of (3) Moderate items.
- ☐ **Moderate [\$300/app]** - e.g., individual applications for attached patio covers, deck enclosures, new door or window installations, front and rear hardscape/landscape or cumulative application of (3) Minor items.
- ☐ **Minor [\$250/app]** - e.g., individual applications for driveways, spas, fountains, gazebos, arbors, garden walls, or cumulative application of (3) Basic items.
- ☐ **Basic [No Fee]** - e.g. exterior paint, garage door replacement, front door, light fixtures, gates, standard roof solar energy systems, electrical charging stations, power walls, HVAC replacement in same exact location, "like-for-like" window replacement or artificial turf "like-for-like" replacement.
- ☐ **Design Workshop** – Not sure if your project conforms to TMC's Architectural Guidelines? Book time with Talega's consulting architect via Zoom before submitting! Fee is \$110 for up to 30 minutes and \$55 for each 15 minutes thereafter. Contractors and designers are welcome to attend with homeowners. Call or email management at 949.361.8466 or TALEGA@ciramail.com to schedule.

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 _____ | |

| | |
|---|--|
|  | |
| 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 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

| | |
|-----------------|----------------------|
| ADDRESS: | NEIGHBORHOOD: |
| OWNER: | DATE: |
| E-MAIL: | PHONE: |

Please select schemes as presented (do not combine multiple colors into a custom scheme). **Each home must utilize (3) colors total.** Keep existing tones of tile, stone, brick, etc. in mind when selecting color schemes. For example, grey stucco may clash with terra cotta roofing. Adjacent homes, next door on each side and the three homes directly across the street, may not have the same color palette. **Painting of any brick, tile or stone is not permitted.** For exterior tile, stone or brick alterations, further architectural review is required. Please submit for Minor improvements in addition to this paint application with the corresponding fee.

| SELECTED COLOR SCHEME NUMBER – OPTION 1 | Scheme # | |
|--|--------------------|--|
| PAINTING OF ANY BRICK, TILE OR STONE IS NOT PERMITTED | | |
| <ul style="list-style-type: none"> ▪ MAIN BODY STUCCO | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ EAVES / FASCIA / GUTTERS - Also includes wood balconies, corbels, barge boards, outlookers and rafter tails (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ DOWNSPOUTS - Match the existing eaves/fascia/gutters or main stucco body. | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ FRONT DOOR & SHUTTERS (Accent color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ STUCCO TRIM – Lintels above and below doors and windows (Light or dark trim color; or main body stucco color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ GARAGE DOOR (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ ALL OTHER DOORS (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ FRONT GARDEN GATES (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ RETURN WALLS ADJACENT TO GARDEN GATES (Main body stucco color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ PROPERTY LINE WALLS – Inside surface of backyard walls only (Main body stucco color) * Note: Exterior and top/cap surfaces are maintained by TMC. | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ PATIO COVERS / TRELLISES (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| <ul style="list-style-type: none"> ▪ OTHER - Please describe: | <i>Paint Color</i> | |
| | <i>Paint #</i> | |

Questions? Please contact Talega's Architectural Coordinator at TALEGA@ciaramail.com
or at the Talega Swim & Athletic Club at (949) 361-8466



EXTERIOR PAINT SUBMITTAL FORM

| | |
|-----------------|----------------------|
| ADDRESS: | NEIGHBORHOOD: |
| OWNER: | DATE: |
| E-MAIL: | PHONE: |

Please select schemes as presented (do not combine multiple colors into a custom scheme). **Each home must utilize (3) colors total.** Keep existing tones of tile, stone, brick, etc. in mind when selecting color schemes. For example, grey stucco may clash with terra cotta roofing. Adjacent homes, next door on each side and the three homes directly across the street, may not have the same color palette. **Painting of any brick, tile or stone is not permitted.** For exterior tile, stone or brick alterations, further architectural review is required. Please submit for Minor improvements in addition to this paint application with the corresponding fee.

| SELECTED COLOR SCHEME NUMBER – OPTION 2 | Scheme # | |
|--|--------------------|--|
| PAINTING OF ANY BRICK, TILE OR STONE IS NOT PERMITTED | | |
| ▪ MAIN BODY STUCCO | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ EAVES / FASCIA / GUTTERS - Also includes wood balconies, corbels, barge boards, outlookers and rafter tails (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ DOWNSPOUTS - Match the existing eaves/fascia/gutters or main stucco body. | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ FRONT DOOR & SHUTTERS (Accent color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ STUCCO TRIM – Lintels above and below doors and windows (Light or dark trim color; or main body stucco color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ GARAGE DOOR (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ ALL OTHER DOORS (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ FRONT GARDEN GATES (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ RETURN WALLS ADJACENT TO GARDEN GATES (Main body stucco color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ PROPERTY LINE WALLS – Inside surface of backyard walls only (Main body stucco color) * Note: Exterior and top/cap surfaces are maintained by TMC. | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ PATIO COVERS / TRELLISES (Light or dark trim color) | <i>Paint Color</i> | |
| | <i>Paint #</i> | |
| ▪ OTHER - Please describe: | <i>Paint Color</i> | |
| | <i>Paint #</i> | |

Questions? Please contact Talega's Architectural Coordinator at TALEGA@ciaramail.com
or at the Talega Swim & Athletic Club at (949) 361-8466



APPLICATION FOR ARCHITECTURAL NOTICE OF COMPLETION

Owner Name: _____ Email: _____

Property Address: _____ Neighborhood: _____

Mobile Phone: _____ Other Phone: _____

☐ **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. Please include all attachments, including photographs of the completed improvements in one email with your address in the subject line.

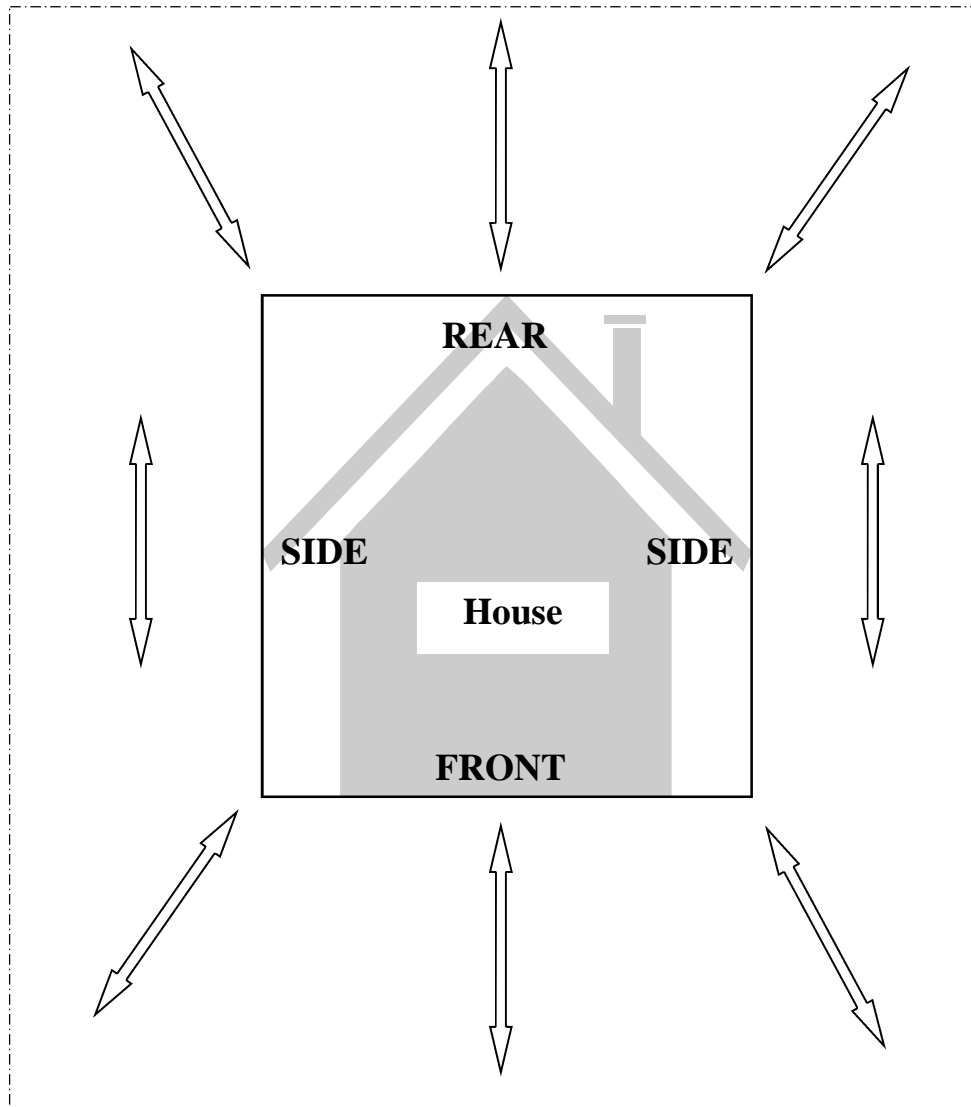
Owner Signature

Date Signed

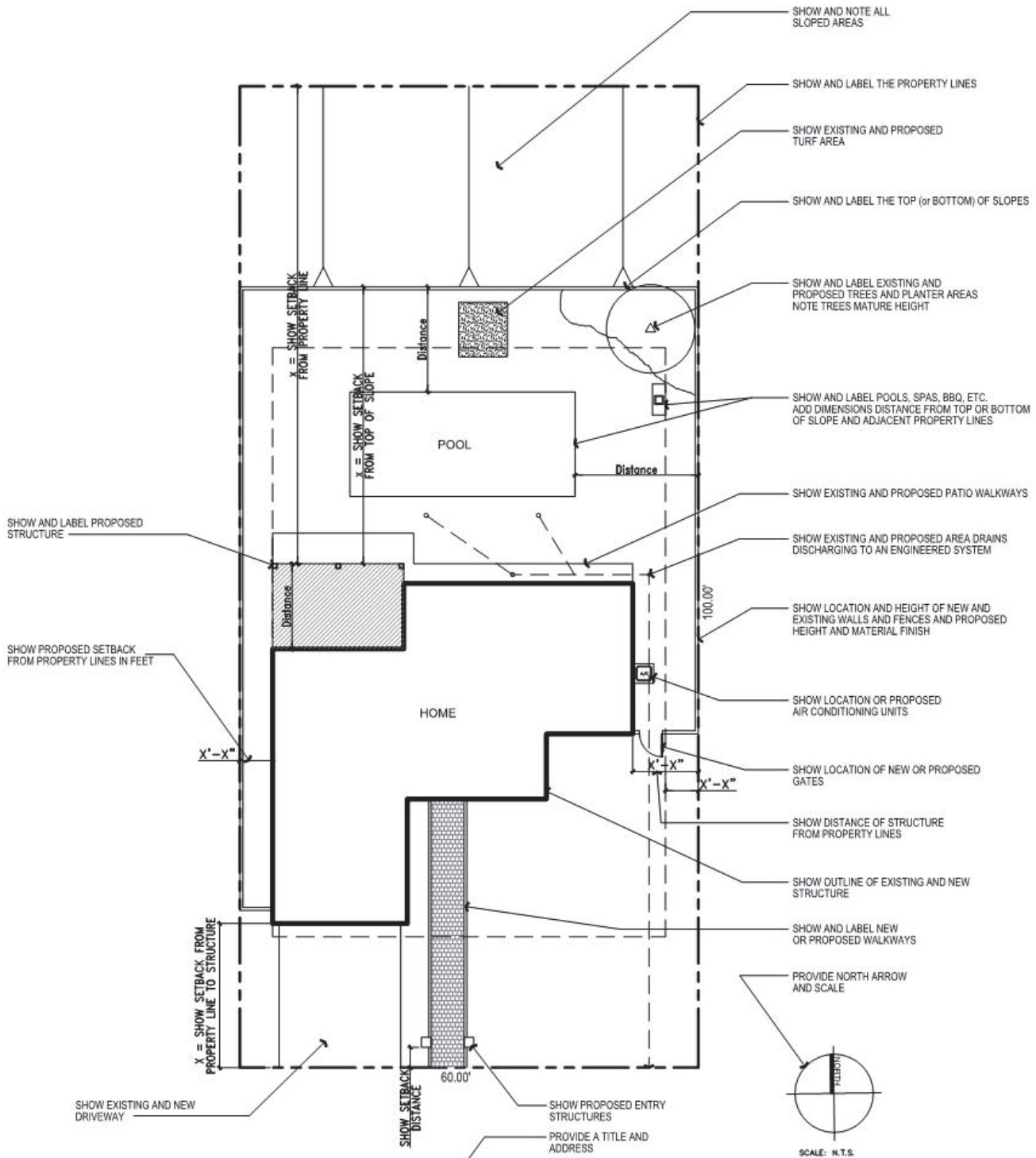
PLEASE NOTE: This form is to be submitted after your project is complete and with color photographs of all completed improvements to TALEGA@ciramail.com.

REQUIRED COLOR PHOTOS OF LOT AND HOUSE

Front and Rear of House
and
Front, Rear, and Side Yards



JOHN Q. PUBLIC RESIDENCE
ABC STREET - IRVINE, CA



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.

| Deadline to Submit Plans (20 days prior to DRC meeting) | Meeting Dates (4th Thursdays except as noted) |
|--|--|
| January 5, 2025 | January 25, 2025 |
| February 7 | February 27 |
| March 7 | March 27 |
| April 4 | April 24 |
| May 2 | May 22 |
| June 6 | June 26 |
| July 4 | July 24 |
| August 8 | August 28 |
| September 5 | September 25 |
| October 3 | October 23 |
| October 31 | November 19 (3 rd Wednesday) |
| November 21 | December 10 (2 nd Wednesday) |
| January 2 2026 | January 22, 2026 |

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.