

**TYPE OF IMPROVEMENT:**

- |   |  |
|---|--|
| <input type="checkbox"/> SINGLE-FAMILY HOME   | <input type="checkbox"/> TREE REMOVAL/VEGETATION REMOVAL |
| <input type="checkbox"/> ACCESSORY DWELLING UNIT  | <input type="checkbox"/> FENCES/WALLS                    |
| <input type="checkbox"/> GARAGE   | <input type="checkbox"/> CHANGE OF COLOR/SIDING/ROOFING  |
| <input type="checkbox"/> BARN   | <input type="checkbox"/> DRIVEWAY/PARKING                |
| <input type="checkbox"/> EXTERIOR ADDITION OR MODIFICATION  | <input type="checkbox"/> BEAR BOX                        |
| <input type="checkbox"/> SHED/ACCESSORY STRUCTURE   | <input type="checkbox"/> SOLAR EQUIPMENT                 |
| <input type="checkbox"/> LANDSCAPING (Refer to Architectural and Design Standards, C.1.f, page 5) |  |

OTHER \_\_\_\_\_

**SPECIAL REQUESTS:**

- ☐
- VARIANCE
- ☐
- APPEAL
- ☐
- SPECIAL BOD MEETING

**FEES:**

- ☐ NEW STRUCTURE/ADDITION/EXTERIOR MODIFICATION 250 SF OR MORE  
(\$250 non-refundable fee + \$2,500 refundable deposit)
- ☐ NEW STRUCTURE/ADDITION/EXTERIOR MODIFICATION LESS THAN 250 SF AND OTHER TYPES OF IMPROVEMENTS  
(No fee)
- ☐ SPECIAL BOD MEETING TO CONSIDER THE IMPROVEMENT  
(\$200 non-refundable fee. If an application is considered at a regularly scheduled BOD meeting, there is no fee.)

Application Submittal Date \_\_\_\_\_

**Project Address:**

\_\_\_\_\_

Lot Number \_\_\_\_\_ Project Start Date \_\_\_\_\_ Approx. End Date \_\_\_\_\_

**Property Owner:**

\_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Contractor:**

\_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Design Professional:**

\_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## DESCRIPTION OF IMPROVEMENT (attach additional sheets if needed)

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## SUBMITTAL CHECKLIST:

Applicant must fill out the checklist below by placing a check mark or NA (not applicable) in the boxes.

The ACC will let the property owner know via email whether the application is complete or incomplete. If additional information is required to conduct a thorough review of the application, the owner will be given a time frame for submitting the requested information and will be notified that the application is considered incomplete until the additional information is submitted. The time limits presented in Section 5.07 of the CC&Rs are tolling (i.e., stopped) when an application is incomplete.

- ☐ One electronic version and one paper version of the plans shall be submitted. The scale of the plans shall be consistent with the requirements of the Town of Truckee Building Department for all Improvements requiring a building permit.
- ☐ Staking- The property corners and the footprint of the Improvements shall be staked, unless staking the property is clearly unnecessary and the ACC waives the requirement. If the property corner/boundary markers are not apparent, it shall be the property owner's responsibility to accurately survey the area to be improved.
- ☐ Story Poles – For new structures and additions of 250 square feet or more, story poles shall be installed around the footprint of the structure, unless story poles are clearly unnecessary, and the ACC waives the requirement.
- ☐ Driveways – All driveways connecting to the Association roads shall be shown, including drainage improvements (e.g., culverts) related thereto.
- ☐ Plot Plan – Plot plan shall show north arrow, easements, property lines, building setbacks, existing roads adjacent to the parcel, extent of grading, project benchmark, survey boundary markers, building pad, parking areas, placement of all structures, fencing, screens, driveways, walkways, utility locations, individual sewage disposal systems (i.e., septic tank, leach field, repair area), all existing trees 15 feet or more in height or having a trunk 6 inches or more in diameter, as measured 4 feet above natural ground level, with species, creeks, rock outcroppings, and other natural features. To determine the diameter of a tree, measure the circumference of the tree at 4 feet and divide by 3.14 (pi).
- ☐ Grading Plan – Grading plans shall include existing and proposed contours at 2-foot intervals, slopes and direction of drainage, utility trench locations, individual sewage disposal systems (i.e., septic tank, leach field, repair area), and trees to be removed. This information can be shown on the plot plan, if convenient.

- ☐ Roof Plan – Roof plans shall show all roof pitches, ridges, eaves, valleys, hips, materials, colors, etc.
- ☐ Floor Plan – Floor plans shall include balconies, decks, patios, solariums, atriums, carports, garages, storage buildings, and the square footage of each floor and the total square footage of each structure.
- ☐ Exterior Elevations – Exterior elevations shall show exterior walls, siding materials, trim, window opening action and divides, etc. with allowable and proposed building heights clearly indicated. The exterior elevations shall also show the finished floor elevation(s) relative to project benchmark.
- ☐ Exterior Colors and Finishes - Indicate color on each elevation sheet and a clear indication as to which surface the color relates.
- ☐ Exterior Specifications - Specifications for all exterior finishes shall be submitted. Lighting cut sheets for all exterior lights. Lighting cut sheets shall be provided for all exterior lights. Exterior lighting shall be compatible with the requirements of the Town of Truckee Development Code.
- ☐ Exterior Improvements, Additions, Modifications, and Refinishing – Working drawings are submitted for Improvements not requiring a building permit. Working drawings shall be to scale.

Applications shall be submitted to:

CAMCO  
 Attention: Cassidy Wicks, Property Manager  
 40165 Truckee Airport Road, Suite 304,  
 Truckee, CA 96161  
 Office: 530-587-3355  
[cassidy@camcotruckee.com](mailto:cassidy@camcotruckee.com)

A copy of the Architectural and Design Guidelines is available from CAMCO either by contacting CAMCO directly or going to the website ([www.themeadowsassoc.com](http://www.themeadowsassoc.com)). The Applicant is responsible for adherence to all the provisions contained in this document, whether or not a particular issue was brought to the Applicant's attention.