



# Construction Permit Application

**Please Note:** Applications must be submitted by 5:00 pm in accordance with the submittal schedule, available in the RSF Association office or online on the [Applications and Forms](#) webpage.

## Applicant Information

### Owner

Name: \_\_\_\_\_  
 APN: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Subject Property Gate Code (if applicable):**

\* Required for properties with existing entry gates \_\_\_\_\_

### Owner's Representative / Primary Contact (Responsible for forwarding all project information to project staff)

\* Signature required pursuant to pg. 3 of the application form, if selected

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Architect / Designer

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Project Description:

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

### Architectural Style:

- If you have a **Deed Restriction**, please attach to this application
- If you have an **Easement**, please show on plan

## Improvement Type

(Check ALL items submitted for this specific application ONLY)

- Grading
- Exterior Remodel  
(no additional sq. footage)
- Retaining Walls
- Fencing
- Entry Gate
- Pilasters
- Propane Tanks / Generators
- Lighting (see Lumens Chart)
- Landscaping
- Reroof (include samples)
- Repaint (include samples)
- Colors / Materials Samples
- Colors / Materials Samples To Match Existing
- New Windows / Doors
- Construction Site Sign  
(2 Color Copies w/ Dimensions)
- Commercial Sign  
(2 Color Copies w/ Dimensions)
- Other: \_\_\_\_\_
- Residence / Attached Garage Additions
- Exterior Remodel
- Detached Structures
- Trellis / Covered Areas
- Pool / Spa
- Tennis / Sports Court
- Horse / Large Animal Keeping:  
# \_\_\_\_\_ on \_\_\_\_\_ Acres

\*If any of the boxes above are checked, please provide Site Data information

## Site Data

\*All information on this form must be consistent with the information shown on plans

### FLOOR AREAS: Gross Square Footage (as measured from exterior wall surfaces)

<b>RESIDENCE:</b> (Including attached guest houses)	Existing Sq. ft. To Remain:	Proposed New Sq. ft.:	<b>DETACHED STRUCTURES:</b> (Guest House, Barn/Stable, etc.)	Existing Sq. ft. To Remain:	Proposed New Sq. ft.:
1. Living Area: First Floor			1.		
2. Attached Covered Areas: Covered patios, attached trellis, breezeways			2.		
3. Attached Garages: Above-ground			3.		
<b>A. Subtotals of 1, 2, &amp; 3:</b>	Sq. ft.	Sq. ft.	<b>B. Subtotals of 1, 2 &amp; 3:</b>	Sq. ft.	Sq. ft.
Living Area: Second Floor			Living Area: Basement		
Living Area: Basement			Garages: Underground / Tuck-Under Parking		
Garages: Underground / Tuck-Under Parking					
<b>TENNIS / SPORT COURT:</b> (Including all paved & seating areas)	Existing Sqft. To Remain:	Proposed New Sqft.	<b>POOL / WATER FEATURES:</b> (Water surface plus 4 ft, as applicable, perimeter)	Existing Sq. ft. To Remain:	Proposed New Sq. ft.:
1.			1.		
2.			2.		
<b>C. Subtotals of 1 &amp; 2:</b>	Sq. ft.	Sq. ft.	<b>D. Subtotals of 1 &amp; 2:</b>	Sq. ft.	Sq. ft.

### Staff Use Only

- New Submittal
- Resubmittal
- Continued
- Conceptual
- Story poles
- Plan Review
- Final Review

Meeting Date: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Received By: \_\_\_\_\_

### Date Stamp

### TOTAL SQUARE FOOTAGE (A+B+C+D):

(Existing square footage to remain, if any, + new)

\_\_\_\_\_ Sq. ft.

### SITE ACREAGE:

\_\_\_\_\_ Acres

### LOT COVERAGE:

(Total site coverage square footage / site acreage)

\_\_\_\_\_ %

# PERMIT APPLICATION OBLIGATIONS & ACKNOWLEDGMENTS

## Rancho Santa Fe Association (RSFA)

I HEREBY AUTHORIZE RANCHO SANTA FE ASSOCIATION STAFF AND ART JURY MEMBERS TO ACCESS MY PROPERTY FOR THE PURPOSE OF REVIEWING THIS PROPOSED PROJECT TO INSPECT AND/OR CONFIRM ALL WORK ON THE PROPERTY IS ACCORDING TO APPROVED PLANS AND PERMITS

Pursuant to Regulatory Code Section 30.04, et seq.:

Application is hereby addressed to the Rancho Santa Fe Association and the Rancho Santa Fe Art Jury through the office of the Building Commissioner for a Construction Permit in accordance with the description and for the purposes hereinafter set forth on the reverse hereof. This application is made subject to the following covenants and conditions which are hereby agreed to by the undersigned applicant, and which shall be deemed minimum conditions of the permit:

- The permit does not grant any right or privilege to erect any building or other structure or improvement therein described or any portion thereof, upon any street, alley or other public place.
- The permit does not include permission to construct any structure or improvement (including but not limited to walls, garages, fences, outbuildings, and signs) not listed on the application and clearly shown on plans submitted herewith and that for each additional structure not so shown, a new or modification of a permit must be obtained.
- The permit does not grant any right or privilege to use any building or other structure therein described, or any portion thereof, for any purpose that is, or may hereafter be, prohibited by the Rancho Santa Fe Association or its governing documents, or that is contrary to or prohibited by the restrictions of record applicable to said property.
- The granting of the permit does not affect or prejudice any claim of title to, or right of possession in, the property described in such permit.
- Construction started prior to Rancho Santa Fe Association permit issuance shall be subject to the Covenant Enforcement Procedures.
- Prior to Art Jury consideration of an application, all of the member's assessments and dues must be current.
- Art Jury approvals expire at the end of **six months** for preliminary style check (Plan Review) submittal, and **one year** for final (Final Plan Review) submittal. A one (1) time extension (administrative) may be requested, and extension fee paid, prior to expiration. If an approval expires, a new application must be filed and processed. **The Association does not give notice to an applicant in advance of an upcoming expiration date.**
- An issued construction permit expires at the end of one year. A one (1) time extension (administrative) may be requested, and extension fee paid, prior to expiration. If a permit expires, a new application must be filed and processed. **The Association does not give notice to an applicant in advance of an upcoming expiration date.**
- All applicants shall process their applications in accordance with the Association's then existing Development Review Procedures, Conceptual Plan Review Submittal Requirements (if applicable), Plan Review Submittal Requirements (if applicable), Final Plan Review Submittal Requirements, and construction inspection schedule.
- Temporary Construction Site Sign Regulation. **Please check one of the following statements:**
  - Acknowledges receipt of a copy of the Temporary Construction Sign Regulation and elects **NOT** to post any such sign during the construction applied for, or;
  - Acknowledges receipt of a copy of the Temporary Construction Sign Regulation and hereby petitions the Association Art Jury and Board of Directors for permission to place a sign of the size and design as shown on attached drawing or photograph.

I HAVE CAREFULLY EXAMINED AND READ THE FOREGOING APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT, AND THAT ALL PROVISIONS OF THE RANCHO SANTA FE PROTECTIVE COVENANT, BYLAWS AND REGULATIONS WILL BE COMPLIED WITH AT ALL TIMES DURING CONSTRUCTION, WHETHER HEREIN SPECIFIED OR NOT.

I HEREBY CERTIFY THAT I AM THE OWNER OR LEGAL REPRESENTATIVE OF THE ENTITY MAKING THIS APPLICATION.

**SIGNATURE OF OWNER OF RECORD (or representative, as applicable)** – required for application to be accepted as complete

(Only the owner may sign new submittal applications) \_\_\_\_\_

PRINT NAME AND TITLE (Required) \_\_\_\_\_

### **OWNER'S DESIGNATION OF REPRESENTATIVE**

The owner(s) of record must sign the application and can designate a representative who will be acting on his/her behalf. The Owner must sign all resubmitted applications, unless the Owner has designated a representative (as provided on Page 1 of this application); the Owner hereby authorizes such designated representative to sign all resubmitted applications as the Owner's agent (unless the Owner indicates to the contrary on the application). The representative's signature(s) on such resubmissions shall be binding on the Owner. The Owner or Owner's representative may deliver a resubmission which contains faxed/mailed signatures to the Association and such faxed/mailed signatures shall be deemed the same as originals. The Owner and designated representative (if applicable) must also sign this form.

This form must be completed and submitted with the application. Incomplete applications cannot be adequately reviewed by the Art Jury and will be returned to the Owner for completion and resubmission for review at another meeting. The Art Jury encourages the Owner to attend at least the first Conceptual Plan Review meeting with the Art Jury. If the Owner cannot attend, the name of the designated representative who will attend the meeting must be provided below.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title (Please Print):** \_\_\_\_\_

**Designated Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title (Please Print):** \_\_\_\_\_

## **RANCHO SANTA FE ASSOCIATION APPLICATION REQUIREMENTS**

This is a checklist for all phases and types of project applications. The information is required to allow the Art Jury and staff to properly assess your project. For any questions on this application form, please contact the Building and Planning Department at (858) 756-1174, or visit the Association Building & Planning webpage

### **ALL APPLICATIONS:**

- Completed and signed application form
- Application fee (see schedule of fees and deposits form)
- One (1) full-size plan set. Architectural plans must be: bound, legible, scaled, fully-dimensioned, and shall be prepared by a design professional. Grading and landscape plans may also be required, depending on the project scope or work. Refer to the checklists below for more specific submittal requirements.
- One (1) digital copy of the plan set must be provided to the Association by email, on a CD or USB. All plan sheets must be combined and saved as ONE complete PDF document.
- RESUBMITTALS:** Clearly delineate changes from previous submittal hatched in **red** (plans only)
- For all resubmittals, please provide a response letter of what changes have been made to the plans, and include the letter with your application.

### **CONCEPTUAL REVIEW APPLICATIONS:**

#### **Submittal Course & Requirements:**

- Pre-Application Review / Meeting (Recommended)** Please coordinate with RSFA Building and Planning Department staff prior to submission of the Conceptual Review Application
- Story Poles may be required at the discretion of the Art Jury**

#### **A. Project Data (REQUIRED) must include:**

- Project address, APN, owner information
- Lot area in square footage and acreage
- Building areas (sq. ft.) for both existing and proposed structures, distinguishing between covered and uncovered, pool/water feature plus at least 4-ft perimeter area (if applicable), tennis courts/sports courts and any related seating area

#### **B. Site Plan (REQUIRED) must include:**

- Vicinity map
- Surrounding properties map
- Labeled dimensions of existing and proposed buildings, fences, walls, and other structures on the site
- Clearly labeled property lines, north arrow, scale, and centerlines of streets
- Both County & RSF Covenant setbacks
- All easements
- Location of solar equipment

#### **C. Architectural Details (REQUIRED) must include:**

- Identify Structural Style**
- Fully-dimensioned and scaled elevations of all proposed structures and buildings, including eaves
- For proposed additions, clearly delineated changes to the existing structures / buildings hatched in **red**
- Elevations with clearly labeled ridgeline and plate heights
- Fully-dimensioned and scaled floor plans for all levels
- Roof plan showing the pitch and direction of the roof slopes
- Door and window details, including: spec sheets, dimensions, and installation schematics showing any door/window recession

#### **D. Grading Plan (only required for projects involving grading) must include:**

- Existing topography with contours denoted every 100 linear feet at 2-foot intervals (thin dashed lines)
- Proposed topography with contours denoted every 100 linear feet at 2-foot intervals (bold continuous lines)
- Cross sections clearly labeling maximum cut depth dimensions and fill height dimensions
- Slope analysis showing slopes 25% or greater in **red**, 10-25% in **yellow**, and 0-10% in **green**.
- Retaining walls showing elevations at top and bottom of all walls
- Proposed finished pad elevations
- Footprint of all proposed structures and improvements

#### **E. Horse / Large Animal Keeping (only required for projects involving a request for horses/large animals):**

- Please review Chapter 40 (Animal Keeping Regulation) of the Rancho Santa Fe Regulatory Code and provide the required information as part of your application. The required 150-foot radius must be shown on the plans.
- Consultation (*Recommended*)

#### **\*\*Recommended:**

- Architectural animation and/or three-dimensional rendering
- Design theme images such as photos and drawings / renderings of similar architectural designs

**PLAN REVIEW AND FINAL PLAN REVIEW APPLICATIONS:**

**Submittal Requirements:**

- All items A-D listed on page 3** (as applicable)
  - Clearly delineate any changes from previous submittals hatched in **red**
- Fire Department Review / Meeting (Recommended)** Please coordinate with Rancho Santa Fe Fire Protection District staff for site plan design prior to submission of a Conceptual Review application

**F. Landscape Plan (including plans advanced from Conceptual Review) must include:**

- Scaled site plan with property lines and north arrow
- Clearly labeled existing and proposed buildings, fences, walls, and other structures on the site
- Existing mature vegetation (i.e. trees and large shrubs) clearly labeled as “to remain” or “to be removed”
- Clearly labeled new (proposed) vegetation
- Plant legend identifying species, container size, canopy size, quantity, and height
- Cross sections showing maximum height and depth of other improvements including, but not limited to, water features, sports / tennis courts, fences and hardscape features
- Scaled and fully-dimensioned elevations of all proposed landscape/hardscape features, including entry gates, fences, and walls. Where a landscape plan is not being submitted, please include landscape/hardscape structure elevations as part of the architectural detail plan sheets.
- Locations of other improvements including, but not limited to, water features, sports/tennis courts, landscape/hardscape features, and ground-mounted solar installations. Provide elevations for applicable features.
- Screening for ground-mounted solar, animal keeping structures, sports/tennis courts, etc.
  - “Preliminary Review” approval stamp from Fire Department. Where no new landscaping is proposed, a “Preliminary Review” approval stamp from the Fire Department will be required on the architectural site plan to verify hose pull distances and existing mature vegetation to be retained.
  - RECOMMENDED: Color landscape plans are strongly encouraged

**G. Lighting Plan:** showing the locations of all exterior lighting fixtures (including landscape lighting), and lighting spec sheets with images and dimensions provided. Note: Uplighting is prohibited, and the bulb cannot be directly visible - (*see Lumens Chart*)

**H. Colors & Materials Board(s) [Minimum Size: 4’ x 4’] (as applicable) must include:**

- Indicate all colors and materials and specify manufacturer, name, and number of the color/material
- A PDF image of the proposed colors and materials board(s) shall also be included as part of the digital plan copy (or separately, if no plan is included)
- After submission, the board becomes a record of the approval, and the property of the Association, and will not be returned. Please retain a copy of the approved materials for your construction records.
- To avoid loss, materials must be firmly affixed with “hot glue”, epoxy glue, or a similar strong glue type.

I, the undersigned, on behalf of the applicant and their prior approval, declare that all of the above checked items have been included with this application, and contain accurate and valid information for this submittal. Failure to provide staff with the required/accurate information, at the time of application, may result in the application being deemed incomplete. Pursuant to Paragraph 47 of the Protective Covenant, incomplete applications will not be reviewed by the Art Jury.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title (Please Print):** \_\_\_\_\_