

Hamilton Field of Marin Association

Application for Design Review

(Four copies required when submitting a completed application)

Name: _____ Date: _____

Address: _____ Subdivision: _____

Phone: (H) _____ W: _____ C: _____

Email: _____

The Application for Design Review is required for ANY modifications to the exterior of your home, including but not limited to house paint color, front yard landscaping, tree removal and replacement, shutter or trim changes, and additions or changes to gates or fencing. Work cannot be started until you have received an approval from your neighborhood's Architectural Committee.

Four **completed** Applications, addendums, and attachments must be submitted at least **60 days prior** to your proposed modification. Please refer to the Covenants, Conditions, and Restrictions (CC&Rs) of the Hamilton Field of Association for complete information. For more information visit the Association's website at www.hamiltonfield.org.

Applications must include the following to be considered complete:

1. Brief description of the proposed modification
2. Plan showing the location of the modification
3. Plans and diagrams showing all dimensions (length, width, height, etc)
4. Detailed sketch or catalog of finished modification
5. Swatches of materials to be used (paint)
6. Color of finish of completed modification
7. Estimated start date: _____ Completion date: _____
8. Proof that all neighbors affected by the proposed change have been notified. For your convenience, have them sign the "Neighbor Acknowledgment."

Once a completed application is submitted, it will be forwarded to your neighborhood's Architectural Committee for review. Submit all of the appropriate addendums with the application.

Check all addendums included (submit four copies of each addendum checked below)

Landscape Addendum Structural Addendum House Paint Color Addendum Tree Modification Addendum

I understand and agree that:

1. All modifications must be made in accordance with the Covenants, Conditions, Restrictions, Bylaws, and Architectural Guidelines of the Association and Neighborhood, as well as applicable building codes (including required permits).
2. No work will be started until approval is received.
3. The Architectural Committee's responsibility is a **design review only** and approval or disapproval shall be based on the considerations set forth in the CC&Rs and Neighborhood guidelines.
4. All approved modifications must be completed within 90 days unless otherwise specified and approved beforehand.
5. Building materials may not be stored on the streets or sidewalks. All rubbish and debris will removed regularly and not allowed to accumulate.

Owners Signatures:

_____ Date: _____

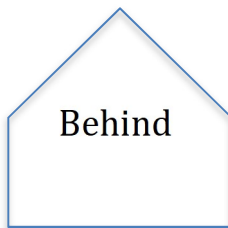
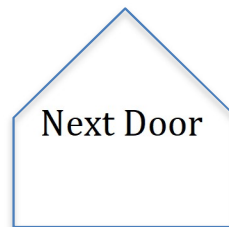
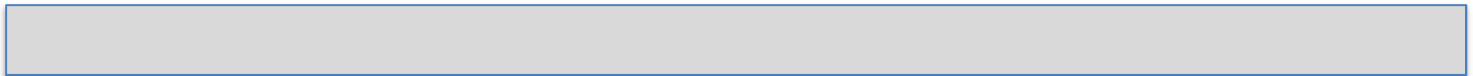
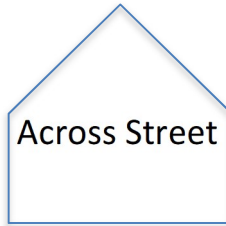
_____ Date: _____

NEIGHBOR ACKNOWLEDGEMENT

By signing below, you are acknowledging that **you have been made aware** that your neighbor is proposing changes to their home exterior. If you disagree with the proposed alterations, you must do so in writing to the Association's property manager (Wakefield-Sharp) within 10 days of the date of your signature below. This will allow time for the Architectural Committee to consider your concerns before approval or disapproval.

Owner (PRINT)	Signature	Phone #	Date

Please have each neighbor initial the home where they live.



Return Form to:
 Wakefield Sharp
 P.O. Box 1173, Novato, CA 94948
 415-382-1100 phone; 415-382-1191 fax
 nichole@wakefieldsharp.com

LANDSCAPING CHANGE ADDENDUM

Any changes to your front yard landscaping must be approved by your neighborhood's volunteer Architectural Committee in accordance with our CC&Rs. The Architectural Committee's purpose is to help maintain the design integrity and consistency of each neighborhood. Please take these factors into consideration when selecting your plants.

To assist the Committee, attach a plan with a detailed description of plants and/or hardscaping changes.

General Description of Landscaping Modification:

(Please attach four copies of your detailed plans)

TREE MODIFICATION ADDENDUM

Trees are a very important element of the architecture of your neighborhood. Existing trees are not to be removed without approval from the Architectural Committee. Trees that are added to either the front or back landscaping must also be approved. If a removed tree will not be replaced, make sure to note the reason. Visible stumps and roots must be removed. Roots that are uplifting sidewalks must be removed and sidewalks repaired.

Check all that are applicable:

- Tree Addition to Existing Landscape (any tree in front or backyard must be approved).

Location: _____

Species: _____

- Tree Removal Reason: _____

- Will the removed tree be replaced? Yes _____ No _____

If no, why not? _____

- Tree Replacement Species: _____