Appendix G: The Highlands at Rancho Grande
Design Manual, Phases 1-5
THE HIGHLANDS
AT RANCHO GRANDE

DESIGN MANUAL
PHASES 1-5
(SUPERCEDES ALL PREVIOUS EDITIONS)
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1-INTRODUCTION

Welcome to The Highlands at Rancho Grande Planned Development; and congratulations on your decision to purchase a new homesite in this spectacular subdivision!

1.1 MISSION STATEMENT

The Conditions of Approval for the Highlands sets forth the requirement for the Developer (Declarant) to prepare "a design manual that establishes site design, architectural and landscaping guidelines (including use of drought resistant native California plants) to guide future development."

The intent of this Design Manual is to satisfy that requirement by encouraging planned improvements which are visually compatible with the oak woodland, savanna and hillside context of the development. Additionally, the Manual shall provide site, landscape and architecture guideline standards for new construction and revisions to existing homes. For your convenience, the Design Manual is organized into the following sections:

- SECTION 1 - INTRODUCTION
- SECTION 2 - SITE DESIGN & LANDSCAPE GUIDELINES
- SECTION 3 - ARCHITECTURAL GUIDELINES
- SECTION 4 - APPROVAL PROCESS
- APPENDIX

Appendix G of this Manual presents the Declarant's pre-approved house plans for development within The Highlands. Sections 2 thru 4 describe the process and requirements for revisions to the Declarant's pre-approved plans; the Declarant's introduction of new plans; and additions or modifications submitted by individual Property Owners of The Highlands. The Appendix contains the Declarant's pre-approved landscape plans, plus diagrams and schedules in support of various issues in the Manual.
1.2 DEFINITIONS

1.21 CITY OF ARROYO GRANDE (City)

The City of Arroyo Grande has approved this Design Manual along with the house plans found in Appendix G as a tool for implementing certain conditions of approval for The Highlands as well as various mitigation measures. Other provisions have been added by the Declarant to enhance the long-term quality of the development. In addition to any approval process required by the HOA, the Community Development Director (formally known as the Planning Director), must find that each proposed improvement is in substantial compliance with this Design Manual. (The pre-approved house plans in Appendix G have already been found to be in compliance).

Provisions have been made to allow realization of the requirements contained in this Design Manual under special circumstances in order to provide needed flexibility in dealing with unusual site conditions. In consideration of whether a project substantially complies with this Manual, the Community Development Director has considerable discretion and can take into account special circumstances which may make the strict application of these provisions impractical and/or circumstances under which the intent of the Manual may be achieved through alternative methods. Even where deviations to particular requirements, exceptions to particular standards, or relaxation of particular guidelines are allowed during the design process, the Community Development Director must still determine that the plans substantially conform as a whole to the concepts and intent of this Design Manual.

The Community Development Director shall have authority to grant deviations to requirements if doing so is necessary to ensure reasonable use of the property or if such deviations would reduce tree loss or grading on the property. Deviations from the building height limit shall require the Community Development Director's specific findings that such a deviation will: 1) not significantly block views, cause problems with privacy or overlook onto adjacent properties, or 2) will result in better tree protection and/or less grading on the site. The Design Committee must initially approve and recommend any such deviation being sent to the Community Development Director, except for deviations submitted by the Declarant, who does not need Design Committee approval.

Requests for deviations in order to insure guaranteed minimum building size will be reviewed by the Design Committee (for other than Declarant), the city's Architectural Review Committee and be considered for approval by the Community Development Director. Deviations for fire sprinkler requirements will also be subject to the recommendations of the City Fire Chief.

1.22 DECLARANT

Shall mean and refer to CASTLEROCK DEVELOPMENT, a California Corporation, and its successor and assigns if any successor or assigns should acquire more than one (1) undeveloped Lot from the Declarant for the purposes of development.
1.23 DECLARATION

Shall mean and refer to "The Highlands at Rancho Grande Declaration of Restrictive Covenants", as amended or supplemented from time to time. The Declaration, sometimes referred to as "CC&R's", establishes and imposes mutually beneficial restrictions under a general plan of improvement for the benefit of all Property Owners of residential lots within The Highlands.

1.24 DESIGN COMMITTEE (Committee)

The Design Committee was created pursuant to The Highlands Declaration of Restrictive Covenants, herein referred to as the Declaration and is charged with reviewing all plans and/or specification for the development and/or improvement of individual lots within The Highlands. Its responsibility is to ensure architectural compliance with all protective restrictions contained in the adopted conditions of approval and mitigation measures for the Development, those contained in the Declaration, and the goals for The Highlands as set forth in this Design Manual.

Please refer to the Declaration for specific information on the Design Committee.

1.25 DESIGN MANUAL (Manual)

This manual, "The Highlands at Rancho Grande Design Manual," is a manual of design directives and approval procedures for use with respect to The Highlands. The Manual has been adopted by the Declaration, amended from time to time by the Association, and has been approved by the City. The Manual is to be used in conjunction with the Declaration and in case of conflict, the Manual (per Declaration, Article XI, Section 5-A) shall prevail between the two documents.

Compliance with the requirements of this Design Manual is the responsibility of each Property Owner as well as the responsibility of each design and construction professional hired to provide services within The Highlands development. The Property Owner must also comply with all applicable planning and building regulations of the City of Arroyo Grande, The County of San Luis Obispo, and the State of California governing improvements made in The Highlands. The Property Owner and its engineering or design consultants, are responsible for a complete review of the City's zoning laws, the conditions of development for The Highlands, as well as the requirements of this Design Manual. For information on City, County and State regulations, contact the City of Arroyo Grande's Community Development Department at 805-473-5420 or Building Department at 805-473-5450.

1.26 HOMEOWNERS ASSOCIATION (HOA)

The Highlands Homeowner's Association, also known as "The HOA", is created by the Declaration and is composed of
all Property Owners of residential lots in the development. It is a self-governing entity of The Highlands and is responsible for enforcing the Declaration. The HOA acts directly through the Design Committee in matters relating to the design and construction of homes within the development.

1.27 THE HIGHLANDS AT RANCHO GRANDE (The Highlands)
Shall mean Tract 1834, Lots 1 through 224, inclusive, of The Highlands in the City of Arroyo Grande. It is also known as Tract 1834, being a subdivision of Parcel 6 and a portion of Parcel 9 of PM 77-103, as recorded in Book 28 at page 85, in the City of Arroyo Grande, County of San Luis Obispo, State of California.

1.3 PRE-APPROVED HOUSE PLANS
The plans in Appendix G have been reviewed and approved by the City of Arroyo Grande Architectural Advisory Committee and the Community Development Director. The plans comply with all applicable mitigation measures and conditions of approval for The Highlands, as well as this Design Manual. Additional plans may be added, from time to time, as addenda to this Manual. These plans are intended for use by the Declarant.

1.4 PRE-APPROVED LANDSCAPE PLANS
The Landscape plans shown in Appendix E have also been reviewed and approved by the City of Arroyo Grande Architectural Advisory Committee and the Community Development Director. The Landscape plans comply with all applicable mitigation measures and conditions of approval for The Highlands, as well as this Design Manual. These plans are intended for use by the Declarant.
SECTION 2-SITE & LANDSCAPE DESIGN

2.1 GUIDELINES & REQUIREMENTS

Although no one particular design theme or style is required, site and landscape designs are to demonstrate a sensitivity to the oak woodlands and surrounding hillsides. Proposed improvements should be designed to enhance the rural setting of The Highlands.

The following topics, which include guideline recommendations and development requirements are presented in the following checklist format for the reader's convenience. Development requirements are preceded by an "R" and guideline recommendations are preceded by a "G".

2.11 BOUNDARY GUIDANCE MARKERS. When used, define property lines and are generally located at property corners. Boundary guidance markers are not to be altered and moved without written permission of the Design Committee. Property Owners will be responsible for repairing or replacing Guidance Markers that are altered or damaged.

2.12 DRIVEWAYS AND GARAGES

R driveways are to be placed in accordance with City Standard 101AG, and designed to protect existing live oaks
R in cases where driveways must exceed 15% slope, the house shall be installed with fire sprinklers as approved by the Fire Chief
R large expanses of paving are to be avoided; Property Owners are encouraged to consider dual use of paved areas, (e.g. backup areas, guest parking, etc.)
G Property Owners are encouraged to use paving bands, paving tiles, etc., in parking areas adjacent to main driveways
G on lots with an average slope of 12% or greater or in cases where in the judgement of the Community Development Director cutting, filling or tree loss can be reduced, the front yard setback for a garage may be reduced to five (5) feet; the usual setback, however, shall apply to the main structure; in cases where the front yard setback is reduced, the garage floor area shall not exceed 500 square feet

2.13 EROSION CONTROL

R new banks or slopes are to be covered with hydoseeding, straw punch or ground cover; irrigation shall be provided for such planted areas at least until the planting is established
R all slope planting not achieving 75% coverage within the first year of planting and 100% within 18 months must be renewed annually
2.14 FENCING: To preserve the rural character and open views to the oak woodlands in The Highlands area, view obstruction by fencing is to be minimized except for privacy screening, safety and pet enclosures. "Privacy fencing" refers to any vertical structure made of wood, masonry, stone, metal, etc., used to enclose an outdoor space or screen an area of view.

R *Plant palettes* for slope stabilization must provide for both short and long term slope stability
G see Appendix C for a list of recommended plants for erosion control

R use of privacy fencing at the boundary of each site is to be minimized
R privacy fencing may not enclose more than 20% of the total lot area, nor exceed 30% of the lot perimeter
R privacy fencing is to be provided with 3 foot offsets every 30 lineal feet (65 lineal feet on interior sideyards where houses are directly adjacent to one another) before continuing in the same direction
R privacy fencing is not permitted in the front yard setback
R privacy fencing is not to exceed six (6) feet in height
R all designs and materials of fencing and walls must be compatible with the architectural style and materials of the home, neighboring lots and character of the surrounding improvements
R chain link or wire mesh fencing is prohibited, except as allowed below
G gates on privacy fences are to blend in with adjacent fence construction and/or be hidden from view
G the further privacy fencing is from the house then the less it shall be allowed to be "visually" massive or opaque
G boundary fencing at the discretion of the Design Committee, can be replaced by privacy fencing
G where possible, side yard fences should be a minimum of 6 feet from the house or the distance of the sideyard setback, whichever is smaller; also, an 18" setback from the front of the garage is preferred
G privacy fencing is to be minimized so that street views to open spaces are maintained
G alternatives to fencing, such as landscape design may be used where possible to minimize the need for fencing
G examples of outdoor spaces that may require privacy fencing include spas, utility areas, swimming pools, narrow side yards, and rear yard activity areas
G wire mesh security screening is permitted on boundary fencing
G wire mesh security screening is to be in a standard galvanized finish, no colors permitted (see Appendix F)
G the layout of privacy fenced areas should be part of an overall design scheme or concept

2.15 FUEL MODIFICATION
R all landscape plans are to conform to the Fuel Modification Plan (refer to Declaration for the "Fuel Modification Program"; also see Appendix B for diagrams); Note: Fuel Modification Plan is not applicable to Phase 4
2.16 GRADING, DRAINAGE AND SOILS
R the use of retaining walls is restricted to a coherent site design scheme (block walls must be split-face or stucco covered)
R each lot is to be certified by a qualified soils engineer prior to the commencement of any foundation work
R surface drainage shall not be indiscriminately discharged or discharged in a manner to create landslides and/or gullying
R surface drainage runoff shall be controlled and directed to existing drainage facilities
R drainage should not be allowed to pond within an oak tree’s drip line
R each lot is to be certified by a qualified soils engineer prior to the commencement of any foundation work
R surface drainage shall not be indiscriminately discharged or discharged in a manner to create landslides and/or gullying
R surface drainage runoff shall be controlled and directed to existing drainage facilities
R drainage should not be allowed to pond within an oak tree’s drip line
R each Property Owner is responsible for preventing undue concentration or velocity of waters discharged onto neighboring properties; the Design Committee and the Public Works Director of the City of Arroyo Grande will have jurisdiction and final authority over all matters involving natural courses of drainage
R filling is discouraged; fill pads greater than two (2) feet above natural grade is prohibited (see definition)
R except strictly within the building footprint, cutting deeper than three (3) feet in depth into natural grade (see definition) is prohibited; exceptions may be granted for driveways if there is no practical alternative
R all top soil shall be saved and stored on site in a manner which controls dust and other erosion; after grading is complete, top soil is to be redistributed over all scarred areas and replanted
R if grading, filling, trenching, paving or construction within a drip line is unavoidable, mitigations recommended by a qualified arborist shall be implemented to ensure long-term viability of the tree
G grading is to be blended into natural terrain
G individual Property Owners are encouraged to collect and reuse rainwater for landscape irrigation

2.17 HARDSCAPE
R no street sidewalks are to be added that were not originally installed in the tract improvements
R no paving or hardscape is permitted within the dripline of a tree without the permission of the Design Committee and the City
G paving materials should reinforce the architectural character of the house
G earth-tone colors are preferred
G Property Owners are encouraged to use landscaping to soften hard edges of flatwork

2.18 HOA, FENCING-Any extension, movement or replacement of Homeowners Association fencing is permitted only at the approval and discretion of the Design Committee.

Cut and Fill Example

The Highlands at Rancho • Phases 1-5 • Arroyo Grande, CA
Section 2 - Site Design & Landscape Guidelines

**SAMPLE PLANT LEGEND**

**TREES**
- Liquidambar Styraciflua
- Pistacia Chinensis
- Quercus Agrifolia
- Tristania Conferta

**SHRUBS**
- Acacia Redolens
- Anisodon Tea x Hypomandarum
- Arctostaphylos Densiflora "Howard Momin"
- Artemisia Schiditana "Silver Mound"
- Baccharis Pillarlis "Pigeon Point"
- Ceanothus "Concha"
- Ceanothus Griseus "Horizonalism"
- Correa Pulchella

**2.19 LANDSCAPE AND IRRIGATION**

- Individual front yards must be landscaped within six (6) months of occupancy with approved planting and/or hardscape per requirements of this Design Manual; side and rear yards must have newly installed, or an established landscape, per the slope or erosion planting requirements as established in this section of the Design Manual.
- Plant materials should be arranged in diverse, non-uniform groups.
- Landscape plans are to indicate the anticipated size and type of each landscape element.
- Formal planting designs are restricted to courtyards and planting areas very close to the building; they shall not be used away from the building or the perimeter of the lot.
- Selection and placement of trees should respect long range views of the surrounding neighbors; the City-approved "Street Tree/Landscape Plan takes precedence.
- At least 75% of plant material must be drought tolerant.
- All non-irrigated hydroseeding shall be applied during or just prior to the rainy season (October-March).
- Planting areas (except slopes) must be covered with shredded mulch (approximately 2"-3" thick).
- A maximum of 400 square feet of turf is allowed in the front yard setback; and a maximum of 1200 square feet per lot.
- All irrigation schedules are to be adjusted quarterly; irrigation clocks are to be programmed to operate during low-water demand periods.
- Turf shall not be planted within the dripline of any existing oak trees.
- No turf areas are to be used on slopes greater than 3:1 or 33%.
- All domestic or non-native planting areas shall include permanent, automatic irrigation to ensure proper plant health.
- All irrigation systems shall separate turf areas from shrub and ground cover areas as well as separate all planting according to orientation, exposure and slope.
- All irrigation shall include back flow prevention per local ordinances.
- All spray head systems shall be designed to have head to head coverage.
- All irrigation systems are to be routinely adjusted to minimize runoff.
- All irrigation systems shall include rain sensors and/or soil moisture sensors to regulate operation.
- All irrigation systems around oak trees are to be adjusted to reduce any over spray and/or over watering.
- All landscaping in open space setback areas shall be limited to native species.
- All Property Owners shall use drip or other efficient irrigation to conserve water to the maximum extent feasible.
- Property Owners are encouraged to consider water conservation systems such as the collection and redistribution of runoff or rainwater.
2.20 LANDSCAPE LIGHTING - Exterior lighting is to provide night security and enhance desirable site design elements.
- Colored lighting is prohibited
- A lighting plan is to be submitted for review by the Design Committee & the City Community Development Director
- Glare from lighting, garish light fixtures and/or excessive lighting of outdoor spaces is not allowed
- Mounting lighting on top of structures generally will not be permitted
- Lighting is to be controlled as to not illuminate large areas or to project horizontally
- The use of low voltage landscape lighting is encouraged in planting areas
- Property Owners are encouraged to install all electrical work per PG&E's Energy Conservation Standards if available
- Light fixtures are to be compatible with the architectural character of the development
- Illumination on items such as landscaping, figurines, home or business identification letters or numbers are discouraged
- Decorative lighting should be concealed where possible

2.21 LANDSCAPE STRUCTURES - Landscape structures include storage or tool sheds, decks, trellises, arbors, gazebos, children's swings, slides, gymnastic apparatus, etc. (see Appendix F for additional information).
- Metal and plastics are prohibited as primary materials for landscape structures (except for children's play apparatus provided they are not highly reflective or brightly colored) unless they are not visible from the street.
- No covered or enclosed structure shall be allowed within the setbacks of open space areas
- Benches, observation decks and spas may be permitted in the setbacks at the discretion of the Design Committee
- Landscape structures are not permitted in front yard setbacks
- Landscape structures should either be stained naturally or in earth-tone colors
- View and privacy issues of neighboring lots may be taken into account as part of the approval process

2.22 CHILDREN'S PLAY EQUIPMENT (See "Landscape Structures" above)

2.23 MAINTENANCE
- Landscape areas are to be properly maintained
- All areas of the site are to be kept clear of debris, trash and noxious weeds
Avoid:
- Storing Vehicles, Supplies, etc. under tree dripline.
- Excessive foot traffic.
- Chemicals.

Do not allow equipment, vehicles or materials to be stored under the tree.

R Property Owners are not to disturb oak woodland unless work is approved by the Design Committee and the City
G Property Owners are encouraged to establish a yearly schedule for painting and water sealing exposed wood
G Property Owners are encouraged to promptly repair or replace broken landscape structures

2.24 Miscellaneous Guidelines/Requirements
G Site designs are encouraged to take advantage of passive solar gain and/or natural ventilation
G Property Owners are encouraged to respect the privacy of neighboring properties when locating structures and/or equipment that might cause potential conflict including, but not limited to decks, spa equipment, children’s play equipment, etc.
G Property Owners are encouraged to take advantage of existing oak trees for privacy, shade, wind protection, focal point for patios or decks, etc.
G Property Owners are encouraged to include crime prevention and security measures

2.25 Natural Grade: In the context of these guidelines, means the surface of the ground after subdivision improvements and tract grading is complete, but prior to any other grading or construction for a house, private driveway or accessory buildings.

2.26 Oak Tree Protection: The Community Development Director shall review the application for issuance of a permit to allow removing or pruning of any oak tree. Applications for tree removal or pruning must also be approved by the Design Committee, which shall make its recommendation to the Community Development Director. The Declarant shall retain a qualified nursery or arborist to plant, grow and make available for at least five years, oak trees from onsite acorns which can be used as replacements by lot owners for trees that must be removed. The developer may growth replacement trees onsite, in a location and manner recommended by a certified arborist. Please note that individual Property Owners may be subject to a penalty of up to $5,000 for the unauthorized removal or destruction of any oak tree with a trunk greater than 2” in diameter at ground level. Property Owners are responsible for coordinating with City staff for inspections in regard to oak tree protection measures prior to grading or construction. No separate permit for oak tree removal is required if the proposed removal is shown on house plans which have been approved by the Design Committee and the Community Development Director. After a certificate of occupancy has been issued for the Property Owner’s lot, Property Owner must comply with Ordinance No.431 or any successor ordinance for tree protection requirements.
R No oak tree is to be pruned or altered in any way without the written permission of the Community Development Director and the Design Committee
R If it is impractical to retain any tree with a trunk diameter greater than two inches, but less than six inches, the tree shall be dug carefully and boxed by an experienced company or individual approved by the Community Development Director,
set aside and replanted in the same general area when filling or grading is complete, if deemed feasible by a certified arborist

- if grading, filling, trenching, paving or construction within a dripline is unavoidable, mitigations recommended by a qualified arborist shall be implemented to ensure the long term viability of the tree
- no machine trenching shall be allowed within a tree's drip line, except under the supervision of a qualified arborist.
- no parking of vehicles or equipment or storage of materials shall be permitted within five (5) feet of the drip line of trees designated to remain
- a deviation for the removal of a live oak tree will be granted, if in the opinion of the Design Committee and the Community Development Director that the removal of the tree is unavoidable; any tree(s) lost with a trunk greater than 2" in diameter at ground level is/are to be replaced with three (3) replacement trees: one 15 gallon quercos agrifolia (coastal live oak), or quercos cocinea (scarlet oak), or quercos ilex (holly oak) tree, and two seedlings from the above list (preferably from the tract to maintain genetic similarity).
- each tree or group of trees designed to remain shall be protected by fencing prior to the beginning of construction; the location of the fence shall be five (5) feet beyond the drip line of the tree, to the extent possible
- landscaping that requires permanent or ongoing irrigation shall be prohibited within the drip lines of oak trees

**2.27 RETAINING AND FOUNDATION WALLS**

- retaining walls are not to exceed 4 feet in height for exposed areas
- the use of tall, slender posts or columns, with or without cross bracing is prohibited
- separation of parallel retaining walls is to provide for a minimum two (2) foot landscaping strip between walls
- retaining walls within the building footprint may exceed four (4) feet if the exterior exposure is not greater than four (4) feet

**2.28 SETBACKS (see Appendix A for complete Setback Diagrams)**

- In general sideyard setbacks shall be 10 percent of the width of the lot, but in no case shall they be required to exceed 10 feet; rear yard set backs shall be 20% of the depth, but not more than 25 feet shall be required; front yard setbacks shall be 20 feet for all lots except 1-17, 36-61, 102-107, and 141-142, whose front setbacks shall vary from 15 to 25 feet.
- a 20 foot setback is required from the boundary of all open space easements; landscaping in this setback shall be limited to native species; this setback shall not apply to side yards of lots along narrow extensions of the easements which extend between lots and are intended for drainage and/or access (this setback shall not apply to lots in The Highlands which abut Lots 10 and 11 of Parcel Map PM 77-103)
- no covered or enclosed structures are permitted in setbacks except minor improvements such as benches, observation decks or spas; no such permitted structure shall extend above any oak canopy nor shall it extend closer than 10 feet to
Preferred: Everyone can enjoy the view

The Highlands at Ranc

G Property Owners are encouraged to vary the distance from the front property line to front elevations on lots in which custom homes are planned.

G Property Owners may apply for a deviation to their setbacks upon approval by the Design Committee and review by the City's Architectural Review Committee.

2.29 SCREENING

R use of solar equipment is encouraged, however piping and equipment is to be screened.

R Property Owners are required to respect all setbacks when using screening methods.

2.30 SITE ART AND SCULPTURE

R the use of large, bold or highly visible art is prohibited.

R art and sculpture which is subtle in nature may be permitted subject to approval by the Design Committee.

R plastic or plaster facsimiles of human, animal or plant figures are discouraged and if used must be confined to the rear yards and screened from view to adjacent properties and the street.

2.31 SOILS TEST-Property Owners are encouraged to secure the services of a qualified soils engineer for site improvements such as retaining walls or structural additions to the primary residence including if applicable foundation bearing values, location of water table, at-rest pressure and any other soils related information pertinent to the supplemental development of the site.

2.32 VIEW CORRIDORS

R impacts to neighboring view corridors should be considered in siting structures or landscape elements (see example to the left).

2.33 WATER EFFICIENCY

R pressure reducing valves shall be used to maintain an overall pressure of 50 psi or less.

R low flow fixtures with 2.5 g.p.m for faucets and 1.5 g.p.m (1.6 g.p.m) for toilets are required.

G schemes for using gray water are encouraged; check with the County Health Department.

G building designs should maximize water efficiency (e.g. short distances from water heaters to water outlets).
SECTION 3-ARCHITECTURAL GUIDELINES

3.1 GUIDELINES AND REQUIREMENTS

The intent of the manual is to encourage buildings which are visually compatible with the oak woodland, savanna and hillside context of the tract. Houses should not over power or dominate their sites. In general, houses should not extend over or above oak tree canopies on their sites or nearby. The size, orientation, materials, colors and design of houses should strive to blend or harmonize with the setting.

Other guiding principals should be site and building design which contributes toward a rural ambience or character and which affords privacy and separation among the homes.

To the greatest extent practical, grading should be minimized and oak trees, native shrubs and special status plant species shall be protected.

Improvements and/or modifications to existing lots and/or homes must be approved by the Design Committee and conform to the guidelines of this Design Manual. In general, each Property Owner is required to complete the following steps in securing a building permit for major/minor development to its property (plans submitted by the Declarant are exempt from the requirements of Items 1 & 3 below):

1) approval by the Design Committee of the submittal in regard to the proposed improvement,
2) a written finding from the Community Development Director that the Property Owner’s design is in substantial conformance with the Design Manual and tract conditions and mitigations,
3) approval by the Design Committee of the Property Owner’s Construction Document Submittal and,
4) a building permit issued by the City of Arroyo Grande’s Building Department (if the scope of the improvement requires a building permit).

Architects, engineers and design professionals are strongly encouraged to develop site and building improvements that preserve the natural amenities offered by The Highlands Development. Each Property Owner and its engineering or design consultants are responsible for a complete review and understanding of the City of Arroyo Grande’s zoning laws.
The Highlands Design Owners understand the building process. Each Property Owner should consult with their architect in proposing improvements that satisfy the development requirements as well as providing a style of architecture that is best suited to the specific demands of the proposed site. Property Owners are encouraged to maintain simple, clean designs where possible, suggesting an easy, informal architectural style. The overall form and mass of the house design are to demonstrate a sensitivity to the oak woodlands, natural settings and adjacent improvements. Designers are encouraged to incorporate one or more of the following building design elements:

- projections, terracing, recesses and roof overhangs
- vertical and horizontal articulation
- concealment of tall, slender posts or columns
- recessed or pronounced entrances
- 24"-30" minimum overhangs at the eaves and 12"-18" at the rake edges
- form and color uniformity in roofing material
- porches
- use of garden walls, balconies, arbors, and trellis structures as part of overall landscape design

Property Owners and/or their agents are strongly encouraged to attend one or more informal meetings with the Design Committee in order to discuss design concepts and clarify requirements. It's important to have clear communication between the Property Owner and the Committee before the Property Owner invests in architectural, engineering and landscape plans or studies. Informal conferences are generally held just prior to the regular meetings of the Committee. No formal submittal is required and no particular format for plans need be used, except that a copy of the Topographical Map of the lot must be brought to the meeting if design questions which are specific to the Property Owner's lot are to be discussed. The Property Owner should understand that these meetings are for general direction only. They are informal and unofficial, however the goal of these meetings is to establish a team oriented approach in achieving the requirements of this manual.

At any time during the supplemental review process, the Property Owner may request a reconsideration of design issues. If the Design Committee fails to render a new decision, the Property Owner may (within 30 days) file a written appeal to the Board of Directors of the HOA. Such appeals are governed by the provisions of the Declaration. No person other than the Property Owner or Declarant may appeal a decision of the Committee. The Property Owner will be notified in writing, of the date, time and place the appeal will be heard by the Board of Directors.
The following topics, which include guideline recommendations and development requirements are presented in alphabetical order for the reader's convenience. Development requirements are preceded by an "R" and guideline recommendations are preceded by a "G".

3.11 BUILDING SIZE-Building size is synonymous with gross floor area; the building size or floor area, as used in this Design Manual includes the gross floor area of all covered and enclosed structures on a site either attached or detached except for a two car garage not greater than 500 s.f.; any portion of a garage larger than 500 s.f. shall be included in the building size calculations.

3.111 MAXIMUM BUILDING SIZE-The maximum allowable floor area for each lot shall be determined using the following criteria:

1. If the area of the lot is less than or equal to 10,000 square feet, the maximum building area shall be determined as follows:
   Maximum Building Size=(Lot Size - 6,000) x (.275) + 2,400 s.f.

2. If the area of the lot is greater than 10,000 square feet, but less than or equal to 20,000 square feet, the maximum building size shall be determined as follows:
   Maximum Building Size=(Lot size - 10,000) x (0.05) + 3,500 s.f.

3. If the area of the lot is greater than 20,000 square feet, the maximum building size shall be determined as follows:
   Maximum Building Size=(Lot size - 20,000) x (0.04) + 4,000 s.f., but in no case shall any building size exceed 6,000 square feet.

Example: Calculate the maximum building area given a lot of 16,500 square feet.
   Maximum Building Size = (Lot size - 10,000) x (0.05) + 3,500
   = (16,500 - 10,000) x (0.05) + 3,500
   = (6,500 x 0.05) + 3,500
   = 325 + 3,500
   = 3,825 square feet maximum building size

3.112 MINIMUM BUILDING SIZE/GUARANTEED-A guaranteed minimum allowable building size is established as being 86% of the maximum allowable buildable size. Each Property Owner is not required to build a structure as large as the

Lot Size: 16,500 sq. ft.

Maximum Building Size Example:
Lot Size = 16,500 s.f.
(lot size > 10,000 s.f. and < 20,000 s.f.)
Max. Building Size = (lot size -10,000) x (0.05) + 3,500.

Max. Building Size = 3,825 s.f.

Use overall lot size to determine maximum building size.
The guaranteed minimum floor area allowed by the formula. The guaranteed minimum floor area is the minimum building size that must be allowed by the Design Committee and the City of Arroyo Grande for the lot determined.

Example: Given a lot of 16,500 square feet, determine the minimum guaranteed floor area.

Minimum Guaranteed Building Size = 0.86 x maximum building size
= 0.86 x 3,825 square feet = 3,289.5 square feet

If the guaranteed minimum building size cannot reasonably be achieved, because of the site characteristics and constraints, deviations to one or more of the design requirements shall be determined by the Community Development Director based on recommendations from the Design Committee and reviewed by the City's Architectural Review Committee. All deviations allowed by the Design Committee and the Community Development Director for the purpose of achieving the Guaranteed Minimum Building Size must be documented. Each deviation approval must:

1) be in writing,
2) contain a statement of the need for the deviation,
3) describe the deviation granted and the extent to which it is granted,
4) state any conditions to the granting of the deviation,
5) be signed by the Community Development Director on behalf of the City and signed by an authorized representative of the Design Committee.

An original of the signed deviation shall be kept in the Committee's permanent file. In general, the following descending priority shall be considered when analyzing options for deviations and exceptions:

1) setbacks,
2) encroachment into oak tree drip lines, provided that the mitigation recommended by a qualified arborist are implemented so that such encroachment will still enable the long-term viability of the tree,
3) removal of isolated oak trees if mitigated with a three-to-one replacement,
4) height limit.

3.12 BUILDING MASSING, FORM AND DETAIL
R the use of mansard roofs, geodesic domes, A-frames, flat roofs and highly reflective surfaces are not permitted
R banners, flag poles, weather vanes, windmills, wind activated roof vents, large bird houses, tree houses etc., are not permitted
R stained and/or etched glazing may be used as an accent element only
R detached structures are allowed at the discretion of the Design Committee, however guest houses, granny units and potential secondary units are not permitted
R plumbing is prohibited in any detached structure except for greenhouses, pool cabanas or unenclosed areas
R outdoor storage of recreational vehicles, boats, motorcycles is not permitted; such vehicles must be stored in covered or enclosed structures
R garages on steeply sloping lots may be allowed to have reduced front yard setbacks (see Guidelines under "Driveways and Garages" Section 2.12)

3.13 BUILDING SECURITY
R exterior doors may not be hollow core
R front and rear entry doors are to be well lit
R exterior lighting should be controlled from the house
R door and window locking devices shall not hinder emergency exiting; non-removable bars or ornamental iron on windows and doors are not permitted
R address numbers must be clearly visible from the street and be four (4) inch minimum in height with contrasting colors

3.14 COLORS
R red, orange or other light colored roofs are prohibited
G earth-tone colors are preferred including browns, tans, straw, greys and dark greens; darker colors are preferred to lighter colors especially for roofing materials

3.15 COMPLETION OF CONSTRUCTION
R upon completion of any work or modification governed by the Design Manual, the Property Owner is responsible for submitting a Notice of Completion, stating the date of completion to the Design Committee

3.16 COMMUNITY DEVELOPMENT DIRECTOR - After review by the Design Committee and before the issuance of a building permit, the Community Development Director, shall review the site plan, preliminary grading plan, lighting plan, elevations, colors and materials of proposed improvements for "substantial compliance" with this Design Manual, tract mitigations and conditions of approval.

Outdoor storage of recreational vehicles, boats and motorcycles is not permitted
Such vehicles must be stored in covered or enclosed structures
MAJOR PROJECTS - MINOR PROJECTS

3.17 DETACHED STRUCTURES- Detached structures shall not exceed fourteen (14) feet in height above the average natural grade of their footprints.

3.18 DOCUMENTS USED in the APPLICATION PROCESS (see diagram on left)
1) "Design Submittal" Form - submitted at the time the design is complete for major improvements
2) "Construction Document Submittal" Form - submitted at the time that construction documents are complete for major improvements
3) "Minor Project Submittal Application" - submitted at the time minor improvements (e.g. kiosk, deck, trellis, etc.), are designed; this Form is used in place of the "Design Submittal" and "Construction Document Submittal" Forms
4) "Addenda Application" - submitted at the time supplement(s) to an existing application is desired
5) "Construction Agreement" Form shall be part of the "Construction Document Submittal" for major improvements only
6) "Notice of Completion" Form - a Construction compliance letter submitted at completion of construction

3.19 CONSTRUCTION COMPLIANCE LETTER- When the Design Committee finds that the construction has been completed in conformance with the approved plans, it shall execute and deliver to the Property Owner two completed Construction Compliance letters; a third copy will be delivered to the City of Arroyo Grande Building Department and a fourth copy kept in the Design Committee's file. The City will not issue a Certificate of Occupancy until it has received an approved copy of the Construction Compliance letter.

If the Committee finds that the improvements are not in conformance with the Property Owner's approved plans, then (within 30 days), a written "Notice of Noncompliance" will be issued describing the deficiencies and corrective measures. If the corrections are not made in a timely manner, the Design Committee may exercise the enforcement rights and remedies as set forth in the Declaration.

3.20 EXPOSED POLE SUPPORTS-exposed pole-type supports for decks or other structures greater than four (4) feet (see diagram page 23) in height above finished grade are prohibited unless covered with an approved screen (e.g. wood planters, stucco, siding). Balconies covering usable patios or decks are excluded subject to review by the Design Committee.

3.21 EXTERIOR PRODUCTS, FINISHES AND MATERIALS
R manufactured siding (e.g. vinyl, clad), will be permitted at the discretion of the Design Committee.
all roofing materials must be noncombustible; wooden shakes are not permitted
flat asphalt shingles are not permitted
roof pitches are to be at least 4:12 but not greater than 8:12; flat roofs are not permitted
silver or gold metal frames, large unbroken expanses of glazing and reflective glass are not permitted
exterior colors are to be earth-tone such as brown, tan, green, etc.; schemes are to be limited to three (3) or fewer colors unless otherwise approved by the Design Committee
combed or deep relief stucco finishes are to be used only with the written approval of the Design Committee
sliding glass doors and/or windows are to be anodized or painted unless provided with a factory finish
tinted glass can be used at the discretion of the Design Committee
large expanses of light colored stucco are to be discouraged
brick, stone, wood siding, board on board, board and battens, textured stucco and split face block are preferred
window proportions should favor the height dimension
unglazed concrete, clay, slate, dimensional asphalt shingles and standing seam metal roofing are preferred roofing materials
roof material should be darker, non-reflective colors and surfaces
flat skylights that are integrated into the roof surface are preferred
wood, metal, high quality vinyl or metal clad windows with divided lites and clear glazing is preferred
ture divided-lite glazing and external mullions are preferred to internal mullions
gutters and downspouts are to match the surface to which they are attached, with the exception of copper or other architectural materials

3.22 FIRE HAZARD PROTECTION
the construction site shall be kept free of fire hazards as outlined in City of Arroyo Grande's Ordinance No. 394 C.S.
no burning of construction materials is allowed
the emergency phone number of the Fire Department is to be posted near all site telephones

3.23 FIRE SPRINKLER REQUIREMENT - Any lots accessed by roads that are less than 32 feet curb-to-curb, located in flag lots or houses accessed by driveways steeper than 15% shall be constructed with automatic fire sprinkler systems, and be subject to approval and testing by the Fire Chief.
3.24 GENERAL CONSTRUCTION CONDITIONS
- temporary restroom/sanitation facilities shall be on the jobsite and maintained until finish of all construction per City of Arroyo Grande Ordinance No. 393 C.S.
- radio sound is not to be audible beyond the Property Owner's lot
- dogs belonging to workman are to be confined to vehicles or tied up on the Property Owner's lot
- dust is to be controlled throughout construction
- construction sites shall be kept neat and clean at all times
- construction debris and/or dirt on offsite improvements (e.g. roads, sidewalks) adjacent to the construction sites are to be cleaned regularly
- storage of materials, equipment or vehicles shall be restricted to the lot under construction unless written permission is given; nothing is to be stored in common area without written permission
- individual Property Owners are responsible for repair/replacing any landscaping, fencing, monuments or boundary guidance markers which are damaged, removed or destroyed as a result of construction
- one job sign not exceeding 24 square feet is permitted during construction on which architect, general contractor, subcontractors, suppliers and/or construction lenders are designated
- a single sign not to exceed 6 square feet advertising the Property Owner's intent to sell or rent is permitted; unauthorized signs will be removed at the Design Committee's discretion
- Declarant may display multiple signs of any size (e.g. for sale, grand opening)

3.25 GRADING
- during grading, all topsoil removed shall be stored onsite utilizing erosion control measures to protect it, and after completion of grading be redistributed on disturbed areas
- all banks or slopes shall be planted to aid in erosion control and irrigated as necessary to maintain growth
- all grading debris shall be removed and disposed of at an approved dump site prior to excavation or fill operations

3.26 INSPECTIONS DURING CONSTRUCTION: The Design Committee may, at its own discretion, make periodic inspections during the construction phase to verify compliance with the approved design plans. Each Property Owner is required to comply with the standards of this Design Manual. Any construction that is not in compliance with the approved plans may result in work stoppage. A copy of any inspection identifying noncomplying elements will be forwarded to the City of Arroyo Grande Building Department with an original being retained by the Design Committee. Property Owners should refer to the Declaration for remedies available to them if work is found to be nonconforming.
The City of Arroyo Grande will conduct its own inspections to monitor compliance with the City codes and regulations. These inspections are conducted independent of any Design Committee inspections.

3.27 LANDSCAPE COMPLIANCE - Landscaping is a Property Owner initiated improvement requiring Design Committee's approval under the guidelines and requirements of this Design Manual. A Construction Compliance letter shall not be issued for any new residence, unless installation of landscaping has been completed as of the date stated in the Property Owner's Notice of Completion Form or unless an adequate security has been provided to the City of Arroyo Grande for the completion of the approved landscaping.

3.28 MANUFACTURER - Indicate manufacturers or models where known, including windows, doors, skylights, etc., on the design and construction documents; samples may be required.

3.29 MAXIMUM ALLOWABLE HEIGHT - The maximum allowable height for Lots 1, 4-10, 12, 14, 21, 22, 36-40, 42, 44, 45, & 48 shall be nineteen (19) feet. The maximum allowable height for Lots 3, 11, 13, 15, 17, 18, 19, 20, 23, 27-29, 35, 41, 43, 46 & 47 shall be twenty one (21) feet. The maximum allowable height for Lots 2, 16, 30, 31 & 34 shall be twenty five feet, six inches (25'-6"). The maximum height for residences of all lots except those previously listed shall be twenty-seven (27) feet.

The height shall be measured parallel to the natural grade covered by the building footprint, excluding eave overhangs. Property Owners may apply for a deviation to the height limit to allow buildings higher than the stated limitation upon approval by the Design Committee and review by the City's Architectural Review Committee. Deviations will not be permitted that significantly block views or unduly disturb privacy.

In addition to stated height limits, no single vertical wall plane or aggregate of vertical wall planes may exceed 16 feet in height unless offset by 8 foot setback. Pitched roofs that do not exceed the overall height limit may be permitted in this setback. No detached structure or garage may exceed a height of 14 feet above natural grade except when architecturally desirable to coordinate roof lines, roof pitches, etc.

Detached structures shall not exceed fourteen (14) feet in height above the average natural grade of their footprints.

3.30 MECHANICAL EQUIPMENT AND UTILITIES
R all utility lines are to be underground in accordance with the agency governing the utility
R all flashing, sheet metal, vents and pipe stacks are to be painted to match the adjacent wall or roof material
R all ducts, meters, air conditioning equipment and all other mechanical equipment, whether on the ground or elsewhere shall be screened from public view with materials architecturally compatible with the main structure; gas and electrical meters are to be screened from public view to the extent possible
3.31 MODIFICATIONS TO THE APPROVED PLANS
R no Property Owner shall make any modification to an approved plan without a separate submittal and approval by the Design Committee; in the event that modifications are made by the Declarant, plans are to be submitted directly to the City of Arroyo Grande (refer to the section entitled "Design Submittal Review")

3.32 RESPONSIBILITIES OF THE PROPERTY OWNER
R each Property Owner will be responsible for all activities and/or omissions of its consultants, contractors, subcontractors, suppliers and workmen in regard to the development of properties in The Highlands
R each Property Owner is responsible for fully educating all participants in the project as to the guidelines and requirements of development within The Highlands Development
R all activities pursuant to development of a lot in The Highlands shall be in accordance with all regulations of the City of Arroyo Grande, the Declaration, and this Design Manual; all required permits and approvals shall be obtained prior to any development within The Highlands

3.33 SATELLITE DISH ANTENNAS-Satellite dish antennas are prohibited in front setbacks. Satellite dish antennas are not to exceed 36" in diameter and are to be screened so as not to be visible from public or private roads.

3.34 SEISMIC DESIGN-As per the Environmental Impact Report for the Rancho Grande Subdivision dated January 1991 prepared for the City of Arroyo Grande, all structures are to be designed for a peak bedrock acceleration of 0.28g from an 8.25 maximum probable earthquake. If the earthquake regulations of the Uniform Building Code are used for structural design considerations, the site should be assigned a Seismic Zone Factor (Z) of 0.40 and a Site Coefficient (S) factor of 1.0 in accordance with Table No. 23-I and 23-J of Chapter 23 (1988 Edition, or the latest approved edition). PLEASE NOTE IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO INSURE THAT ALL HOMES ARE DESIGNED AND INSPECTED BY A LICENSED, QUALIFIED ENGINEER AND THAT ALL CURRENT CODES ARE COMPLIED WITH.

3.35 SCHEDULES-The use of schedules in the plans (e.g. door, window, hardware, finish, lighting equipment, planting materials,
etc.) are encouraged.

3.36 SCREENING
R poles for decks must be concealed if greater than 4' above grade
R landscape berms and open lattice work is not permitted
R all mechanical equipment is to be screened visually and acoustically from public areas and neighboring properties
R gas and electric meters are to be screened from public view but accessible
R trash enclosures are to be screened from public view

3.37 SOILS AND GEOLOGY REPORT-The following reports and recommendations are incorporated herein by this reference shall be implemented during all phases of the subdivision and individual lot construction:
2) "Update of Tract Soils Engineering Investigations", dated March 4, 1996 by Earth Systems Consultants
3) "Soils Engineering and Geology Report, Tract-1997", dated April 6, 1990 by Pacific Geoscience, Inc. (site development recommendations listed on pages 18-21; this report also encompasses The Highlands)

3.38 SOLID WASTE
G where possible, Property Owners are encouraged to separate wood by-products from other construction waste and salvage for biomass conversion

3.39 WATER EFFICIENCY-The minimum standards for the conservation of water shall incorporate one or more of the following:
R pressure reducing valves shall be used to maintain an overall pressure of 50 p.s.i. or less
R low flow fixtures with 2.5 g.p.m. for faucets and 1.5 g.p.m.(1.6 g.p.m.) for toilets are required
G schemes for using gray water are encouraged; verify schemes with the Health Department
G building designs to maximize water efficiency (e.g. short distances from water heaters to water outlets)

3.40 WORK SCHEDULE
R construction activities shall be permitted between 7:00 A.M. to 6:00 P.M., Monday through Friday and 9:00 A.M. to 4:00 P.M. on Saturdays; no audible construction activity will be permitted at other times or on Sundays
SECTION 4-APPROVAL PROCESS

4.1 DOCUMENTS to be SUBMITTED for DESIGN REVIEW

Prior to each Property Owner developing construction documents for its proposed improvement(s), design documents are to be submitted to the Design Committee for approval (see Section 4.2 - "Approval Process for Property Owners" diagram).

If the Declarant of The Highlands wants to make improvements or modifications to any pre-approved plan included in the Design Manual or introduce a new design, then the Declarant will make application directly to the City of Arroyo Grande using the guidelines outlined in this Design Manual (see Section 4.2 - "Approval Process for Declarant" diagram).

All information submitted is to be presented on 24" x 36" wide drawing sheets with a 1" minimum border on the left margin and 1/2" border on the remaining margins. Each drawing sheet is to have a title block with the tract and lot number, Property Owner's name and telephone number, preparer's signature, sheet title, date of preparation and bound on the left side. All plan view drawings are to include a North arrow.

The minimum information submitted to the Design Committee for Design Review/Approval includes a completed Design Submittal Form, Application Fee and the following submittals dependent on the scope of the work:

4.1.1 PRELIMINARY SITE, GRADING AND DRAINAGE PLAN(S)

- contours based on a topographical map, minimum scale of 1"=20'-0", using the City datum
- location of all property lines, setback lines, bearings, distances, setbacks, easements, deed restrictions and existing trees with 2" diameter trunks or larger including type and dripline of each tree
- all existing site features or structures including wooden boundary guidance markers, rock outcroppings, drainage swales, drainage structures, driveway aprons, sidewalks, retaining walls, fencing, etc.
- indicate size of retaining walls
- location of all proposed structures or improvements including drainage structures, pools, decks, spas, etc.
- disposition of all existing trees and vegetation showing all elements to be removed or trimmed
- location and extent of tree protection fencing
- location of all existing/proposed plant and tree material on the site by size and type
- use of native plant materials in transition areas
- provisions for tree replacement if required (see City of Arroyo Grande's Tree Protection Ordinance No. 431)
- finish floor elevations and key spot elevations
- location of all utility lines, boxes, meters, points of connection or stubouts

NOTE: Depending on the complexity of different projects, more or less information will be required to attain Design Committee Approval.
location and extent of all hardscape including driveway apron, driveways, walks, etc.
view corridors of primary residence and neighboring properties
location of temporary area(s) for storage of construction materials and construction debris
location of all temporary structure(s) such as portable toilets
limits of grading disturbance; amount(s), type and location of all fill and/or excavation
finish contours at one (1) foot intervals or at an interval necessary for the Design Committee to review the proposed improvements
cut/fill slope ratios (height/vertical) and driveway grades (percent)
describe all erosion control measures for all newly created banks and slopes
location, height, materials and color of all proposed retaining walls
all drainage courses and drainage structures including roof and hardscape runoff
special utility trenching
location and type of all exterior lighting

4.12 ARCHITECTURAL SITE/ROOF PLAN
- minimum scale of 1"=20'-0"
-indicate all pertinent setbacks, easements and/or restricted areas
-roof plan showing all roof mounted equipment, openings and dimensioned overhangs
-indicate all hardscape elements
-indicate direction of slopes
-indicate all roof drainage structures (e.g. roof drains and gutters if required)

4.13 ARCHITECTURAL FLOOR PLAN(S)
- minimum scale 1/4"=1'-0"
-major building and room dimensions
-location, size and type of all openings including skylights and roof windows
-location of all walls and partitions
-all stairwells
-location of all exterior lighting fixtures indicating type of fixture and light pattern
-location of all decks, patios, porches and balconies
-location of all utility meters
4.14 PRELIMINARY BUILDING SECTION(S)
- primary building section, minimum scale 1/4"=1'-0", showing floor levels, plate heights and framing
- indication of foundation type
- include longitudinal and transverse sections

4.15 EXTERIOR BUILDING ELEVATIONS
- all exterior views must be depicted, minimum scale 1/4"=1'-0"
- show foundation lines as a dashed line
- finish floor elevation(s), plate lines and roof ridge or peak elevations
- show original and finish grades
- identify all exterior architectural or building elements including finish materials, chimneys, etc.
- locate all door, window and skylight openings
- indicate all exterior surface mounted equipment including utilities cabinets/meters, etc.
- indicate all exterior screening
- location of all exterior lighting fixtures indicating type of fixture and light pattern

4.16 LIGHTING PLAN
- lighting plan shall be compatible with existing rural residential uses
- serve to reduce or eliminate glare onto neighboring land uses & to direct outdoor lighting downward and not into the sky
- discourage excessive outdoor lighting such as flood lights, illuminated address numbers or letters, house eave lighting, etc.

4.17 PRELIMINARY LANDSCAPE AND IRRIGATION PLAN
- use site grading and drainage plan as a base sheet, minimum scale 1"=20'-0"
- location of all landscape lighting fixtures indicating type of fixture and light pattern
- show all existing trees and major vegetation indicating sizes and species; indicate elements to be removed
- soil preparation, staking techniques and planting methods for all trees
- indicate erosion control methods to be used during the period when plants are becoming established
- show all proposed trees by size and name; indicate size of mature trees
• show location of all proposed plant material
• include planting schedules with plant botanical and common names, sizes, quantities and spacing
• provide conceptual irrigation plan indicating all equipment and type of irrigation by zone

4.18 SAMPLE COLOR AND MATERIALS BOARDS—Color and materials sample boards (two copies) shall not exceed 8 1/2" x 14". Manufacturer’s brochure photo samples shall be submitted for roofing, exterior tiles, blocks and other materials which will not receive additional color or texture treatment. The Design Committee may require additional specifications and/or actual samples.
• provide samples of all finish materials and colors including doors, door trim, window frames, etc.
• samples of fencing and wall materials and colors shall be included or illustrated in color; brochure pictures are acceptable

4.19 STATEMENT OF DEVIATIONS OR EXCEPTIONS—A statement identifying each “exception” from specific development requirements needed to accommodate the design should be submitted along with a description of the extent of the exception needed and a justification for it.

4.2 DESIGN SUBMITTAL REVIEW—MAJOR IMPROVEMENTS

When design documents are ready for review by the Design Committee, a Design Submittal Application, Design Fee and three (3) sets of the completed design documents are to be submitted to a designated Design Committee representative in exchange for a signed, dated receipt for the submittal. Within 15 days of receipt of the submittal, the Design Committee representative will determine if the submittal is complete. If the submittal is complete, then the Property Owner will be notified in writing. If the submittal is not complete, the Property Owner will be notified in writing and advised as to what information is lacking. Once the Design Submittal has been determined to be complete, the sequence of events leading to an approved design can be summarized as follows (see diagrams in margins):

1) Design Committee reviews submittal and forwards one copy to the Community Development Director;
2) A Design Committee hearing is set for no more than 30 days after determination of completeness of submittal;
3) The neighboring Property Owners are to be notified of pending review hearing; neighboring lots include properties which are contiguous, lots fronting the proposed property and any other lot in the opinion of the Design Committee would be affected; notices must be sent no less than fourteen (14) days prior to the date of hearing; notice of pending hearing will also be posted in a conspicuous place plus a copy of the submittal will be kept at the Design Committee office for review;
4) At least seven (7) days prior to the date of the proposed hearing, the location of the major building corners are to be site staked on the lot according to the Design Submittal (include additional detail at any oak tree e.g. decks, patios, etc.);

Items to be included on

SAMPLE COLOR AND MATERIALS BOARDS

- Manufacturer’s Brochure Photo Samples for:
  - Roofing
  - Exterior Tiles
  - Blocks
  - Other Materials
- Samples of Finish Materials and Colors for:
  - Doors
  - Door Trim
  - Window Frames
  - Other
- Samples of Materials and Colors for:
  - Fencing
  - Wall Materials
  - Brochure photo samples are also acceptable
- Additional Requirements:
  - Maximum size: 81/2" x 14"
  - Submit two copies
MAJOR IMPROVEMENTS

**APPROVAL PROCESS FOR PROPERTY OWNERS**

**Step 1:** Property Owner submits "Design Submittal" form with design documents (see "Documents Used in the Application Process" in Section 3.1.1) to the Design Committee for review.

**Step 2:** Within 15 days Property Owner will be notified if submitted is complete. If complete, a hearing will be scheduled within the next 30 days. If not complete, Property Owner will be advised of what is needed to complete the application.

**Step 3:** The Design Committee meets with the Property Owner to review the Design Submittal. The hearing can result in an approval, an approval with conditions or disapproval.

**Step 4:** On or before the scheduled hearing, the Community Development Director will forward its comments to be included in the Design Committee.

**Step 5:** The Design Committee meets with the Property Owner to review the Design Submittal. The hearing can result in an approval, an approval with conditions or disapproval.

**Step 6:** The Committee’s review is subject to the approval of the Community Development Director.

**Step 7:** Once the Design Submittal has been approved, the Property Owner can proceed to the construction document phase of the project. The Property Owner can appeal the decision of the Design Committee to the HOA or the position of the Community Development Director to the City Council.

**Step 8:** When the construction documents are completed by the Property Owner, three (3) copies are to be submitted to the Design Committee with the "Construction Document Submittal" form. The submittal is verified to be in compliance with the design approval, two (2) copies will be forwarded to the City for review and approval by the Community Development Departments. When the City has completed its review, one (1) stamped set will be returned to the Property Owner and one (1) set will be held by the City for inspection completion.

**Step 9:** Once the Building Permit has been issued and the signed "Construction Agreement" form has been submitted to the Design Committee, the construction phase can begin.

**Step 10:** Landscape and irrigation improvements are installed or a security is posted with the City.

**Step 11:** At the completion of construction, the Property Owner is required to submit the "Notice of Completion" form to the Design Committee prior to the final building inspection.

5) On or before the scheduled Design Committee hearing, the Community Development Director will forward its comments to be included in the Design Document review.

6) The Design Review Hearing will be coordinated by the Design Committee representative and attended by the Design Committee and Property Owner; Design Review Hearings result in a) an approval, b) an approval with conditions, c) or be disapproved. Submissions with conditions are considered approved once they meet the required conditions.

7) The Committee's approval is subject to the final review and approval of the Community Development Director.

In the event that a Design Submittal is not approved, the Community Development Director will clearly state the basis for the disapproval. If the Property Owner believes it cannot make revisions which will satisfy both the Committee and the Community Development Director, the Property Owner may request a meeting between the Property Owner, the Community Development Director and Committee Representative to work out an acceptable compromise. The Property Owner may appeal the determination of the Design Committee to the Homeowners' Association or the determination of the Community Development Director to the City Council. In the event of conflict over restrictions in regard to guaranteed minimum building area, the matter shall be determined at the discretion of the Community Development Director.

Once both the Design Committee and the Community Development Director have approved the Design Submittal and they have stamped a copy approved by the Design Committee, the Property Owner may proceed to the Construction Document phase of the approval process. Approval of a Design Submittal shall remain in force for one year and may be extended, upon written application to the Design Committee, in 6 month increments.

### 4.3 CONSTRUCTION SUBMITTAL REVIEW - MAJOR IMPROVEMENTS

When the Construction Document Submittal is complete, the Property Owner can proceed with a formal submittal to the Design Committee. A Construction Document Submittal Form, Construction Agreement Form and three (3) complete sets of Construction Documents are then submitted to the Design Committee Representative in exchange for a signed, dated receipt for the submittal. If the Construction Documents are in conformance with the Design Documents as previously approved by the Design Committee, then the Property Owner will be notified in writing. If the submittal is not complete, the Property Owner will be notified in writing and advised as to what is lacking from the submittal. Approval of a Construction Document Submittal shall remain in force for one year, but may be extended, upon written application of the Committee, in 6 month increments (see the "Approval Process for Property Owners").

The minimum information required for review under the Construction Document phase of the work is to include the final or completed form of the drawings submitted for Design Approval (including finish and material samples) in addition to the information listed below where applicable:
4.31 SOILS REPORT
- site specific soil analysis with recommendations for foundation bearing, retaining walls, paving, water table, etc.

4.32 LANDSCAPE AND IRRIGATION PLAN
- use site grading and drainage plan as a base, minimum scale 1"=20'-0"
- indicate all points of connection, meter, backflow prevention devices, shut off valves, etc.
- indicate pressure and flow rate
- provide complete irrigation plan indicating all equipment and type of irrigation by zone
- indicate all construction details including all irrigation components, etc.
- indicate soil preparation, staking/planting methods for all trees & other types of plant materials
- details of any erosion control devices or systems

4.33 TREE REMOVAL AND PROTECTION PLAN (this information can be included on Site Plan)
- disposition of all existing trees with a trunk size greater than 2" in diameter
- tree protection fencing
- special utility trenching
- tree replacement provisions

NOTE: REFER TO CITY OF ARROYO GRANDE'S TREE PROTECTION ORDINANCE NO. 431

4.34 CONSTRUCTION DETAILS
- minimum scale of 3/8"=1'-0"
- minimum scale on door, window and trim details is 3/4"=1'-0"

4.35 ARCHITECTURAL SCHEDULES (if applicable)
- door and window
- room finish schedule
- structural schedules (e.g. shear panel/nailing schedule)

4.36 FOUNDATION PLAN(S)
- minimum scale of 1/8"=1'-0"
- locate/define all seismic/wind bracing systems, devices or equipment
4.37 FRAMING PLAN(S)
- fully dimensioned, minimum scale of 1/8"=1'-0"
- locate/define all seismic/wind bracing requirements
- locate/define all framing members
- locate/define all transitional metal and nailing

4.38 STRUCTURAL SECTIONS
- minimum scale of 1/4"=1'-0"
- indicate all construction heights
- reference symbols to all structural conditions detailed

4.39 STRUCTURAL DETAILS
- minimum scale of 3/8"=1'-0"
- foundation details
- connection(s) of main structural members (e.g. beam to post, etc.)
- seismic bracing, bolting and/or holdowns, etc.

4.40 PLUMBING PLAN(S)
- include sprinkler plan or fire suppression system if required

4.41 ELECTRICAL PLAN(S)
- plans showing outlets, switches and electrical equipment (e.g. service panel(s))
- locate any special or dedicated circuits

4.42 MECHANICAL PLAN(S)
- show location of HVAC equipment, fans or other mechanical equipment
4.43 TITLE 24 ENERGY CALCULATIONS

4.44 FINISH COLOR AND MATERIALS
• supplemental specifications to color board previously submitted for Design Approval for the following:
  1) exterior walls
  2) trim materials-eaves, fascia, doors, windows, garage doors
  3) roofing material
  4) exterior openings-doors, windows, skylights, garage door material

When the Construction Documents are complete, the sequence of events leading to a building permit can be summarized as follows:

1) before the expiration of the Design Submittal approval the Property Owner is to submit three (3) sets of the completed Construction Documents to the Design Committee with a completed Form B-Construction Document Submittal Form;
2) if the Construction Document Submittal is deemed complete and in compliance with the previously approved Design Submittal, then two (2) sets of the construction documents will be approved by the Design Committee and forwarded to the City for review by the Planning and Building Department for Building Permit (one copy will remain on file with the Design Committee);
3) the Design Committee representative will coordinate any corrections required by the Building Department with the Property Owner while maintaining compliance with the previous Design Submittal approval;
4) once the Building Department has completed its review of the Construction Documents, one set of plans bearing the Design Committee’s approval and the Building Departments Building Permit stamp will be released to the Property Owner and one set will be held by the city for reference during construction.

4.4 PROJECT SUBMITTALS for MINOR IMPROVEMENTS
This simplified procedure exists for obtaining Design Committee approval (Declarant exempt) for minor improvements. Once the improvements have been defined, the Property Owner should contact the Design Committee for an informal review to determine if the improvements are "minor". To qualify for a "minor" approval, the Community Development Director must concur. If either the Design Committee or the Community Development Director feels that a proposed improvement does not qualify, then the work will be classified as "major" and a Design Submittal will be required.

A minor project does not require a "Design Submittal" or a "Construction Document Submittal." It does require the submittal of a "Minor Project Submittal Application" which includes the following support material:
• color and materials board

DETERMINING WHETHER YOUR PROJECT IS MINOR OR MAJOR

Property Owner
1) Define the Improvements.
2) Contact Design Committee for an Informal Review.

Design Committee
1) Review the Improvements.
2) Make a Determination that the Improvements are Minor.

Community Development Director
1) Concur with the Design Committee that the Improvements are Minor.

*If either the Design Committee or the Community Development Director feels that a proposed improvement does not qualify, then the work will be classified as Major.
The actual requirements of the submittal will vary depending upon the nature and size of the proposed improvement. The Property Owner should check in advance with the Committee as to what the actual requirements will be for its Project Submittal.

4.5 APPLICATION FORMS

The forms provided in this section include the following:

Form A- DESIGN SUBMITTAL (Section 4.2)

Form B- CONSTRUCTION DOCUMENT SUBMITTAL (Section 4.3)

Form C- MINOR PROJECT SUBMITTAL APPLICATION (Section 4.4)

Form D- ADDENDA APPLICATION

Form E- CONSTRUCTION AGREEMENT

Form F- NOTICE OF COMPLETION

Within 30 days after receipt by the Design Committee of the Property Owner's Notice of Completion, the Design Committee Representative will inspect the completed project for compliance. If the project is in compliance with the approved documents, the Design Committee will send a final approval letter.
INDEX TO FORMS

Form A - Design Submittal
Form B - Construction Document Submittal
Form C - Minor Project Submittal Application
Form D - Addenda Application
Form E - Construction Agreement
Form F - Notice of Completion
FORM A  
DESIGN SUBMITTAL

DESIGN COMMITTEE  
THE HIGHLANDS AT RANCHO GRANDE  
DESIGN SUBMITTAL  
(FORM A)

<table>
<thead>
<tr>
<th>Lot No.</th>
<th>Street Address</th>
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</table>

Type of Submittal (Check all that apply):

- ( ) Initial Home Construction and/or Landscape
- ( ) Sitework Alteration or Addition (any work requiring a permit)
- ( ) Home Alteration or Addition (work valued over $5,000.00)
- ( ) Landscape Alteration or Addition (over 4,000 square feet)

Property Owner(s):

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Fax</th>
<th>Work</th>
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Phone: Home

Architect/Designer:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone</th>
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Engineer:

<table>
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Landscape Architect:

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<th>Address:</th>
<th>Phone</th>
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General Contractor:

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<th>Address:</th>
<th>Phone</th>
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Page 1 of 7
The Design Committee ("Committee") was created pursuant to The Highlands at Rancho Grande Declaration of Restrictive Covenants ("Declaration") and exists at The Highlands at Rancho Grande to maintain high standards for the design, development and use of the homes and property. When a Property Owner wishes to construct a home or outbuilding, remodel an existing structure, install landscaping, substantially modify existing landscaping or conduct any activity which constitutes a "major improvement" as determined by the Committee, application is required to be made to, and approved by, the Committee using this form. Completion of the following pages will provide the Committee with the information necessary to review the proposed improvement for compliance with the Declaration, the Design Manual and other Rules and Regulations of the Committee. The items listed below must be included in the Design Submittal and will be considered by the Committee prior to approval of the proposed improvement. Please review, comply with and then check off each item included in the space provided.

A. TOPOGRAPHIC STUDY (must be based on field survey)
   1. Minimum scale: 1"=20' (include graphic scale, north arrow)
   2. Property lines dimensioned with bearings, distances & curve data including all building setback lines & easement lines
   3. Study based upon City of Arroyo Grande Datum (assumed datum is not acceptable); Bench Mark to be noted
   4. Contours at 1 foot maximum intervals (label contour lines)
   5. Existing trees noting locations and diameters of trunks 2 inches or greater, tree species and showing drip lines
   6. Existing terrain features including wooden boundary guidance markers, rock outcroppings, drainage swales, driveway aprons, sidewalks, retaining walls, fencing, etc. (indicate materials)
   7. Existing structures on and within 20 feet of property.
   8. Utility lines service stub-outs including water, sewer, electric, telephone, cable T.V., gas
   9. Present in format 24" high by 36" wide, including border not less than 1" on left side, and not less than 1/2" on all other sides. Each sheet shall have a title block showing at least the Lot number, preparer's name, sheet title, date, north arrow.
   10. Prepared & signed by qualified licensed land surveyor or civil engineer

B. SITE PLAN (may be combined with Preliminary Grading Plan)
   1. Must be overlaid upon Topographic Study
   2. Building locations (houses, garages, out buildings, decks, adjacent homes)
FORM A
DESIGN SUBMITTAL

3. Dimensions to property lines

4. Disposition of all existing trees greater than 2" in diameter, (i.e, save, remove, prune, transplant) including tree protection measures; description of the degree of pruning if needed

5. Landscape elements (pools, spas, decks, patios, etc.)

6. Finished floor elevations & key spot elevations

7. Utility line connections to house & other structures (electric, water, telephone, cable T.V., gas)

8. Driveway, walks, and parking (indicate materials)

9. Fencing and/or privacy screening

10. Trash receptacle location and screening

11. Utility meter location and screening

12. Proposed primary view; neighboring views

13. Construction staging and access areas including construction debris & materials storage areas

14. Temporary structures including portable restroom, materials storage shed, etc.

C. PRELIMINARY GRADING & DRAINAGE PLAN (may be combined with Site Plan)

1. Must be overlaid upon Topographic Study

2. Limits of disturbance

3. Finished contours & key spot elevations

4. Indicate cut/fill slope ratios (horizontal to vertical) & driveway grades (percent)

5. Location, configuration, height, materials, and color of proposed retaining walls

6. Conceptual drainage from all ground and other surfaces to points of discharge at street or at adjacent properties (include description of methods & devices utilized in order to prevent undue concentration or velocity on adjacent properties)

7. Finish floor elevations & provision for positive drainage away from all structures

8. Amount, type and location of fill and/or excavation materials on site or to be imported to or removed from site
9. Designate newly created banks and slopes & describe general methods & devices for overall erosion control

10. Driveway location and maximum grade

D. PRELIMINARY TREE REMOVAL & PROTECTION PLAN (must be provided for sites containing a tree greater than 2" inches in diameter). This plan may be combined with Site Plan, Preliminary Grading Plan and/or Landscape Plans. If a separate plan is not used, indicate specifically where each of the below elements is shown.

1. Disposition of all existing trees greater than 2" in diameter
   Shown on page or in section: ___________________

2. Tree protection fencing.
   Shown on page or in section: ___________________

3. Special utility trenching.
   Shown on page or in section: ___________________

4. Tree replacement provisions.
   Shown on page or in section: ___________________

E. ELEVATIONS

1. Scale: All elevations, 1/8" = 1'0" or larger

2. All exterior building features (roof, siding, fireplaces, railings, trims, foundation, house numbers, lighting fixtures, etc.)

3. Door, window and skylight openings

4. Electric meter location & screening

5. Note all material and finishes - call out manufacturers and models where known, including for windows, doors, siding, etc.

6. IMPORTANT: Show both the original and finish grades & elevations of the site, the proposed structure's floor line elevations, and the roof ridge line & peak elevations (all per City of Arroyo Grande datum)

7. All exterior views must be depicted

F. FLOOR PLAN(S)

1. Minimum scale: 1/8" = 1'0", showing overall dimensions of rooms, etc.

2. Door, window and skylight openings

3. Walls and partitions

4. Stairways
FORM A
DESIGN SUBMITTAL

5. Exterior lights
6. Decks and porches
7. Electric meter location
8. North arrow
9. Trash receptacles (locations, how screened and access)
10. Type and location of heating system and cooling system (if planned)
11. Calculations of allowed and proposed square footage.

G. PRELIMINARY LIGHTING PLAN
This plan may be combined with Site Plan, Floor Plans, Elevation Sheets and/or Landscape Plans. If a separate plan is not used, indicate specifically where each of the below elements is shown

1. Exterior building lights. Shown on page or in section: ________________
2. Landscape lighting. Shown on page or in section: ________________

H. LANDSCAPE PLANS (must be separate plans)

1. Minimum scale: 1" = 20'
2. North arrow
3. Must incorporate Preliminary Grading Plan finished contours
4. Existing trees and major vegetation showing sizes, species, and those elements to be removed or trimmed.
5. All property lines, property guidance markers, existing HOA fencing, monumentation and plantings, driveway apron, setbacks and easements
6. All existing and proposed drainage structures
7. Existing and proposed utility lines (electric, water, sewer, telephone, cable T.V., gas)
8. Locations, lay-out and horizontal dimensions of all structures constituting existing and proposed improvements, including out-buildings, decks, patios, pools, spas, retaining walls, fences, gates, etc.
9. Driveways, sidewalks, walkways and parking
10. Planting schedules with plant names and sizes, including common names
11. Low water use & drought resistant species emphasized
12. Planting plan showing at least common names, sizes and locations of all shrubs, ground covers, etc. (specifically note any replacement trees.) Indicate mature heights for trees and shrubs. Show areas designated for vegetable gardens.

13. Conceptual irrigation plan, including anti-backflow devices and shut off valves, type of irrigation by zones, etc.

I. COLOR & MATERIALS  (Supplemental to Color Board - described in detail)

1. Exterior wall finish materials & colors:
   a. Primary wall material (stucco, siding, etc.)
   b. Secondary wall material (stucco, siding, etc.)
   c. Primary wall color
   d. Secondary wall color

2. Trim materials & color:
   a. Fascia
   b. Door Trim
   c. Window Trim
   d. Garage Door Trim

3. Roofing (materials & color)

4. Eaves (materials & color)

5. Exterior openings:
   a. Doors (material & color)
   b. Windows (material & color)
   c. Skylights (material & color)
   d. Garage door (material & color)

J. ATTACHMENT(S)

1. Application Fee: $

2. Statement identifying each deviation from a Requirement; No. of Pages

3. Other attachments: No. of Pages
K. APPLICANT'S ACKNOWLEDGMENT:

I certify that to the best of my knowledge the information contained in this submittal is true and correct.

Printed Name of Owner/Representative: 

Signature of Owner/Representative: 

Executed on (date) , at (City) 

FOR COMMITTEE USE ONLY:

1. Date Application Received by Committee: 
   (Should coincide with the date of Committee's written receipt for the submittal provided to Property Owner)

2. Date Application Determined Complete: 

3. Date Notice of Complete Application Sent to Applicant: 

4. Lots Determined Entitled to Notice of Initial Hearing: 

5. Date Notices of Hearing Sent to:
   
   Applicant: 

   Neighboring Lots: 

   Community Development Director: 

6. Date of Initial Noticed Hearing: 

Page 7 of 7
FORM B
CONSTRUCTION DOCUMENT
SUBMITTAL

TO REMOVE CUT ALONG DASHED LINE

DESIGN COMMITTEE
THE HIGHLANDS AT RANCHO GRANDE
CONSTRUCTION DOCUMENT SUBMITTAL
(FORM B)

Lot No. Street Address

Type of Submittal (Check all that apply):

( ) Initial Home Construction and/or Landscape
( ) Sitework Alteration or Addition (any work requiring a permit)
( ) Home Alteration or Addition (work valued over $5,000.00)
( ) Landscape Alteration or Addition (over 4,000 square feet)

Property Owner(s):

Home Address:

Phone: Home Fax Work

Architect/Designer: Phone

Address: Fax

Engineer: Phone

Address: Fax

Landscape Architect: Phone

Address: Fax

General Contractor: Phone

Address: Fax
The Highlands at Rancho Grande Design Committee ("Committee"), as directed in The Highlands at Rancho Grande Design Manual, must review the Construction Document Submittal for conformance with the Design Submittal. This submittal, subsequent to Form A, contains a higher level of detail than that form.

The following is a list of items expanded upon from the Design Submittal application which must be included in the Construction Document Submittal. Please note that items previously included in the Design Submittal may require additional information herein.

The items and levels of detail contained herein are those required for review by the Design Committee and do not necessarily represent the entirety of information required by the City for its plan check.

Please review, comply with, and then check off each item included.

A. **TOPOGRAPHIC STUDY** (must be based on field survey)

1. Minimum scale: 1"=20' (include graphic scale, north arrow)
2. Property lines dimensioned with bearings, distances & curve data including all building setback lines & easement lines
3. Study based upon City of Arroyo Grande Datum (assumed datum is not acceptable); Bench Mark to be noted
4. Contours at 1 foot maximum intervals (label contour lines)
5. Existing trees noting locations and diameters of trunks 2 inches or greater, tree species and showing drip lines
6. Existing terrain features including wooden boundary guidance markers, rock outcroppings, drainage swales, driveway aprons, sidewalks, retaining walls, fencing, etc. (indicate materials)
7. Existing structures on and within 20 feet of property
8. Utility lines & service stub-outs including water, sewer, electric, telephone, cable T.V., gas
9. Present in format 24" high by 36" wide, including border not less than 1" on left side, and not less than ½" on all other sides. Each sheet shall have a title block showing at least the Lot number, preparer's name, sheet title, date, north arrow
10. Prepared & signed by qualified licensed land surveyor or civil engineer

B. **SITE PLAN** (may be combined with Preliminary Grading Plan)

1. Must be overlaid upon Topographic Study
2. Building locations (houses, garages, out buildings, decks, adjacent homes)
3. Dimensions to property lines-determined to survey accuracy (0.01 ft) with ties from at least two building lines or corners to at least two property lines

4. Disposition of all existing trees greater than 2" in diameter, (i.e, save, remove, prune, transplant) including tree protection measures; description of the degree of pruning if needed

5. Landscape elements (pools, spas, decks, patios, etc.)

6. Finished floor elevations & key spot elevations

7. Utility line connections to house & other structures (electric, water, telephone, cable T.V., gas)

8. Driveway, walks, and parking (indicate materials)

9. Fencing and/or privacy screening

10. Trash receptacle location and screening

11. Utility meter location and screening

12. Proposed primary view; neighboring views

13. Construction staging and access areas including construction debris & materials storage areas

C. TREE REMOVAL & PROTECTION PLAN (must be provided for sites containing a tree greater than 2" inches in diameter). This plan may be combined with Site Plan, Preliminary Grading Plan and/or Landscape Plans. If a separate plan is not used, indicate specifically where each of the below elements is shown

1. Disposition of all existing trees greater than 2" in diameter
   Shown on page or in section: ____________________

2. Tree protection fencing.
   Shown on page or in section: ____________________

3. Special utility trenching.
   Shown on page or in section: ____________________

4. Tree replacement provisions.
   Shown on page or in section: ____________________

D. GRADING AND DRAINAGE PLAN (may be combined with Site Plan)

1. Must be overlaid upon Topographic Study

2. Limits of disturbance

3. Finished contours & key spot elevations

4. Indicate cut/fill slope ratios (horizontal to vertical) & driveway grades (percent)
5. Location, configuration, height, materials, and color of proposed retaining walls (including construction details)

6. Specific design of drainage from all ground and other surfaces to points of discharge at street or at adjacent properties including construction details (include description of methods & devices utilized in order to prevent undue runoff concentration or velocity onto adjacent properties)

7. Finish floor elevations & provision for positive drainage away from all structures

8. Amount, type and location of fill and/or excavation materials on site or to be imported to or removed from site

9. Designate newly created banks and slopes & describe general methods & devices for overall erosion control (including construction details)

10. Prepared & signed by registered civil engineer, licensed architect, or licensed landscape architect (including current date & signature as of this plan)

11. Incorporation of site specific geologic and geotechnical engineering study as well as requirements of soils engineering reports referenced in the Design Manual

12. Provision for top soil restoration

E. FOUNDATION PLAN

1. Type & dimensions of all foundations

2. Exterior building line in relation to foundation (cantilevers, piers, etc.)

F. ELEVATIONS

1. Scale: All elevations, 1/4" = 1'0"

2. All exterior building features (roof, siding, fireplaces, railings, trims, foundation, house numbers, lighting fixtures, etc.)

3. Door, window and skylight openings

4. Electric meter location & screening

5. Note all material and finishes - call out manufacturers and models where known, including for windows, doors, siding, etc.

6. IMPORTANT: Show both the original and finish grades & elevations of the site, the proposed structure's floor line elevations, and the roof ridge line & peak elevations (all per City of Arroyo Grande datum)

7. All exterior views must be depicted
FORM B
CONSTRUCTION DOCUMENT
SUBMITTAL

8. Full dimensions for all view

G. FLOOR PLAN(S)

1. Minimum scale: 1/4" = 1'0"

2. Door, window and skylight openings

3. Walls and partitions

4. Stairways

5. Exterior lights

6. Decks and porches

7. Electric meter location

8. North arrow

9. Trash receptacles (locations, how screened and access)

10. Type and location of heating system and cooling system (if planned)

11. Full dimensions for all spaces

12. Identification of all features & accessories

H. LIGHTING PLAN This plan may be combined with Site Plan, Floor Plans, Elevations and/or Landscape Plans. If a separate plan is not used, indicate specifically where each of the below elements is shown.

1. Exterior building lights. Shown on page or in section: ________________

2. Landscape lighting. Shown on page or in section: ________________

I. ROOF PLAN (may be combined with Site Plan and/or Grading & Drainage Plan)

1. Minimum scale: 1" = 10' (include north arrow)

2. Dimensioned layout including overhangs & eaves

3. Overhang & eaves details

4. Roof drainage system

5. Roof penetrations
J. LONGITUDINAL & TRANSVERSE SECTIONS

1. Section(s) through each major axis and other significant spaces
2. Depiction & dimensioning of all interior heights & volumes

K. AUXILIARY PLANS & DETAILS

1. Plumbing Plan
2. Fire Sprinkler Plan (if required)
3. Electrical Plan
4. Mechanical Plan
5. Full construction, structural and architectural details

L. LANDSCAPE PLANS (must be separate plans)

1. Minimum scale: 1" =10'
2. North arrow
3. Must incorporate Preliminary Grading Plan finished contours
4. Existing trees and major vegetation showing sizes, species, and those elements to be removed or trimmed
5. All property lines, property guidance markers, existing HOA fencing, monumentation and plantings, driveway apron, setbacks and easements
6. All existing and proposed drainage structures
7. Existing and proposed utility lines (electric, water, sewer, telephone, cable T.V., gas)
8. Locations, lay-out and horizontal dimensions of all structures constituting existing and proposed improvements, including out-buildings, decks, patios, pools, spas, retaining walls, fences, gates, etc.
9. Driveways, sidewalks, walkways and parking
10. Planting schedules with plant names and sizes, including common names
11. Planting plan showing at least common names, sizes and locations of all shrubs, ground covers, etc. (specifically note any replacement trees.) Indicate mature heights for trees and shrubs. Show areas designated for vegetable gardens
12. Low water use & drought resistant species emphasized
13. Specific Irrigation Plan
   a. Mainlines, laterals, irrigation heads, etc.
   b. Point of Connection, meter, backflow prevention device, shut off valves, etc.
   c. Pressure & flow data; discussion of low-water use techniques

14. Full dimensions for all areas, hardscape elements, etc.

15. Construction details (walls, fences, caving, decks, irrigation components, etc.)

16. Soil preparation, staking methods & planting methods for all trees & other types of plant materials

17. Discussion & details of erosion control systems during plant establishment

M. COLOR & MATERIALS (Supplemental to Color Board - describe in detail and include specifications for quality of all materials and workmanship)

1. Exterior walls finish materials & colors:

2. Trim materials & color:
   a. Fascia
   b. Doors
   c. Windows
   d. Garage Doors

3. Roofing:

4. Eaves:

5. Exterior openings:
   a. Doors (material & finish)
   b. Windows (material & finish)
   c. Skylights (material & finish)
   d. Garage door (material & finish)
FORM B
CONSTRUCTION DOCUMENT
SUBMITTAL

TO REMOVE CUT ALONG DASHED LINE

N. ATTACHMENT(S)

1. Statement identifying each deviation* from a requirement. No. of Pages

2. Other (specify): No. of Pages

O. APPLICANT'S ACKNOWLEDGMENT:

I certify that to the best of my knowledge the information contained in this submittal is true and correct.

Printed Name of Owner/Representative

Signature of Owner/Representative

Executed on (date) , at (City)

FOR COMMITTEE USE ONLY:

1. Date Application Received by Committee: 
(Should coincide with the date of Committee's written receipt for the submittal provided to Property Owner)

2. Date Application Determined Complete:

3. Date Notice of Complete Application Sent to Applicant:

4. Lots Determined Entitled to Notice of Initial Hearing:

5. Date Notices of Hearing Sent to:
   Applicant:
   Community Development Director:
   Neighboring Lots:

6. Date of Initial Noticed Hearing:
FORM C
MINOR PROJECT SUBMITTAL

DESIGN COMMITTEE
THE HIGHLANDS AT RANCHO GRANDE
MINOR PROJECT SUBMITTAL
(FORM C)

Lot No. __________________ Street Address __________________________

Type of Submittal (Check all that apply):

( ) Sitework Alteration or Addition (work not requiring a permit)

( ) Home Alteration or Addition (work valued under $5,000.00)

( ) Landscape Alteration or Addition (under 4,000 square feet)

Property Owner(s): ____________________________________________

Home Address: _____________________________________________

Phone: Home ______ Fax ______ Work ______

Architect/Designer: _________________________________________

Address: _____________________________________________

Phone ______ Fax ______

Engineer: _________________________________________________

Address: _____________________________________________

Phone ______ Fax ______

Landscape Architect: _________________________________________

Address: _____________________________________________

Phone ______ Fax ______

General Contractor: _________________________________________

Address: _____________________________________________

Phone ______ Fax ______
The Highlands at Rancho Grande Design Manual provides that this Minor Project Submittal Application shall be used in applying for Design Committee approved for property improvements which, in the sole discretion of the Committee, are considered "minor" in nature, i.e. which do not merit extensive plans and specifications. A project requiring a deviation from a Requirement or an exception from a Standard shall not be considered a minor improvement.

The actual requirements of the Project Submittal will vary depending upon the nature and size of the proposed improvement. The specific initial minimum requirements for this particular application, as determined by the Committee, are to be as set forth herein. This Form is initially to be completed by or in the presence of a Committee Representative. The brackets ("[ ]") marked by the Committee Representative (and other materials designated) indicate the specific initial minimum requirements of this Project Submittal. The Committee reserves the right to require additional information if, after reviewing the initial submittal, it determines there is still insufficient information to make a fully informed evaluation and decision.

The marked brackets (and other materials designated) indicate the items which must be included in the Project Submittal Application. Please review, comply with and check off each required item in the space to the left of the item number.

A. EXISTING CONDITIONS ON-SITE & ON SURROUNDING SITES

Check

1. [ ] Topographic Study

2. [ ] Other (describe):

B. PROPOSED NEW IMPROVEMENTS

Check

1. [ ] Site Plan

2. [ ] Tree Removal & Protection Plan

3. [ ] Grading & Drainage Plan

4. [ ] Foundation Plan

5. [ ] Floor Plans

6. [ ] Lighting Plan

7. [ ] Elevations

8. [ ] Roof Plan

9. [ ] Longitudinal & Transverse Sections

10. [ ] Auxiliary Plans & Details
FORM C
MINOR PROJECT SUBMITTAL

C. OTHER INFORMATION NECESSARY FOR COMMITTEE REVIEW

Check

1. [ ] Color & Materials Board
2. [ ] Site & Building Photos
3. [ ] Product Information
4. [ ] Arborist’s Report
5. [ ] Improvements Marked on Ground
6. [ ] Other (describe): ____________________________

D. ATTACHMENT(S)

Check

1. [ ] Application Fee in the amount of $_________
2. [ ] Other (specify): ____________________________

E. COMMITTEE APPROVAL PROCEDURE

Check

1. [ ] Administrative Recommendation and Committee Review & Approval Only (routine meeting agenda item) OR
2. [ ] Committee Hearing Deemed Necessary
   a. [ ] Notification of Neighbors
   b. [ ] Notification of Community Development Department
FORM C
MINOR PROJECT SUBMITTAL

F. ACKNOWLEDGMENTS:

1. The Highlands at Rancho Grande Design Committee:

The initial minimum requirements for this Project Submittal Application were established by the Committee and set forth herein by me or in my presence. The Committee reserves the right to require additional information if, after reviewing the initial submittal, it determines there is still insufficient information to make a fully informed evaluation and decision.

Signature of Committee Representative

Executed on (date)_______, at (City)________________________

2. Owner/Representative:

I certify that to the best of my knowledge the information contained in this submittal is true and correct.

Printed Name of Owner/Representative___________________________

Signature of Owner/Representative_______________________________

Executed on (date)_______, at (City)___________________________

THIS SPACE FOR USE OF DESIGN COMMITTEE:

Date Received:_________ Received By:_________ Match Applicant's Description?____

Review Date:_________

[ ] Approved [ ] Not Approved [ ] Approved with Conditions
(see conditions below)

[ ] Other

Conditions of Approval:_______________________________________

___________________________________________________________

Action:______________________________________________________
FORM D
ADDENDA APPLICATION

DESIGN COMMITTEE
THE HIGHLANDS AT RANCHO GRANDE
ADDENDA APPLICATION (FORM D)

Lot No. __________________ Street Address ________________________________
Owner __________________ Phone ________________________________

Type of Submittal being Supplemented:

( ) Design Submittal

( ) Construction Document Submittal

( ) Minor Project Submittal

Date of Original Submittal: ________________________________

The Original Submittal _____ Has _____ Has not been approved by the Design Committee.

Date of This Supplement: ________________________________

This form and the materials being submitted with it are made a part of the original application. The materials submitted herewith and the reasons for supplement are described below. Please use additional sheets if helpful.

MATERIALS:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Page 1 of 1
FORM E
CONSTRUCTION AGREEMENT

TO REMOVE CUT ALONG DASHED LINE

DESIGN COMMITTEE
THE HIGHLANDS AT RANCHO GRANDE
CONSTRUCTION AGREEMENT

Lot No. Street Address

Type of Submittal (Check all that apply):
( ) Initial Home Construction and/or Landscape
( ) Sitework Alteration or Addition (any work requiring a permit)
( ) Home Alteration or Addition (work valued over $5,000.00)
( ) Landscape Alteration or Addition (over 4,000 square feet)
( ) Sitework Alteration or Addition (work not requiring a permit)
( ) Home Alteration or Addition (work valued under $5,000.00)
( ) Landscape Alteration or Addition (under 4,000 square feet)

FORM E

Property Owner(s):

Home Address: ____________________________

Phone: Home ________ Fax_________ Work__________

I/we assume responsibility for assuring that my/our Authorized Representative, contractor and sub-contractors comply with the requirements of the Declaration, the Manual, and with all the rules and regulations adopted by the Committee. I/we acknowledge the committee shall have the authority to order an abatement of any construction, alteration or other matter for which approval is required, to the extent that it has not been approved by the Committee or to the extent that it does not conform to the plans and specifications which were submitted to the Committee and approved by it. No work for which approval is required shall be deemed to be approved simply because it has been completed without a complaint or other notification of noncompliance by the Committee.

SIGNATURE(S) OF OWNER(S):

_________________________________________ Date________

_________________________________________ Date________

I certify that I am the duly Authorized Representative of the above named Property Owner(s) and have the power to act in his/her/their behalf. In addition, I have read and understand the above requirements, agree to be bound by them, and agree to act in accordance with them.

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF PROPERTY OWNER(S):

_________________________________________ Date________
FORM F
NOTICE OF COMPLETION

TO REMOVE CUT ALONG DASHED LINE

DESIGN COMMITTEE
THE HIGHLANDS AT RANCHO GRANDE
NOTICE OF COMPLETION
(FORM F)

Lot No.  Street Address

Type of Submittal (Check all that apply):

( ) Initial Home Construction and/or Landscape
( ) Sitework Alteration or Addition (any work requiring a permit)
( ) Home Alteration or Addition (work valued over $5,000.00)
( ) Landscape Alteration or Addition (over 4,000 square feet)
( ) Sitework Alteration or Addition (work not requiring a permit)
( ) Home Alteration or Addition (work valued under $5,000.00)
( ) Landscape Alteration or Addition (under 4,000 square feet)

To the Design Committee:

This shall certify that all work encompassed by the above Submittal has been completed and is
(mark one)
____ ready for Final Inspection by the Design Committee
____ fully passed Final Inspection by the Design Committee on (Date)_____

Please issue a Construction Compliance letter as soon as possible after your receipt of this form.

Please contact the following person regarding any questions as to the work performed:

Property Owner(s): ____________________________________________________________
Home Address: ______________________________________________________________
Phone: Home _______ Fax _______ Work _____________________________
Owner's Signature: ____________________________________________________________

THIS SPACE FOR USE OF DESIGN COMMITTEE: Date Received: ____________________

Received By: ________________________________________________________________

Design Committee Final Inspection Scheduled for (Date) at (Time)___________________

Other Action: __________________________________________________________________

Page 1 of 1
INDEX TO APPENDIX

appendix a - setback diagrams
appendix b - fuel modification plans & details
appendix c - drought tolerant plants
appendix d - oak tree care & maintenance
appendix e - pre-approved landscape designs
appendix f - pre-approved site options
appendix g - pre-approved plans
appendix a - setback diagrams

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix a - setback diagrams

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix a - setback diagrams

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix a - setback diagrams

LEGEND

LOT SETBACK LINES
LOT LINES
10' SETBACK DISTANCE FROM LOT LINE

SPECIAL NOTE

This set-back diagram was adopted and approved by the City of Arroyo Grande Architectural Review Committee and the City of Arroyo Grande Planning Department.

The Highlands at Rancho Grande - Phases 1-5 - Arroyo Grande, CA
The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix a - setback diagrams

LEGEND

- Lot setback lines
- Lot lines
- 10' setback distance from lot line

SPECIAL NOTE

An asterisk (*) denotes a setback distance deviation approved and granted by the City of Arroyo Grande Architectural Advisory Committee and the City of Arroyo Grande Community Development Department.

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix b - fuel modification plan

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix b - fuel modification plan

LEGEND:

ZONE 1

ZONE 2

ZONE 3

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix b - fuel modification plan

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix b - fuel modification plan

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
# Appendix C - Drought Tolerant Plants

The following list of plants is intended as a suggestion list. There are numerous plants which are suitable for low water use. This is not intended to be a comprehensive list, but rather a guideline for plants that are suitable in The Highlands at Rancho Grande. The following symbols are used to designate the plant types *good erosion control plants, △plants with low fuel volume, △plants that are compatible under and around oak trees:

## TREES

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acacia spp.</td>
<td>Wattle</td>
</tr>
<tr>
<td>Aesculus californica</td>
<td>Horsechestnut</td>
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<tr>
<td>Albizia julibrissin</td>
<td>Silk Tree</td>
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<tr>
<td>Brachychiton populneus</td>
<td>Bottle Tree</td>
</tr>
<tr>
<td>Cercis occidentalis</td>
<td>Carob</td>
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<td>Eriobotrya japonica</td>
<td>Redbud</td>
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<tr>
<td>Geijera parviflora</td>
<td>Australian Willow</td>
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<tr>
<td>Grevillea robusta</td>
<td>Silk Oak</td>
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<tr>
<td>Koelreuteria paniculata</td>
<td>Goldenrain Tree</td>
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<tr>
<td>Liquidambar sylvnius</td>
<td>American Sweet Gum</td>
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<tr>
<td>Lyonothamnus floribundus</td>
<td>Catalina Ironwood</td>
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<tr>
<td>Olea europea</td>
<td>Olive</td>
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<tr>
<td>Platana racemosa</td>
<td>Sycamore</td>
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<tr>
<td>Pistacia chinensis</td>
<td>Chinese pistache</td>
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<tr>
<td>Populus fremontii</td>
<td>Cottonwood</td>
</tr>
<tr>
<td>Quercus agrifolia</td>
<td>Coast Live Oak</td>
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<tr>
<td>Quercus ilex</td>
<td>Holly</td>
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<tr>
<td>Quercus suber</td>
<td>Cork-Oak</td>
</tr>
<tr>
<td>Rhus lancea+</td>
<td>African Sunroc</td>
</tr>
<tr>
<td>Schinus molle+</td>
<td>California Pepper Tree</td>
</tr>
<tr>
<td>Schinus terebinth ifolius+</td>
<td>Brazilian Pepper Tree</td>
</tr>
<tr>
<td>Tristania contorta</td>
<td>Brisbane Box</td>
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<tr>
<td>Ulmus parvifolia</td>
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## SHRUBS/GROUND COVERS

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<tr>
<th>Botanical Name</th>
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<tbody>
<tr>
<td>Acacia redolens</td>
<td>Wattle</td>
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<tr>
<td>Arbustus unedo</td>
<td>Strawberry Tree</td>
</tr>
<tr>
<td>Arctostaphylos 'Carmel Sur'</td>
<td>'Carmel Sur' Manzanita</td>
</tr>
<tr>
<td>Arctostaphylos densiflora-</td>
<td>Sonoma Manzanita</td>
</tr>
<tr>
<td>Arctostaphylos densiflora-</td>
<td>McMinn Manzanita</td>
</tr>
<tr>
<td>&quot;Howard McMinn&quot;</td>
<td>Little Sur Manzanita</td>
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<tr>
<td>Arctostaphylos edmundsi</td>
<td>Monterey Manzanita</td>
</tr>
<tr>
<td>Arctostaphylos hookeri</td>
<td>'Wayside' Manzanita</td>
</tr>
<tr>
<td>Arctostaphylos 'Wayside'</td>
<td>Silver Spreader</td>
</tr>
<tr>
<td>Artemisia cacaciosa+</td>
<td>Sanhill Spreader</td>
</tr>
<tr>
<td>Artemisia Pyrrhocarya</td>
<td>Coyote Brush</td>
</tr>
<tr>
<td>'David's Choice'</td>
<td>Lemon Bottlebrush</td>
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<tr>
<td>Baccharis pilularis</td>
<td>Natal Plum</td>
</tr>
<tr>
<td>Calystemon citrinus+</td>
<td>Carmel Creeper</td>
</tr>
<tr>
<td>Carissa grandiflora+</td>
<td>Wild Lilac</td>
</tr>
<tr>
<td>Ceanothus griseus</td>
<td>Snow-in-summer</td>
</tr>
<tr>
<td>horizontalis+</td>
<td>Mediterranean Fan</td>
</tr>
<tr>
<td>Ceanothus spp.++</td>
<td>Rockrose</td>
</tr>
<tr>
<td>Cercidium tomentosum+</td>
<td>Kink's Coprosma</td>
</tr>
<tr>
<td>Chamaephyllum humilis</td>
<td>Coryea</td>
</tr>
<tr>
<td>Palm</td>
<td>Smoke Tree</td>
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## SHRUBS/GROUND COVERS (continued)

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<tr>
<th>Botanical Name</th>
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<tbody>
<tr>
<td>Cotoneaster dammeri+</td>
<td>Bearberry Cotoneaster</td>
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<tr>
<td>Cotoneaster spp.</td>
<td>Cotoneaster</td>
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<tr>
<td>Dendromecon harfordi</td>
<td>Island Bush Poppy</td>
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<tr>
<td>Dendromecon rigid+</td>
<td>Bush poppy</td>
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<tr>
<td>Dodonaea viscosa</td>
<td>Hopseed Bush</td>
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<tr>
<td>Echium fastuosum+</td>
<td>Pride of Madeira</td>
</tr>
<tr>
<td>Escallonia sp.</td>
<td>Escallonia</td>
</tr>
<tr>
<td>Fallogia paradoxa*</td>
<td>Apache Plume</td>
</tr>
<tr>
<td>Fremontodendron spp.</td>
<td>Flannel Bush</td>
</tr>
<tr>
<td>Grevillea spp.</td>
<td>Grevillea</td>
</tr>
<tr>
<td>Heteromeles arbutiflora++</td>
<td>Toyon</td>
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<tr>
<td>Hypericum caeruleum*</td>
<td>Creeping St. Johnswort</td>
</tr>
<tr>
<td>Lantana camara*</td>
<td>Common Lantana</td>
</tr>
<tr>
<td>Lantana montevidensis*</td>
<td>Lantana</td>
</tr>
<tr>
<td>Lavandula angustifolia</td>
<td>English Lavender</td>
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<tr>
<td>Leptospermum scoparium</td>
<td>New Zealand Tea Tree</td>
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<tr>
<td>Mahonia aquifolium</td>
<td>Orange grape</td>
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<tr>
<td>Mahonia aquifolium</td>
<td>Dwarf Oregon grape</td>
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<tr>
<td>&quot;Compacta&quot;</td>
<td>Creeping Mahonia</td>
</tr>
<tr>
<td>&quot;Mohoria repens&quot;*</td>
<td>Sticky Monkey Flower</td>
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<tr>
<td>Minula aurantiaca+</td>
<td>Myoporum</td>
</tr>
<tr>
<td>Myoporum &quot;Pacificum&quot;+</td>
<td>Myoporum</td>
</tr>
<tr>
<td>Myoporum parviflorum+</td>
<td>Myoporum</td>
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<tr>
<td>Nerium oleander+</td>
<td>Oleander</td>
</tr>
<tr>
<td>Pittosporum tomentosum</td>
<td>Torbira</td>
</tr>
<tr>
<td>Plumbago auricula</td>
<td>Cape Plumbago</td>
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### Appendix C - Drought Tolerant Plants

#### Shrubs/Ground Covers (continued)

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
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<tbody>
<tr>
<td>Pyracantha spp.</td>
<td>Firethorn</td>
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<tr>
<td>Rhamnus californica+</td>
<td>Coffeeberry</td>
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<td>Rhamnus crocea</td>
<td>Holly-Leaf Redberry</td>
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<tr>
<td>Rhus integrifolia+</td>
<td>Lemonade Berry</td>
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<td>Rhus ovata+</td>
<td>Sugar Bush</td>
</tr>
<tr>
<td>Ribes malvaceum+</td>
<td>Chapparal Currant</td>
</tr>
<tr>
<td>Ribes sanguineum+</td>
<td>Pink-flowering Currant</td>
</tr>
<tr>
<td>var. glutinosum+</td>
<td></td>
</tr>
<tr>
<td>Ribes speciosum+</td>
<td></td>
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<tr>
<td>Ribes viburnfolium+</td>
<td>Evergreen Curran</td>
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<tr>
<td>Romneya coultier</td>
<td>Matija Poppy</td>
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<tr>
<td>Rosa rugosa*</td>
<td>Ramanes Rose</td>
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<td>Rosmarinus officinalis</td>
<td>Dwarf Rosemary</td>
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<tr>
<td><em>Prostratus</em></td>
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<tr>
<td>Rubus Calycinoides</td>
<td>Blackberry</td>
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<tr>
<td>Salvia columbariae+</td>
<td>Chia</td>
</tr>
<tr>
<td>Salvia leucantha</td>
<td>Mexican Bush Sage</td>
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<td>Salvia leucophylla</td>
<td>Purple Sage</td>
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<tr>
<td>Salvia sonomensis+</td>
<td>Creeping Sage</td>
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<tr>
<td>Santolina chamaecyparissus+</td>
<td>Lavender Cotton</td>
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<tr>
<td>Santolina calendula++</td>
<td>Green Santolina</td>
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<tr>
<td>Sollya heterophylla</td>
<td>Austrain Bluebell</td>
</tr>
<tr>
<td>Trichostema lanatum+</td>
<td>Wooly Blue Curls</td>
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<tr>
<td>Tulbagha violacea</td>
<td>Society Garlic</td>
</tr>
<tr>
<td>Umbellularia Californica+</td>
<td>California Bay</td>
</tr>
<tr>
<td>Vaccinium ovalatum+</td>
<td>California Huckleberry</td>
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<tr>
<td>Xylosma congestum</td>
<td>Shiny Xylosma</td>
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#### Perennials, Bulbs, Annuals

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
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<tbody>
<tr>
<td>Achillea spp.+</td>
<td>Yarrow</td>
</tr>
<tr>
<td>Agave americana+</td>
<td>Century Plant</td>
</tr>
<tr>
<td>Agave attenuata+</td>
<td>Agave</td>
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<tr>
<td>Aloe arborescens+</td>
<td>Tree Aloe</td>
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<tr>
<td>Arctotheca calendula+</td>
<td>Cape Weed</td>
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<tr>
<td>Clarkia spp.</td>
<td>Delphinium parrs+</td>
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<tr>
<td>Coreopsis spp.</td>
<td>Dietes vegeta</td>
</tr>
<tr>
<td>Delphinium parrs+</td>
<td>Eriogonum fasciculatum+</td>
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<tr>
<td>Eriogonum spp.</td>
<td>Eriogonum californica+</td>
</tr>
<tr>
<td>Elymus californicus+</td>
<td>Festuca californica+</td>
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<tr>
<td>Festuca californica+</td>
<td>Festuca occidentalis+</td>
</tr>
<tr>
<td>Festuca occidentalis+</td>
<td>Iris douglasiana+</td>
</tr>
<tr>
<td>Limonium perelli</td>
<td>Lotus scoparius+</td>
</tr>
<tr>
<td>Lupinus latifolius+</td>
<td>Miscanthus sinensis</td>
</tr>
<tr>
<td>Narcissus spp.</td>
<td>Oenothera berlandieri</td>
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<tr>
<td>Penstemon spp.+</td>
<td>Perennials+</td>
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<tr>
<td>Phormium tenax</td>
<td>Phormium tenax</td>
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<tr>
<td>Romneya coultier</td>
<td>Salvia spathacea+</td>
</tr>
<tr>
<td>Salvia spathacea+</td>
<td>Sedum spp.</td>
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<tr>
<td>Verbena spp.</td>
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#### Vines

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
</tr>
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<tbody>
<tr>
<td>Bougainvillea spp.</td>
<td>Bougainvillea</td>
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<tr>
<td>Cissus antarctica*</td>
<td>Kangaroo Treebine</td>
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<tr>
<td>Cissus hypoglaucia*</td>
<td>NCN</td>
</tr>
<tr>
<td>Euonymus fortunei*</td>
<td>Japanese Honeysuckle</td>
</tr>
<tr>
<td>Parthenocissus quinquefolia*</td>
<td>Virginia Creeper</td>
</tr>
<tr>
<td>Parthenocissus tricuspidata</td>
<td>Boston Ivy</td>
</tr>
<tr>
<td>Rosa banksiae*</td>
<td>Lady Bank's Rose</td>
</tr>
<tr>
<td>Tecoma capensis</td>
<td>Cape Honeysucky</td>
</tr>
<tr>
<td>Vitis californica+</td>
<td>California Wild grape</td>
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<tr>
<td>Vitis girdiana+</td>
<td>Desert Grape</td>
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<tr>
<td>Wisteria spp.</td>
<td>Wisteria</td>
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---

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
OAK TREE CARE AND MAINTENANCE

Additional information on Planting and Maintaining Oak Trees

The following planting technique was taken from Sunset Magazine, October 1990:

- Create enclosures or fenced areas to protect new seedlings from animals.
- Choose sites for the planting of acorns, seedlings, or trees that are favorable to natural regeneration such as north or east-facing slopes, deep soils, swales and alluvial sites, in addition to considerations of aesthetics.
- If collecting acorns, collect them after they have ripened. The best time is in the fall and when they are still on the tree.
- Plant acorns between November and March. Planting is best done in the fall so the trees may become established before the hot, dry summer. The best time is after the first fall rains. Place the acorn sideways and cover with one inch of soil. Protect the seedlings from gophers, squirrels, birds and deer.
- Mulch the soil around the new seedling with 2 to 4 inch layer of wood chip mulch (not redwood mulch) to suppress weeds.
- Do not irrigate or water any existing oaks or naturally occurring seedlings.
- Feeding should be done only when growth is poor and then only near the drip line with an organic or commercial fertilizer that has been approved by a nursery professional or certified arborist.
- Remove any vines climbing up the trunk.
- All pruning must be recommended in writing, approved by the Arroyo Grande Community Development Department, and performed by a certified arborist.
- Pruning should be kept to a minimum. If approved, canopy pruning should be limited to 25% of the foliage. Limbs over 2" in diameter should not be removed. Pruning must be done under supervision of an arborist.
- Prune only to remove dead, weakened, diseased, or potentially hazardous branches, or as a part of a certified arborist's plan for encouraging and enhancing the overall health of the tree.
- Substantial pruning, when permitted, should be performed during the dormant season.
- Light pruning for better air circulation and shaping can be done any time of the year, subject to the recommendations of an arborist.
- All cuts to the tree, including root cuts, must be cleaned and performed with a sharp instrument and not be broken or pulled off.
- Pruning of any tree outside of a Property Owners lot is not permitted unless the tree poses a risk to the resident and the pruning is first approved by the Committee and the City.
- A dying or dead tree limb does not necessarily need to be removed unless it presents a safety, fire or health hazard to its surroundings. Many animals depend on these "snags" for habitat and survival. Woodpeckers use snags to store acorns and food. Removal of a snag will require Committee approval.

OAK TREE CARE AND MAINTENANCE

Additional information on Planting and Maintaining Oak Trees

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appendix e - pre-approved landscape designs

LANDSCAPE DIAGRAM ZONES

A. Maximum of 25% total landscape use of plant material that is less drought tolerant. To be used at entries and patios. Irrigate with efficient spray head, bubbles or drip.

B. Lawn or lawn substitutes. Maximum turf use of 400 sq. ft. in front yard setback; and 1200 sq. ft. per lot total. Use a drought resistant fescue, such as bonsai dwarf fescue; alternative species of drought resistant fescue must be approved by the Design Committee. Spray irrigation.

C. Drought tolerant shrubs with drought tolerant ground cover below. Bubbler, spray or drip irrigation.

D. Drought tolerant shrubs with mulch or shredded bark below. Drip irrigation.

E. Transition planting consisting of native species as a transition into natural open space.

NOTE:
Refer to Fuel Modification Plan, Appendix B, for planting restrictions at lots adjacent to open space.
NOTE:
Refer to Fuel Modification Plan, Appendix B, for planting restrictions at lots adjacent to open space.
appendix f - pre-approved site options

Approved Fencing Options

RAIL FENCING

2 - Rail Fence

3 - Rail Fence

3 - Rail Gate

2 - Rail Gate

**Fencing Wire can be used, but must be approved by the Design Committee**

BOARD FENCING

1X8 Fence Boards with 4X4 Posts in Good Neighbor Layout

1X8 Fencing with 2X6 Cap and 4X4 Posts in Good Neighbor Layout

1X12 Fence Boards with 1X3 Batts and 2X6 Cap and 4X4 Posts in Good Neighbor Layout

1X8 Fencing Board Panels between 4X6 Posts (Same Elevation Each Side)

1X6 Fence Boards with 2X6 Cap and 4X4 Posts (Same Elevation Each Side)

"Good Neighbor" Layout: Front side of fencing alternates every 8 feet.

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
Approved Trellis Options

Trellis Style A
- 2 X 4 AT 8' O.C.
- 2 - 2 X 8 BEAMS
- 4 X 4 POSTS

Trellis Style B
- 3 X 4 AT 8' O.C.
- 2 - 2 X 8 BEAMS
- 6 X 6 POSTS

Trellis Style C
- 4 X 6 AT 8' O.C.
- 2 - 4 X 8 BEAMS
- 6 X 6 POSTS

Trellis Style D
- 4 X 4 AT 8' O.C. EACH WAY
- 2 - 4 X 8 BEAMS
- 6 X 6 POSTS
# INDEX TO PRE-APPROVED PLANS

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appendix g - Plan 2 - Floor Plan

Plan Data (Approx.)

- Living Area: 1,939 SQ. FT.
- Bedroom #4 Option: 209 SQ. FT.
- Master Retreat: 109 SQ. FT.
- Living Area w/ Options: 2,257 SQ. FT.
- 3-Car Garage: 685 SQ. FT.
- 2-Car Garage: 476 SQ. FT.

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appendix g - Plan 2 - Elevation B

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 2 - Elevations w/ Bedroom #4 Option

Elevation A

Elevation B

Elevation C

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appendix g - Plan 3 - Elevation C

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 3 - Elevations w/ Bedroom #4 Option

Elevation A

Elevation B

Elevation C

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Appendix - Plan 3XL - Floor Plan

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 3XL - Elevation C

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 3XL - Elevations w/ Bedroom #4 Option

Elevation A

Elevation B

Elevation C
appendix g - Plan 4 - Floor Plan

First Floor
- 3rd Car Space or Optional Bedroom #5
- 3-Car Garage
- Living Room
- Master Bedroom
- Family Room
- 3-Car Parking
- Dining Room
- Optional Bonus Room
- Bath #3
- Bedroom #2
- Porch
- Bath #2
- Master Bedroom
- Entry
- Hall

Second Floor
- Bedroom #4 or Optional Loft
- Bedroom #3
- Landing
- Bonus Room Option
- Bath #2
- Bedroom #2
- Master Bedroom
- Hall

Plan Data (Approx.)
- First Floor: 1,572 SQ. FT. Bedroom #5 Option, 204 SQ. FT. 3-Car Garage, 680 SQ. FT.
- Second Floor: 632 SQ. FT. Bonus Room Option, 492 SQ. FT. 2-Car Garage, 476 SQ. FT.
- Total Living Area: 2,024 SQ. FT. Living Area w/Options, 2,900 SQ. FT.

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appendix g - Plan 4 - Elevation A

Right Elevation

Rear Elevation

Left Elevation

Front Elevation

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 4 - Elevation A w/ Bonus Room Option

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 4 - Elevation B

Right Elevation

Rear Elevation

Left Elevation

Front Elevation

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 4 - Elevation B w/ Bonus Room Option

Right Elevation

Rear Elevation

Left Elevation

Front Elevation

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appendix g - Plan 4 - Elevation C w/ Bonus Room Option

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 5 - Floor Plan

Plan Data (Approx.)
Living Area 2,100 SQ. FT.
2-Car Garage 489 SQ. FT.

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Right Elevation

1. Concrete Tilt Roof
2. Steel Roll-up Garage Door
3. Wood Corner Beards and Trim
4. Wood Posts - Paint Accent Color
5. Pre-Cast Stone Veneer
6. Hardboard Siding
7. Metal Window Frames

Material / Finish Notes
1. Concrete Tilt Roof
2. Steel Roll-up Garage Door
3. Wood Corner Beards and Trim
4. Wood Posts - Paint Accent Color
5. Pre-Cast Stone Veneer
6. Hardboard Siding
7. Metal Window Frames
8. Wood Fascia
9. Concrete Plaster Exterior
10. Brick Covered Trim - Paint Accent Color
11. Brick Veneer
12. Wood Detailing - Paint Accent Color
13. Hardboard Single Siding

Left Elevation

Front Elevation

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Appendix G - Plan 5 - Elevation C

The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
Material / Finish Notes

1. Concrete Tile Roof
2. Steel Roll-up Garage Door
3. Wood Corner Boards and Trim
4. Wood Fascia - Paint Accent Color
5. Pre-Cast Stone Veneer
6. Hardboard Siding
7. Metal Window Frames
8. Wood Fascia
9. Cement/Plaster Exterior
10. Stone/Cement Trim - Paint Accent Color
11. Brick Veneer
12. Wood Detailing - Paint Accent Color
13. Hardboard/Single Siding

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The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA
appendix g - Plan 6 - Elevation A

Material / Finish Notes:

1. Concrete Tile Roof
2. Show Roll-Up Garage Door
3. Wood Center Boards and Trim
4. Wood Posts - Paint Accent Color
5. Pre-Cast Stone Veneer
6. Hardboard Siding
7. Metal Window Frames
8. Wood Fascia
9. Cement Plaster Exterior
10. Steel Channel Trim - Paint Accent Color
11. Back Veneer
12. Wood Detailing - Paint Accent Color
13. Hardboard Single Siding

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The Highlands at Rancho Grande • Phases 1-5 • Arroyo Grande, CA