

**ALTA NEIGHBORHOOD ASSOCIATION  
DESIGN REVIEW APPLICATION  
(Owner to Complete)**

Please complete this request form and attach one of plans (Category I), or three (3) copies of your proposed improvement plans (Category II) and check in the amount of **\$100.00 made payable to Alta Neighborhood Association if for Category II.** Incomplete applications will not be considered and will be returned. The forty-five (45) day review period does not commence until a complete application has been received by the Design Review Committee. To ensure prompt consideration, review all submittal materials for completeness before sending them to the Design Review Committee.

Mail or deliver the application and one set of plans if Category I or three sets of plans if Category II to:

**Desert Management  
400 S. Farrell Dr. Ste.210  
Palm Springs, CA 92262**

<b>Please Complete the Following:</b>	
<b>Owner:</b>	<b>Date:</b>
<b>Mailing Address:</b>	
<b>Home phone #</b>	<b>Work Phone #</b>
<b>Architect or Contractor: (if applicable)</b>	
<b>Name:</b>	<b>Phone #</b>
<b>Mailing Address:</b>	
<b>Contractor's License #</b>	<b>Insurance Carrier:</b>

Description of improvements desired – give brief description of type and extent of improvement, materials, colors and location of the lot.

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**I UNDERSTAND AND AGREE THAT:**

1. No work shall commence until the written approval of the Design Review Committee has been received unless item is Category I.
2. Building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent City inspection will be the responsibility of the undersigned. Design Review Committee approval is not intended to be, nor shall be considered a substitute for approval by the necessary and appropriate governmental agencies. The Board has been informed the City that the City may not issue building permits for any improvement until the proposed improvement has been approved by the Design Review Committee.
3. The Design Review Committee's approval or disapproval shall be based on the considerations set forth in Article V or the CC&R's, and the Design Review Committee shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of, any plans or design from the standpoint of structural safety, engineering or conformance with building or other codes.
4. I have read this application, the Alta Neighborhood Association CC&R's, and the Design Review Application, and I understand and agree to the terms and conditions of the Design Review Committee's review of my application, plans and specifications as stated therein.

<b>SIGNATURE OF ALL OWNERS:</b>	
<b>OWNER:</b>	<b>DATE:</b>
<b>OWNER:</b>	<b>DATE:</b>

**Alta Neighborhood Association**

**Notice of Completion Form**

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

CATEGORY I IMPROVEMENTS \_\_\_\_\_

CATEGORY II IMPROVEMENTS \_\_\_\_\_

Summary of Proposed Improvements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (check box to indicate they have been enclosed):

- Copies of photographs of all improvements included. Please note that notice of completion form is not complete if photographs of improvements are not enclosed.
- A Category II requires approval prior to starting improvements; along with a \$100.00 review fee check made payable to Alta Neighborhood Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, the homeowner is stating that improvements completed have been completed in accordance to the scope and specification of the approved architectural application and in accordance with the community's architectural guidelines.

Alta Neighborhood Association  
C/o Desert Management  
400 S. Farrell Dr. Ste. B210  
Palm Springs, CA 92262  
760-325-4257 Fax 760-778-6846