

C.C.H.O.A.
505 Grand Caribe Cswy.
Coronado, CA 92118



Office 619.423.4353
Fax 619.424.3923
www.cchoa.org

Homeowners Association

REQUEST FOR ADMINISTRATIVE ARCHITECTURAL APPROVAL
INCONSEQUENTIAL CHANGE

I would like to request an administrative architectural approval as provided under Section 9.0 of the Coronado Cays Homeowners Association Member Handbook. The property address of the work I have planned is located at: _____

The work consists of: _____

(You may attach a drawing in lieu of a written description).

This is a complete description of the work. I understand that if I have misled the staff in regards to the scope of this work or if I have omitted any significant part of the work in the above description, I could be subject to a fine, legal liability and/or the removal of the planned work after it has be completed.

The work described above will not have a material impact on the external appearance of the residence and will not impact any neighboring property in any way. It is estimated the work will begin on _____ and be completed on _____. I will notify the CCHOA when the work is completed.

Print Homeowner's Name / Date

Phone Number

Homeowner's Signature

Email Address

City of Coronado – Building Department

The above project requires a permit _____ Permit Number _____ Date _____

The above project requires no permit _____

A COPY OF THE PERMIT MUST BE GIVEN TO CCHOA, OR CONSTRUCTION WILL BE DELAYED.

APPROVAL IS VOID WITHOUT A PERMIT. Homeowner Initial

Date _____
DIRECTOR'S INITIALS

General Manager

Date

REQUIRES INDEMNITY AGREEMENT (Fee: \$500)

Code Enforcement / Date

The following improvements may be eligible for administrative approval under section 9.14. Proposed improvements that do not meet the requirements of 9.14 must be submitted to the A.E.C.C. for approval. There are no review fees for Administrative Approvals.

- Air Conditioning (No window mounted unit permitted) *, **, ***, ****
- Anti-Fouling Tubs *
- Antigua Storage Boxes
- Awnings, Umbrellas, Sunscreens *
- Dinghy Docks *, ****
- Door Replacement, Exterior (Including French & Sliding Glass) *, ****
- Driveway Material Alterations or Replacement **
- Exterior Paint *
- Fire Pits or Barbeque (Built-ins) *
- Flooring/Hard Surface Flooring (Waterfront Villas, Upper units only) *, ****
- Gangway Replacement (Like for like, no change in location)
- Garage Door Replacements *
- Gas Line Installation (Hot water heater, dryer, stove and fireplace) **
- Gate Replacements *
- Hydro Hoist (\$2,000 deposit required for Association-maintained dock) *
- Landscape Additions or Alterations ***
- Paver and Concrete Work **
- Roof Replacements *
- Satellite Dish Installations *
- Security Camera Installations (Waterfront Villas only) *
- Skylight Installations (Condo Villages only) *, **
- Solar Panels (AECC approval required for Condos)
- Solar Tube Installations (Condo Villages only) *, **
- Spas and Hot Tubs (Above ground only) *
- Storage Racks for Small Watercraft (Kayaks & Paddle Boards) *
- Emergency Ladders (Antigua & Kingston only) *
- Tile Addition to Patios or Walkways **
- Tile Addition to Patio Decks or Entry Landings (Upper condos only) **
- Tree Removal (Association-maintained areas)
- Vents (Dryer, Kitchen Exhaust, etc.) **
- Window Replacements (Condo Villages Only) *, ****
- Windbreak Panels (Plexiglass or Glass) **, ***

* Brochure, Cut Sheet, or Product Specification Sheet Required

** Plan with Measurements & Material Samples Requested, Revocable Indemnity Agreement Required for Condominium Villages

*** Scale Drawings to be Submitted Showing Details

**** Per Member Handbook Guidelines Only

Comments: _____

