

MONARCH BAY TERRACE PROPERTY OWNER'S ASSOCIATION
Architectural Review Committee (ARC) Submission Application

Before submitting your architectural review application, please ensure you have completed and included the following items. Check each box to confirm that each component is ready for submission:

- ☐ Application Form: Completed and signed ARC application form.
- ☐ Property Owner Information: Full name, property address, contact number, and email address.
- ☐ Project Description: Detailed description of the proposed project, including dimensions, materials, colors, and types of construction.
- ☐ Site Plan: A detailed site plan showing the location of the proposed project on your property, including distances to property lines and neighboring structures (not applicable to small changes such as landscape, solar, fence, etc.).
- ☐ Elevation Drawings: Front, rear, and side elevation drawings showing the design and height of the proposed structure or modification (not applicable to small changes such as landscape, solar, fence, etc.).
- ☐ Material Samples: Samples or photographs of materials, finishes, and colors proposed for use.
- ☐ Landscape Plan: If applicable, a detailed landscape plan indicating plant types, sizes, and planting locations.
- ☐ Neighbor Notification: Evidence of notification to adjacent neighbors within the specified radius, including their signatures.
- ☐ Applicants to include zoomed image of home on Google map with 300' radius circle drawn to show the neighbors' home numbers, and identify (hatch mark) the neighbors who signed the awareness form or were sent a certified mail.
- ☐ Additional Documentation: Any additional documents required by the Monarch Bay Terrace HOA ARC guidelines or specific to your project.
- ☐ Fee Payment: Check or proof of payment for any required review or processing fees.

Please review your submission meticulously to ensure all necessary information and documents are included, as incomplete submissions may lead to delays or the rejection of your project. Make sure to complete the application form (2 pages) and the neighbor awareness form and attach your proposed home improvement or landscaping plan. Incomplete applications will not be processed and will be returned.

Adhering to all guidelines and requirements specified by the Monarch Bay Terrace HOA Architectural Review Committee (ARC) is crucial for a smoother review process. To ensure prompt consideration, thoroughly review all submission materials for completeness before submitting. Once everything is completed and checked, submit this checklist along with your application and all supporting documents to the Monarch Bay Terrace HOA ARC for evaluation.

For application fees, please refer to the most recent approved Fee Schedule dated September 2025. See Enclosed.

Mail to: Monarch Bay Terrace Property Owner's Association
c/o La Perla Property Management, 25201 Paseo De Alicia, Ste 150, Laguna Hills, CA 92653

Submissions are encouraged through the respective AppFolio portals.

Homeowner: _____

Date: _____

Property Address: _____

Lot#: _____

MAILING ADDRESS

CITY

ZIP

DAY PHONE

EVENING PHONE

EMAIL

Architect, Engineer, or Owner's Representative (if applicable):

NAME

PHONE

EMAIL

MAILING ADDRESS

CITY

ZIP

Description of requested improvements: Please specify the nature and scope of the improvements, including the types of materials, color schemes, and exact location:

DESIRED START DATE: _____

ESTIMATED COMPLETION DATE: _____

I UNDERSTAND AND AGREE THAT:

Disclaimer regarding work initiation:

Please be aware that starting any work related to this request without prior written approval from the Architectural Review Committee is strictly prohibited. Engaging in any related activities before receiving such consent may lead to legal consequences, penalties, or both.

By submitting this request, you acknowledge and agree that no work shall commence until the necessary written permissions have been granted. The responsibility to secure this approval lies entirely with the Owner and failure to obtain such approval prior to beginning work will be considered a violation of the terms and conditions set forth.

SIGNATURE: _____

HOMEOWNER

DATE

Please provide the following payment details to ensure proper processing of your architectural application:

- **Application Fee(s):**
(This check, payable to the Association, should cover all required fees associated with the application processing)
Check #: _____
- **Security Deposit** (also check to be made payable to the Association)
Check #: _____

If you've made electronic payments, please provide the following details:

Date of Payment: _____ Amount: \$ _____

NEIGHBOR AWARENESS**APPLICANT ADDRESS:** _____

The intent is to advise any impacted neighbors adjacent to your unit (any home within the specified radius as per the fee fine and deposit schedule) of the proposed Improvement. Neighbors must sign this form and may add their comments in the space provided.

OWNERS NAME	ADDRESS	EMAIL
SIGNATURE	DATE	
COMMENTS		
() Acknowledge		

OWNERS NAME	ADDRESS	EMAIL
SIGNATURE	DATE	
COMMENTS		
() Acknowledge		

OWNERS NAME	ADDRESS	EMAIL
SIGNATURE	DATE	
COMMENTS		
() Acknowledge		

FEES, FINES, and DEPOSIT SCHEDULE						Sep 2025	
Note to ARC Applicants :							
These descriptions and definitions are for the purpose of the HOA's Architectural Review Committee and are not intended to align with the City of Dana Point's terminologies and definitions.							
	Fees*	Fine	Deposit	Expiration	Radius Notifications	Notification period	Story Pole period
New Construction	\$10,000	100% of fee	\$10,000	2 years	300ft	30 days	30 days
Additions & Remodels^ (More than 1200 SF)	\$6,500	100% of fee	\$6,500	2 years	300ft	30 days	30 days
Additions & Remodels^ (801-1200 SF)	\$4,000	100% of fee	\$4,000	2 years	300ft	30 days	30 days
Additions & Remodels^ (300-800 SF)	\$2,500	100% of fee	\$2,500	2 years	300ft	30 days	30 days
Additions & Remodels^ (less than 300 SF)	\$1,500	100% of fee	\$1,500	2 years	300ft	30 days	30 days
ADU (More than 800 SF)	\$3,000	100% of fee	\$3,000	1 years	300ft	30 days	30 days
ADU (Up to 800 SF)	\$2,000	100% of fee	\$2,000	1 years	300ft	30 days	30 days
JADU (With exterior alterations)	\$1,000	100% of fee	\$1,000	1 years	100 ft	30 days	30 days
Courtyard remodels	\$1,000	100% of fee	\$1,000	1 years	100ft	30 days	30 days
Outbuildings (These are considered additions and follow the same fee schedule)		100% of fee	the same as fee	1 years	300ft	30 days	30 days
Landscape/Hardscape additions and alterations with any structure or pools.	\$2,000	100% of fee	\$2,000	1 years	300ft	30 days	30 days
Major Landscape/Hardscape and alterations without structures, pool or spa	\$1,000	100% of fee	\$1,000	1 years	100 ft	30 days	30 days
New Garden Walls, Fences & Gates	\$750	100% of fee	NA	1 years	100ft	30 days	30 days
Minor Landscape/Hardscape alterations without structures, pool or spa*	Included in dues	\$500	NA	NA	Adjacent neighbors	10 days	NA
Side Gate*	Included in dues	\$500	NA	NA	Adjacent neighbors	10 days	NA
Exterior Material Change*	Included in dues	\$500	NA	NA	N/A	N/A	NA
Exterior Color Change*	Included in dues	\$500	NA	NA	N/A	N/A	NA
Roof Material Change *	Included in dues	\$500	NA	NA	Adjacent neighbors and any neighbor within150' radius that's at a higher elevation	10 days	NA
Solar System Installation*	Included in dues	\$500	NA	NA	Adjacent neighbors and any neighbor within150' radius that's at a higher elevation	10 days	NA
Extension of permission*	Included in dues	\$500	NA	NA	NA	NA	NA
Like for Like*	Included in dues	\$500	NA	NA	NA	NA	NA
TERMS							
Additions: The fee for an addition is calculated based on its full new square footage.							
Remodels: The fee is based on the scope of exterior alterations and the square footage of the existing home impacted by those changes. Special attention is given to changes in roof height or shape, as well as any changes to the number, size, or location of windows and doors.							
Combined Projects (Additions and Remodels): When an application includes both an addition and a remodel, the fee will be based on the combined square footage of the full new addition and the partial square footage of the remodel area with exterior changes. The partial square footage may vary depending on the specific type of exterior modification.							
Any new courtyard walls or gates submitted with the main home require a separate fee.							
The notification period may be adjusted by the Architectural Committee if deemed necessary							
There is a standard minimum 30 day Story pole period							
Renewal fee is set at 10% of original fee and is applicable after the expiration period							
Use of Deposit: Fines and unexpected direct expenses incurred by the Association in the review process							
Remaining deposit will be released upon the project completion and notification from the homeowner.							
Incomplete, invalid, rejected applications may result in an entirely new application and additional fees.							
* Non dues members have a minimum \$250 fee supplement.							
^ Includes all new construction with any new exterior walls, roofs or roof/wall expansion, excludes courtyards.							