

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 Artificial Turf 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: _____

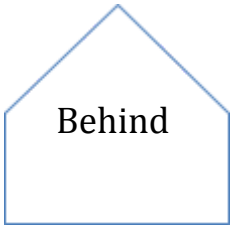
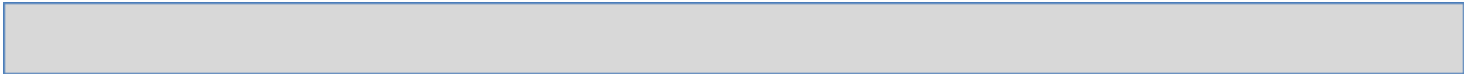
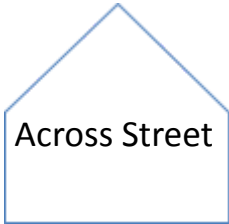
_____ Date: _____

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: _____

**HAMILTON FIELD OF MARIN OWNERS ASSOCIATION
ARTIFICIAL TURF ADDENDUM
GUIDELINES AND MINIMUM REQUIREMENTS
ADOPTED: March 22, 2021**

The Hamilton Field of Marin Owners Association strongly encourages homeowners to use drought tolerant plant materials over use of artificial turf for environmental, cost, and aesthetic reasons. However, California law requires that all HOA's allow the use of artificial turf. All uses and installations are subject to minimum guidelines and requirements.

All artificial turf use in yards visible from the public right of way must have approval before installation. Artificial turf in fenced back yard does not require approval. Requests to install artificial turf shall be reviewed and approved by your neighborhood's Architectural Committee (AC) prior to installation. Owners are not permitted to install artificial turf in front yards without first submitting plans to the Association and obtaining prior approval for the proposed installation.

The Association's approval of artificial turf installation is limited specifically to a review of architectural compatibility and/or aesthetic consistency. The Association has identified certain minimum criteria for evaluation of proposed artificial turf product installations in order to maintain a natural appearance of the artificial turf.

The term "artificial turf" shall apply to any synthetic turf product that is in the form of turf grass.

LOCATION AND DESIGN

1. The installation of artificial turf should be carefully planned and designed as part of a larger landscape modification. It should be used in addition to and not a total replacement of existing landscape.
2. Turf shall be installed so as to leave a breathing space of 18" – 24" around the base of any tree.
3. Drainage must be adequate to prevent standing water and runoff.

MATERIAL REQUIREMENTS

The components of an artificial turf grass system consist of a base layer, the artificial turf, and infill material.

BASE LAYER

The base layer provides a structurally sound foundation for the installation of the artificial turf, and a media for drainage.

1. The artificial turf shall be installed on a layer of properly compacted aggregate in order to facilitate proper drainage.
2. A weed barrier shall be used on top of the base to prevent weed growth.
3. The surface area shall be prepared by qualified/trained personnel.

ARTIFICIAL TURF Guidelines

Artificial turf is a surface of synthetic fibers made to look like natural grass. The look and durability of artificial turf products can vary greatly depending on the materials, components and design of the turf.

1. Artificial turf normally has a pile weight of 77 ounces and should consist of monofilament, polyethylene fibers tufted into a fibrous, porous backing.
2. Grass blades should be of multiple color blends that consist of green hues and brown thatch to give the turf a natural appearance.
3. The primary backing shall be a double-layered polypropylene fabric treated with UV inhibitors.

4. Artificial turf must be 100% permeable.

INFILL MATERIAL REQUIRED

1. Infill materials are added between the artificial grass blades allowing them to stand up, which gives the artificial turf a more natural appearance.

INSTALLATION REQUIREMENTS

All installations shall be accomplished in accordance with manufacturer specifications and in a manner necessary to ensure proper drainage.

1. Seaming glue and seaming fabric for inlaying lines and markings shall be as recommended by the artificial turf manufacturer. Visible seams are not allowed.

MAINTENANCE AND REPAIR REQUIREMENTS

All installations and ongoing maintenance require full compliance with the Association's "MAINTENANCE AND REPAIR RESPONSIBILITIES" as set forth in the Association's Covenants, Conditions and Restrictions (CC&Rs).

1. Regular maintenance typically includes, but is not limited to, replacement of the infill material from time to time, in accordance with Manufacturer specifications, as needed to maintain the attractive and natural appearance of the turf.
2. Homeowners must repair or replace artificial turf when damaged or significantly faded.

APPLICATION REQUIREMENTS

In addition to submitting an Artificial Turf Landscape Design application, all requests for the installation of artificial turf must include the following:

1. A detailed plan detailing installation of artificial turf.
2. Location of adequate drainage.
3. Four samples of the proposed artificial turf (minimum 3 x 3 each) along with the product specifications.
4. Description of infill material
5. Description of the manufacturer's installation procedures.
6. Approximate timeframe that the proposed artificial turf product will maintain its acceptable overall appearance before replacement is needed.

The Architectural Committee reserves the right to request additional information and/or to state additional specifications and/or requirements prior to any approval of artificial turf installation.