

ARCHITECT'S & HOMEOWNER'S HANDBOOK

Palos Verdes Homes Association Counter Hours

M-W-Th-F 9:00 - Noon 1:00 - 4:30 Closed Tuesdays

Palos Verdes Art Jury Meeting Schedules:

The full Art Jury reviews large projects generally on the 1st & 3rd Mondays (check the calendar)

Rotating Art Jury Members review smaller projects weekly on Tuesdays

Minutes from both meetings are available the following Wednesday after 1:00

pvha.org

Visit our website for general information about Palos Verdes Homes Association & Art Jury and to download forms and applications necessary for submittal of your project for Art Jury review. Only Homeowners can register in the **Member's Portal** and get exclusive access to the Protective Restrictions, Board Meeting agendas, Election information, Resolutions and Policies and so much more.

THE ART JURY'S PURPOSE

The Palos Verdes Art Jury is composed of five registered architects and a landscape designer who have been appointed to the Art Jury because of their individual qualifications. The PV Art Jury reviews every application for its artistic merit and is responsible for determining that plans for construction comply with the Protective Restrictions of Palos Verdes Estates – also known as Deed Restrictions or CC&Rs.

The following excerpts are from the
**"Protective Restrictions Palos Verdes Estates"
Declaration of Establishment, dated, June 26, 1923***

"No part of any property within the jurisdiction of Palos Verdes Homes Association shall be subdivided, laid out or improved by street work, buildings, structures, landscaping or planting, or its physical contours cut into, altered or changed, or any premises maintained except with the approval of the Art Jury as to a uniform and reasonably high standard of artistic result...in exterior and physical appearance of said property and improvements..." (*Article III, Sec. 1*)

"No building, fence, wall, sidewalk, steps, awning, tent, pole or other structure, improvement, utility, parking, sculpture, or planting shall be erected, constructed, altered or maintained upon, under or above any portion of said property or of any property within the jurisdiction of the Palos Verdes Homes Association unless plans and specifications... have been submitted to and approved in writing by the Art Jury and a copy of such plans & specifications... deposited for permanent record with the Palos Verdes Homes Association. No alteration shall be made in the exterior color or design of any structure unless approval of such alteration has been obtained from the Art Jury..." (*Article III, Sec. 2*)

"A design must be reasonably good of its kind in order to be approved by the Art Jury." (*Article IV, Sec. 34 (b)*)

"Materials, color and forms must be used honestly, actually expressing what they are, and not imitating other materials. The design of the building must be of such a kind or type as will, in the opinion of the Art Jury, be reasonably appropriate to its site and harmonize with its surroundings. The word "type" is used rather than "style" because attempts to reproduce "archaeological" or "period" styles shall be discouraged." (*Article IV, Sec. 34 (c)*)

**The Protective Restrictions can be found in its entirety on pvha.org to registered members (homeowners).*

Art Jury members are bound by these restrictions and review presentations objectively regardless of their own preferences. Training and experience have equipped them to recognize quality of design and their evaluation is based on basic elements of architectural design such as massing, proportion and symmetry and the use of materials and detailing in the context of a variety of historical styles. Every proposal must meet these basic standards and a level of design quality determined by the Art Jury before it can be accepted as approved. The PV Art Jury is an accepting or rejecting body. It is neither its privilege, nor its prerogative to redesign plans submitted for review.

A wide variety of building types have been approved by the Palos Verdes Art Jury including, but not limited to Spanish Colonial, Tuscan, French, Craftsman, Ranch, and Post and Beam Modern. A poorly designed example of any of these styles or the duplication of an approved plan can be the basis for disapproval.

Drawings must be legible, competent and of a quality that meets industry standards. Therefore it is strongly suggested that homeowners hire an Architect or Designer who is both qualified *and* familiar with the Deed Restrictions, procedures and standards required by the Palos Verdes Homes Association and Art Jury. Their experience can help you avoid unnecessary delays in the approval process before and after you pull your permit.

GETTING STARTED

If you are considering a construction project on your property and you don't know where to begin, your first stop should be at the Palos Verdes Homes Association office. Whether the project is a new single family residence or an addition, redoing your landscape or simply replacing a window, you will be required to have PV Art Jury approval. The first thing you need to know is every lot is unique. The PVHA staff will provide you with information specific to your property. Depending on the size and scope of your proposal, you will need to verify some or all of the following:

Limitations prescribed in the Protective Restrictions:

- **Setbacks** (pg. 4-5)– Front yard setbacks and other 'called' setbacks vary from lot to lot and can be affected by the slope of the lot. Side yard setbacks are determined by the width of the lot and number of stories. Rear yard setbacks are determined by the number of stories (See SETBACKS DEFINED)
- **Architectural Type** (pg. 6-7).– (See ARCHITECTURAL TYPES DEFINED)
- **Height Limit** (# of stories) – A basement is not a story. Consult with PVHA Staff for determination
- **Roof Type** (pg.7)–Limitations of roofing materials depend on the location of your property (See ROOF TYPES DEFINED)
- **Zone** – Residential, Commercial, School, etc.
- **Easements** – Utility easements typically at side and rear property lines found within setbacks
- **Special Restrictions** – Site specific. For example "No detached accessory structures allowed
- **Maximum Coverage** – Building coverage is limited to 30% of the lot area. Total coverage (building and hardscape) coverage is limited to 65% of the lot area. Covered porches are counted as hardscape.
- **Maximum Allowable Floor Area** – Livable floor area including garages, basements, cellars and accessory structures is limited to 30% of the lot area plus 1750 sq. ft. OR 50% of lot area whichever is less

Additional items you will need to know before submitting plans to PVHA:

- **Type of Application** – Application titles are specific. If you are submitting a myriad of items for review, then consult with PVHA Staff as to which application(s) to fill out.
- **Review Fees** – A fee schedule is provided in the Guides and Checklists tab on our website. The schedule will help you estimate the review fee, but ultimately, staff will calculate the total review fee.

Outstanding non-complying conditions or encroachments

- A **non-complying (as-built) condition** is an item that does not agree with the approved plans on file in our office and is typically discovered during a final inspection or a completion and compliance inspection. It can be as simple as an added window or paint color, or as troublesome as a wall encroaching into City Parkland or a structure built without a permit. Non-complying conditions require Art Jury review and will incur a penalty in addition to the application fee. The review will determine if any action is required by the homeowner to remedy the condition or it can be accepted if compatible with the overall design.
- **Encroachments** are architectural features or structures that extend into or beyond setbacks. The City of PVE Code Enforcement Officer or Building Inspector will be notified of any parkland, path, alley and City Right of Way encroachments. PVHA has no jurisdiction over encroachments on city property.

Other items required for Art Jury review and approval prior to any work:

- Exterior colors (Painting)
- Locations of AC Condensers - tankless water heaters - solar panels & battery.
- Roofing - rain gutters - downspouts – shape and material.
- Landscape: tree additions, removals and replacements. **Do not cut down existing trees without specific approval from the PVHA.**
- Fencing - retaining walls - garden walls – raised planters
- Pools – spas - fountains
- Front doors – skylights – windows and doors including garage doors
- Outdoor fireplaces – fire pits – exterior cook centers – built-in benches
- Check with PVHA prior to replacing any existing materials.

**ALL FEES ARE DUE AND PAYABLE AT TIME OF SUBMITTAL.
PLANS WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.**

THE FOLLOWING ITEMS ARE NOT PERMITTED BY THE ART JURY

1. **ASPHALT OR COMPOSITION SHINGLE ROOFING** (Exception: under solar panels)
2. **VINYL WINDOWS & FENCING** (Fiberglass doors and windows have been approved. Composite fencing and decking may be accepted. Consult with PVHA for approved manufacturers)
3. **SYNTHETIC or ARTIFICIAL TURF** (Not allowed anywhere on site. Exception: small putting greens. Must be submitted for approval)
4. **REMOVAL OF ANY TREE OVER 20' WITHOUT WRITTEN APPROVAL OF PVHA**
5. **RAKE END TILES** (Concrete shingles that lap over gable end rafters)
6. **MANUFACTURED CLAY BIRD STOPS** (Use mortar to fill gaps in Mission or S tile eave ends)
7. **VINYL GUTTERS/DOWNSPOUTS AND RIBBED DOWNSPOUTS**
8. **AIR CONDITIONING UNITS IN SIDE YARD SETBACKS** (Can only be approved with Planning Department approval)
9. **EXTERIOR TANK TYPE WATER HEATERS** (Tankless water heaters are accepted)
10. **EXCESSIVE PAVING** (In front setback, keep paving to a minimum. Total lot coverage is limited to 65% including structures).
11. **LACE & SKIP TROWEL, CAT FACE, WORM/SWIRL AND DASH TEXTURED STUCCO FINISHES** (Stucco finish shall be fine sand/float, smooth troweled or Santa Barbara textured).
12. **ARCHED WINDOW PANELS IN GARAGE DOORS** (Squared window panels with dark translucent glass may be accepted)
13. **OVERUSE OF EXTERIOR LIGHTING** (Up-cast lighting should be used sparingly. In general, landscape lighting should be downcast)

14. **NO SIGNS OR BILLBOARDS OF ANY CHARACTER SHALL BE ERECTED, POSTED, PASTED OR DISPLAYED UPON OR ABOUT ANY RESIDENTIAL PROPERTY EXCEPT A “FOR SALE” OR “FOR RENT” SIGN APPROVED BY THE ART JURY.** (Any sign violating the City of PVE Sign Ordinance may be removed from a building site by a PVHA Inspector, City Code Enforcement Officer or PVE Police)
15. **DOMED SKYLIGHTS OF ANY KIND** (Skylights must be flat glass and dark bronze anodized)
16. **OVERHEAD SPORTS COURT LIGHTING**

SETBACKS DEFINED

Structures must be located outside of setbacks and easements. Minimum front setbacks, rear yards, side yards and side-line setbacks must be observed. It is the Applicant’s responsibility to verify all required setbacks, easements, and deed restrictions.

Front Yard Setbacks and other ‘Called’ Setbacks: Specific to each property and prescribed in the Protective Restrictions. Consult PVHA Staff for verification. (‘Called’ setbacks include front setbacks, setbacks from cross streets and corners and any other setback ‘called’ out in the Protective Restrictions)

Exception: For lots where the slope of **natural grade** is greater than 1 to 6 (16.67% slope), the front yard setback can be reduced to a minimum of 5’-0” for an attached garage only (habitable floor area must still respect required front yard setback).

Rear Yard Setbacks:

One story	=	12 feet minimum
Two story	=	15 feet minimum
Two and a half story	=	18 feet minimum
Three story	=	20 feet minimum

Side Yard Setbacks: Minimum side yard requirement increases as both building height (number of stories) increases and lot width increases. The total combined setback requirement can be distributed evenly (50% on each side) OR as little as 1/3 on one side and 2/3 on the other side. The setbacks run continuously on each side from front to rear property lines. The setbacks do not have to be parallel with the side property lines, but must meet the minimum required side yard setback based on the width of the lot at the front and rear property lines. Provide calculation on site plan.

Minimum side yard setback based on building height:

One story	=	5 feet
Two story	=	7 feet
Two and a half story	=	8 feet
Three story	=	10 feet

Minimum side yard setback based on lot width:

For lots 50 feet in width or smaller: The minimum required side yard setback must be a combined total of 15 feet. Therefore, the minimum side yard setback for a one story structure is 5 feet on one side but must be 10 feet on the other side.

Calculating side yard setbacks for lots wider than 50 feet:

The minimum side yard setback is determined by the following formula calculated from left to right:

$$[(\text{Lot width} - 50) \times .2] + 15 = \text{total combined side yard setback}$$

SETBACKS DEFINED cont.

Example: The lot width is 85 feet

Calculation: $85 - 50 \times .2 + 15 = 22$ feet total combined side yard setback

Distribution can be between 50% (11' each side) or 1/3 – 2/3 (7.33' one side and 14.66' the other side)

If this were a one-story residence, the minimum setback of 7.33 feet prevails.

Calculating side yard setbacks for irregular shaped lots:

Where the side property lines are not parallel, calculate the setbacks at both the front and rear property lines. The results from the front property line calculation will set the minimum setback at the front property line and the results from the rear will set the minimum side yard setback at the rear. Consult with PVHA Staff for verification.

The following table provides the total side yard setbacks at 10 foot increments in lot width:

Lot width	Total setback	Lot width	Total setback	Lot width	Total setback	Lot width	Total setback
50	15	90	23	130	31	170	39
60	17	100	25	140	33	175	40
70	19	110	27	150	35	200	40 *
80	21	120	29	160	37	225	40 *

***In no case shall the total minimum required side yard setback exceed 40 feet (20 feet each side).** As the table above shows, any lot wider than 175 feet will have a minimum required side yard setback of 40 feet.

Setbacks for Accessory and Detached Structures*:

Garage-attached: Setbacks required for the house shall prevail.

Exception: For lots where the slope of **natural grade** is greater than 1 to 6 (16.67% slope), the front yard setback can be reduced to a minimum of 5'-0" for an attached garage only (no habitable floor area).

Garage-detached: 5 foot minimum setback from rear and side property lines except on street to street or corner lots. Maintain 10 feet from other structures. Not allowed in front half of property.

Accessory structures-detached: 5 foot minimum setback from side property line. Minimum rear yard setback required for the house shall be observed. Maintain 10 feet from other structures. Not allowed in the front half of the property.

**All lots have specific restrictions. Some lots are not permitted to have detached structures. Check with the Homes Association for the specifics of the property.*

Setbacks for Miscellaneous Improvements:

- Minimum 5 foot side and rear yard setback required for pergolas, outdoor Kitchen BBQs and appliances, fire pits, fireplaces, pools and spas.
- Improvements that must observe the required rear and side yard setbacks for the residence are pool equipment enclosures, trash areas and air conditioning condensers.

ARCHITECTURAL TYPES DEFINED

Note: Photographic examples of the various Architectural Types can be found on our website pvha.org. You will see that with the exception of Type I, there is a great deal of variety in the other types.

To preserve the attractiveness of properties and to prevent the erection, alteration or maintenance of buildings of undesirable and inharmonious designs that would depreciate their neighbors, certain districts have been established combining architectural forms recorded in the Protective Restrictions as Type I, Type II, Type III, Type IV, Type V and Type IV Architectural Districts. The location, extent and boundaries of these districts and further classes of architectural districts may be redefined or established in supplemental declarations. Plans and specifications for any new structures or alterations to existing structures including but not limited to pools, spas, fencing, decks, walls, steps, gates and plantings must be submitted for Art Jury review and approval prior to construction. The design of said structures and improvements shall conform to the regulations for the Type of Architectural District the building or structures are located in. Architectural types are defined within the Protective Restrictions, as follows:

TYPE I

Structures shall be of that distinctive type of architecture unique to California which derives its chief inspiration directly or indirectly from Latin types, which developed under similar climatic conditions along the Mediterranean. Typical features include arched windows and arcades, smooth bull-nosed plaster, thickened walls and tile roofs.

COLOR: Generally light in tone

MATERIALS: Plaster, stucco or adobe exterior wall surfaces of a durable construction, or of concrete, stone, brick or an approved artificial stone. In rare cases an exterior finish or wood or clay products may be approved in Type I districts, but only when treated in harmony with the dominant note of neighboring buildings.

ROOFS: Low roofs are desired in Type I districts, preferably no steeper than 30 degrees (7:12) and never to exceed 35 degrees (8.5:12) maximum. Roof tile shall be one-piece mission tile of an approved color, or, if shingles, the natural weather tone shall be preferred. (Wood shingles/shakes are prohibited due to High Fire Zones. Substitutes for wood shall be approved clay, concrete or lightweight concrete shingles).

TYPE IA

Structures shall conform to the requirements of Type I architecture provided that a variation in design toward the so-called Colonial in buildings and structures erected and maintained upon said lots may be approved by the Art Jury.

COLORS: Light in tone

MATERIALS: Exterior walls may be of stucco, masonry, wood products or metal, if made light in tone

ROOFS: Roof slopes similar to Type I. Materials shall be of flat, burned clay tile or slate. Colors to be approved by the Art Jury.

TYPE II

Type II varies from Type I in greater latitude of architectural character. Type I designs may be approved in Type II districts. However, where some special local start of a variant type is made, with the approval of the Art Jury, other nearby buildings may be required to harmonize.

COLORS: Requirements the same in general as for Type I with local variations subject to Art Jury approval.

MATERIALS: A greater use of wood exterior finish may be approved than in Type I districts

ROOFS: Steeper roof pitch. The maximum allowable pitch for story and a half houses in Type II districts shall be 40 degrees (10:12) and for two story houses, 45 degrees (12:12) maximum, preferably less.

TYPE IIa

Structures shall conform to the requirements of Type II architecture provided:

COLOR: to be approved by the Art Jury.

ROOFS: Materials shall be of flat, burned clay tile or slate. Color to be approved by the Art Jury.

ARCHITECTURAL TYPES DEFINED cont.

TYPE IIb

Buildings and structures shall be same as above, except Type “C” roof.

TYPE III

Type III varies from Type II as follows, and Type II buildings will not be discouraged in Type III districts where they are made to harmonize with the adjacent improvements, but Type I buildings may not be approved.

COLORS AND MATERIALS: Colors to be varied as occasion warrants with the approval of the Art Jury. Greater use of clay products exterior finish may be approved in Type III districts.

ROOFS: A slope or pitch of as much as 60 degrees may be allowed in some cases, when not considered inharmonious with the neighboring buildings or contour of the surrounding ground.

TYPE IV

All buildings or structures shall conform to the requirements of Type II, provided that the Palos Verdes Homes Association reserves to itself, its successors and assigns the sole right to establish a general group design and color scheme with the approval of the Art Jury, for any and all buildings and structures to be erected in said Type IV districts, which said design shall indicate the general spacing of bays, or openings, exterior facades, roof lines, gables and towers. No buildings or structure shall be erected, constructed, altered or maintained on any lots in said district except in conformity with said design and color scheme, as interpreted by the Art Jury.

TYPE V

Shall be a low rambling architecture appropriate to the California Rancho. Generally, it should be one story in height with open porticos or galleries, and with balconies if two stories in height.

COLOR: Generally light in tone, of shades to be approved by the Art Jury for each individual case.

MATERIALS: Exterior wall surfaces should be of stucco, plaster or wood, or whitewashed brick, concrete or clay products, or stone of colors approved in advance by the Art Jury.

ROOFS: Material to be shake or shingle tile. Color to be approved by the Art Jury.

Established for commercial buildings: Architectural type and design, color and roof materials to be erected in this type district shall be subject to interpretation by the Art Jury.

TYPE VI

Buildings and structures erected and maintained upon said lots shall conform to the following requirements: Type VI shall be generally horizontal in line and character.

COLOR: Generally light in color, in pastel shades approved by the Art Jury.

MATERIALS: Exterior walls shall be of materials approved by the Art Jury, including stucco, masonry and wood products

ROOFS: Low or nearly flat roofs of a color and design approved by the Art Jury.

ROOF TYPES DEFINED

Zone	Description	Zone	Description
A	Burned clay tile or slate	E	Refer to ‘C’ per Board Action of 6/12/91
B	Burned clay tile, slate or stone	F	(Type V) Tile, shakes or shingles, shingle tile
C 'choice'	Wood shingles or shakes, burned clay tile or slate	G	(Type VI) Low or flat roofs of a color or design approved by the Art Jury. Choice of Material
D	Wood shingles or shakes, flat shingle tile or slate		

NOTE: ART JURY APPROVAL IS REQUIRED FOR ALL ROOFS.

PROCEDURES FOR PRELIMINARY PLAN SUBMITTAL AND APPROVAL

- 1) Once you know the design parameters for your particular site, you can begin to prepare plans for Preliminary submittal. PVHA Staff will assess all applications for completeness and will determine the application fee. This initial application fee includes the following:
 - Three preliminary submittals (subsequent submittals will incur an additional fee)
 - Two working drawing submittals (subsequent submittals will incur an additional fee)
 - One Personal Appearance (subsequent personal appearances will incur an additional fee. 'No fee' if invited by the Art Jury. Personal appearances will be before the full Art Jury and are limited to 3 per meeting. Architect must be in attendance.)
- 2) The plans must be original drawings prepared by the applicant or designated person. Minutes (or results) of the Art Jury review meeting are available the following Wednesday after 1:30pm. It is the responsibility of the Applicant to verify the status of the review and pick up the minutes and plan checked drawings promptly.
- 3) Applicants should clarify all requested corrections in person prior to revising the plans. Reconsideration requests can be made in writing and resubmitted with the revised plans.
- 4) **YOU MUST RETURN PREVIOUSLY REVIEWED DRAWINGS WITH RESUBMITTALS.**
- 5) Once you receive preliminary Art Jury approval, verify with the City if your project requires a review by the Planning Department. If so, any changes to the plan resulting from their review must be resubmitted to PVHA for Art Jury approval, When both entities have approved the preliminary plans, you may begin working drawings – the construction documents used by the contractor to build your project.

PRELIMINARY SUBMITTAL DOCUMENTS:

- Completed application form
- Art Jury Review fees paid
- ONE set of plans for review. Plans shall be a minimum of 24" X 36". Drawings must be legible, neat, and clearly labeled.
- Clear color photos on 8.5" x 11" paper showing existing residence and entire site. Label photos with subject property address, Lot, Block, Tract and compass orientation. Photos of existing house will be reviewed for as-builts. As-builts will incur fees. Include photos of adjacent properties.
- Printed photos on 8.5"x11" (letter size) plain paper may be used to clearly convey intended design concept, proposed materials, or installation information

PRELIMINARY PLANS REQUIREMENTS FOR REVIEW

PRELIMINARY PLANS shall consist of the following:

Site Plan 1/8" = 1'0"

- ___ Owner's name, property address, legal description
- ___ Footprint of all structures (heavy solid line)
- ___ Show roof overhangs & geometry (light dashed lines)
Roof may project a maximum of 40% into side yard setback
- ___ Hatch areas of additions
- ___ Delineate breaks in finish floor elevations
- ___ Dimension required front, rear and side setbacks and easements
- ___ Show natural, existing and finish grades, north arrow, metes and bounds
- ___ Show street name, curb and gutter, driveway and approach
- ___ Show hardscape (existing and proposed)
- ___ Locate trees with sizes and type

Site Plan con't.

- ___ Lot Coverage and Building Area Calculations (use City form) If building coverage is 28% or more, verify coverage by blocking out all livable areas and providing calculations.
- ___ Provide area of covered porches (do not include in floor area)
- ___ Locate sewer lateral and sewer line
- ___ Trash area enclosures are required and shall be designed as an integral part of the structure. Enclosing fences or walls shall be minimum 42" high or as necessary to screen trash from adjacent properties
- ___ Make no indications non plans for any improvements as future
- ___ Show calculations to verify basement area. Supplement information with site cross section(s).

Floor Plans 1/4" = 1'0"

- ___ Submit one floor plan of each level showing existing, demolished and proposed walls
 - New walls (solid lines shaded);
 - Existing walls (solid lines unshaded);
 - Walls to be demolished (short dashed lines).
- ___ Label rooms and finish floor elevations
- ___ Call out exterior openings as **(N)** for new, **(E)** for existing or **(R)** for replacement
- ___ Provide overall dimensions to corners of proposed areas
- ___ Show north arrow
- ___ Front door to be minimum 3'-6" wide

Exterior Elevations 1/4" = 1'0"

- ___ Submit one elevation each of all sides including interior courtyard walls
 - Do not submit separate existing or demo elevations
- ___ Call out exterior openings as **(N)** for new, **(E)** for existing or **(R)** for replacement
- ___ Label elevations as North, South, East or West
- ___ Render and label materials and finishes, ridge elevations and roof pitches
- ___ **NO KEY NOTES**
- ___ Dimension plate heights
- ___ Show natural grade at building line on all elevations

Roof Plan 1/8" = 1'0" minimum

- ___ Show building footprint (dashed heavy line)
- ___ Roof overhangs, geometry and gutters (solid lines)
- ___ Call out materials, skylights, ridge elevations and roof pitches

Topographic survey

- ___ Survey signed and dated by licensed surveyor within two years from date of Submittal (required for new developments (provide upon request for other developments)
- ___ Contours at one foot (1'-0") intervals (extend beyond property lines and to center of street)
- ___ Spot elevations at corners
- ___ Show existing structures, hardscape, walls and fences. Call out top of wall elevations
- ___ Show and dimension city right of way, centerline of street, curb and gutter or edge of pavement
- ___ Locate trees with size and type
- ___ Locate adjacent houses with finish floor elevations and ridge elevations

WORKING DRAWINGS REQUIREMENTS FOR THE ISSUANCE OF A PERMIT

Begin by submitting one set of working drawings as described below to PVHA for Art Jury review.

Working drawing approval by the Art Jury is required for the issuance of a building permit. Working drawings must match the Art Jury approved preliminary plans and will also include all necessary documents required by the Building and Safety Department for the issuance of a building permit. Depending on the scope of work these documents may include but are not limited to grading and drainage plans, foundation, architectural, electrical and mechanical floor plans, energy calcs, structural plans, calcs and details, specifications and door, window and finish schedules and more.

In addition to the information required by Building and Safety, **the Art Jury requires complete architectural plans and details including but not limited to the following as part of the final working drawing submittal.**

- 1) Fully dimensioned site plan, floor plans, exterior elevations, and building cross-sections. Indicate drawing scale used for each drawing.
- 2) Exterior elevations and architectural details shall include but are not limited to trellis, fountains, walls, fences, fire pits, awnings, chimneys, outdoor fireplaces and cook centers, spas, gates, pilasters, decks, railings and any other above-ground accoutrements. Provide scale and dimension all details. Identify materials and finishes. Cross-reference all details on exterior elevations, site plan and any other appropriate drawings as necessary.
- 3) Provide north arrow on all plans.
- 4) Complete door and window schedules including manufacturer, finish material, type of frame (i.e.: block frame (preferred), nail fin, etc) and manufacturer's color.
Provide head, jamb, mullion and sill details for each door condition that occurs on your project. Separate details should be drawn for inswinging doors, outswinging doors, folding doors, pocket doors, pivot doors, sliding doors and garage doors. Show how door frames integrate with the adjacent wall structure and finish. Provide muntin details for divided lite or simulated divided lite doors. (Do not submit manufacturer's specs or frame sections).
- 5) Provide head, jamb, mullion and sill details for each window condition that occurs on your project. Separate details should be drawn for casement windows, fixed windows, bay windows, single or double hung windows, sliding windows, awning or hopper windows and transom windows. Show how door frames integrate with the adjacent wall structure and finish. Provide muntin details for divided lite or simulated divided lite doors. (Do not submit manufacturer's specs or frame sections).
- 6) For addition projects in which existing roof, door and window details are to remain, a note on the plan "All details to match existing" may be accepted at the discretion of the Art Jury.
- 7) Provide roof details including but not limited to eave, rake, ridge, skylight and finial details. Provide materials and finishes.
- 8) All exposed concrete block shall be 8" x 8" x 16", scored horizontally or vertically, or 8" x 8" x 8" units, or 4" high units, subject to Art Jury approval. 6" high slumpstone units may be approved in some cases. In general, 4" high units are preferred.
- 9) Trash area enclosures are required and shall be designed as an integral part of the structure. Enclosing fences or walls shall be minimum 42" high or as necessary to screen trash from adjacent properties.
- 10) Dimension chimney completely on elevations. Minimum in least dimension is 2'-6" (3'-0" in stone). Fireplaces to be gas appliance only.
- 11) Stone veneer, indicate in Art Jury Notes on plan if applicable: "to be laid in a roughly coursed (horizontal) manner, so as to appear structural. All stone to be grouted flush. Grout to be natural in color or submit for approval. Prior to starting stone work, submit a photograph or sample for review. When installation is ready to start, provide a sample panel on the job and call for a site inspection."

- 12) All wrought iron railing to be hot dipped galvanized. Include in Art Jury Notes on plan if applicable.
- 13) Indicate all under floor and attic vents on elevations. The Art Jury recommends that louvre vents or “E” vents be used rather than wire mesh vents.
- 14) Submit location, size and elevation of electrical panels over 200 amps. When exposed to the exterior, the panel may be required to be remotely located. **Electrical panels 200 amps or greater shall be recessed flush with exterior wall.** If transformer and other exterior equipment are proposed, show their location, size, and enclosure information.
- 15) Art Jury Notes must be included on plans and separately labeled.

TO OBTAIN A BUILDING PERMIT

Working drawings shall have approval of Palos Verdes Art Jury and all the required departments of the City of Palos Verdes Estates or the City of Rancho Palos Verdes (Miraleste area). Prior to stamping, the final working drawings will be reviewed to verify conformance with the approved preliminary drawings.

Once verified, three (3) identical complete sets containing every page of the permit set will be stamped by PVHA. One set will be kept as a permit record with the Palos Verdes Homes Association. The Homeowner or their representative shall be responsible to take the remaining two (2) stamped sets to the Building Department to obtain their construction permit.

Expiration of plans.

- Permit plans expire 18 months from the date of the issuance of the permit.
- All other submissions prior to issuance of the permit expire 12 months from the date of the last submission.
- Proposed landscaping must be completed within six (6) months after obtaining final approval for occupancy or prior to the expiration of PVHA Art Jury approval.

Permit extensions.

- The property owner shall request an extension prior to the expiration of the permit. Extensions can be granted for 6 months or a year. A fee will be assessed.
- Expired applications will be assessed all new fees. No credit can be extended.

INSPECTIONS

FRAMING AND FINAL INSPECTIONS ARE REQUIRED BY THE PVHA. PVHA inspections are separate and distinct from, and in addition to, inspections required by the city.

Framing inspection should be scheduled when rough openings are framed and windows and doors are ready to be installed.

Final inspection shall be scheduled upon project completion and prior to expiration of the permit. The homeowner or contractor shall call PVHA to schedule framing and final inspections at the appropriate times. A certificate of completion and compliance will be issued when final approval is granted.

(All Working Drawings shall contain the following notes, Separately labeled on plans):

ART JURY NOTES

- 1) Expiration of plans.
 - Permit plans expire 18 months from the date of the issuance of the permit.
 - All other submissions prior to issuance of the permit expire 12 months from the date of the last submission.
 - Proposed landscaping must be completed within six (6) months after obtaining final approval for occupancy or prior to the expiration of PVHA Art Jury approval.Extensions.
 - The property owner shall request an extension prior to the expiration of the permit. Extensions can be granted for 6 months or a year. A fee will be assessed.
 - Expired applications will be assessed all new fees. No credit can be extended.
- 2) Consult Palos Verdes Homes Association for recorded easements for utilities, sewer, water drainage etc. Verify and observe all required setbacks, easements, and deed restrictions.
- 3) Site survey must be signed by a licensed surveyor or registered engineer and dated within two (2) years prior to the date of submission of plans.
- 4) Any deviation from approved plans must have Art Jury approval prior to purchase and installation. Deviations from Art Jury plans and details discovered after construction will be subject to fines and may require corrections in the field.
- 5) **FRAMING AND FINAL INSPECTIONS ARE REQUIRED BY THE PVHA.** PVHA inspections are separate and distinct from, and in addition to, inspections required by the city. Framing inspection should be scheduled when rough openings are framed and windows and doors are ready to be installed. Final inspections shall be scheduled upon project completion and prior to expiration of the permit. The homeowner or contractor shall call PVHA to schedule framing and final inspections at the appropriate times. A certificate of completion and compliance will be issued when final approval is granted.
- 6) State law requires that upon completion of construction, the owner shall file an Application for a Certificate of Completion with the Building Department of Palos Verdes Estates. (Substitute City of Rancho Palos Verdes/County Building Department for Miraleste area).
- 7) Exterior concrete block shall be painted.
- 8) Bring all plumbing vents within a radius of fifteen feet (15'0") through the roof at one point, and concealed from view where possible, to the satisfaction of the PVHA. Paint all vents to match adjacent surface.
- 9) Any unrestrained rafter tails, exterior exposed beam ends, purlins, lookouts or similar projecting beams which are over eight inches (8") in width or thickness shall be glued laminated timber. With Art Jury approval, band sawn ends may preclude the requirement of glue-laminated members.
- 10) Alternate roofing material may be required to be installed using random width shakes and butt ends staggered 3/8" – 5/8" minimum to get a random look. No uniform mechanical patterns. **Rake end units not permitted.** "S" tile roofs – see booster tile eave detail. **Clay bird stops are not approved.** Two-piece mission tile (with cover tiles set in mortar) is required for Spanish Colonial and Mediterranean structures. Covered tiles to be set in mortar, do not strike joints. Random exposure of covered tiles from 6" to 11". Submit blend of roofing tile for Art Jury approval.
- 11) Specify material of gutter & downspouts. Gutter detail at eave to be on plan. **Ribbed downspouts are not approved.**

- 12) Skylights shall be flat glass with a dark anodized frame. Glass shall be solar gray or solar bronze.
- 13) **Exterior water heaters are not approved.** If transformer and other exterior equipment are proposed, show their location, size, and enclosure or screening. The owner assumes responsibility to comply with Art Jury requirement to locate new transformers and utility equipment at an Art Jury approved location.
- 14) Landscape plans to be submitted to the Art Jury for review at Working Drawings submittal. Tree trimming, removal, and replacement must be reviewed and approved by the Art Jury prior to construction.
- 15) Do not cut down existing trees without specific approval from the Art Jury.
- 16) All landscaping reviewed by the Art Jury will have the condition that if it becomes a view obstruction, it will be required to be trimmed by the Owner.
- 17) Provide window and door manufacturer and material on door and window schedules.
- 18) Muntins shall be an integral part of all windows and doors. "Snap-in/snap out" muntins not allowed. Muntins may be no greater than 1¼" maximum. Muntin detail to be included on detail sheet.
- 19) For new construction, minimum 2 X 6 studs are required at all exterior walls
- 20) Provide a note at window and door details with bullnose stucco: "All details to be constructed per Art Jury approved bullnose stucco detail."
- 21) For addition projects in which existing roof, door and window details are to remain, a note on the plan "*All details to match existing*" may be accepted at the discretion of the Art Jury.. .

THE FOLLOWING ITEMS, MATERIALS, FINISHES, ETC. ARE NOT ALLOWED:

1. **ASPHALT OR COMPOSITION SHINGLE ROOFING** (Exception: under solar panels)
2. **VINYL WINDOWS & FENCING** (Fiberglass doors and windows have been approved. Composite fencing and decking may be accepted. Consult with PVHA for approved manufacturers)
3. **SYNTHETIC or ARTIFICIAL TURF** (Not allowed anywhere on site. Exception: small putting greens. Must be submitted for approval)
4. **REMOVAL OF ANY TREE OVER 20' WITHOUT WRITTEN APPROVAL OF PVHA** (Submit Tree Removal Application along with photos of all trees on site for Art Jury review.)
5. **RAKE END TILES** (Concrete shingles that lap over gable end rafters)
6. **MANUFACTURED CLAY BIRD STOPS** (Use mortar to fill gaps in Mission or S tile eave ends)
7. **VINYL GUTTERS/DOWNSPOUTS AND RIBBED DOWNSPOUTS**
8. **AIR CONDITIONING UNITS IN SIDE YARD SETBACKS** (Can only be approved with Planning Department approval)
9. **EXTERIOR TANK TYPE WATER HEATERS** (Tankless water heaters are accepted)
10. **EXCESSIVE PAVING** (In front setback, keep paving to a minimum. Total lot coverage is limited to 65% including structures).
11. **LACE & SKIP TROWEL, CAT FACE, WORM/SWIRL AND DASH TEXTURED STUCCO FINISHES** (Stucco finish shall be fine sand/float, smooth troweled or Santa Barbara textured).
12. **ARCHED WINDOW PANELS IN GARAGE DOORS** (Squared window panels with dark translucent glass may be accepted)
13. **OVERUSE OF EXTERIOR LIGHTING** (Up-cast lighting should be used sparingly. In general, landscape lighting should be downcast)

14. **NO SIGNS OR BILLBOARDS OF ANY CHARACTER SHALL BE ERECTED, POSTED, PASTED OR DISPLAYED UPON OR ABOUT ANY RESIDENTIAL PROPERTY EXCEPT A “FOR SALE” OR “FOR RENT” SIGN APPROVED BY THE ART JURY.** (Any sign violating the City of PVE Sign Ordinance may be removed from a building site by a PVHA Inspector, City Code Enforcement Officer or PVE Police)
15. **DOMED SKYLIGHTS OF ANY KIND** (Skylights must be flat glass and dark bronze anodized)
16. **OVERHEAD SPORTS COURT LIGHTING**

(PROVIDE THE FOLLOWING NOTES ON EXTERIOR ELEVATION SHEETS)

1. Stucco finish to be smooth, sand float finish, or submitted for approval.
2. **ANY** revisions to approved Art Jury plans and **ANY** deviation from approved window and door muntin light sizes (grids) must be submitted to the Art Jury for review and approval prior to construction. **Deviations from Art jury plans and details discovered after construction will be subject to fines and may require corrections in the field.**
3. Provide window and door manufacturer and material on door and window schedules.
4. Muntins shall be an integral part of all windows and doors. “Snap-in/snap out” muntins not allowed. Muntins may be no greater than 1¼” maximum on windows. Muntin detail to be included on detail sheet.
5. Sill horn at all windows to extend a maximum of 2” to a minimum of 1½” or shall match existing. Provide drawn detail indicating extended sill.
6. Wood door stiles to be a maximum of 4 ½” width
7. Skylights shall be flat glass with curb mounted dark anodized frame, Glass shall be solar gray or solar bronze.
8. Submit all materials, finishes and color samples to the Art Jury for review and approval prior to purchase including but not limited to stucco, plaster, roofing, cast stone, tile, decking, pavers, pool and spa coping and surfaces, siding, wall caps, stone veneer, paints and stains, concrete, etc. New manufactured products not previously approved will require a product review by the Art Jury.
9. Framing inspection by PVHA is required and should be scheduled when rough openings are framed and windows and doors are ready to be installed.