



PLA-VADA COMMUNITY ASSOCIATION

PROPERTY DEVELOPMENT AND CONSTRUCTION

A Handbook of Requirements, Fees, and Policies

Architectural Review Committee

Roger Hatfield
Craig Doty
Eric Lombardi
Jerry Keen

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PLA-VADA COMMUNITY ASSOCIATION

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Architectural Review Committee (ARC) Process.

The Pla-Vada Community Association's (PVCA) Architectural Review Committee's (ARC) approval is required before a member may make a physical change in their property or begin construction on his/her property. A member may not make any changes to PVCA's property including but not limited to roads, right-of-ways, recreational areas, etc. without written approval by the ARC and/or Board.

The applicant must submit to the General Manager (GM):

- a plan and/or site plan that clearly depicts the changes or construction project
- other documents requested by the GM such as water supply demand, tree removal, etc.
- verification of a building permit if required by Nevada County
- documentation that they have received a copy of the Property Development and Construction Handbook and understand its requirements

In approving or disapproving a proposed application the ARC shall:

- review plans within two weeks
- provide a Handbook which contains policies, requirements, and forms

The member must:

- comply with setbacks required by PVCA and Nevada County
- upon request "prove" lot lines
- comply with building codes

PVCA Board of Directors shall provide:

- a fair, reasonable, and expeditious procedure for making its decision
- procedures for a request for reconsideration by the Board of Directors
- ensure a decision on an application shall not be unreasonable, arbitrary, or capricious.

If a proposed change is disapproved the PVCA ARC shall:

- provided written notice of the decision within 15 days and include an explanation of why the application is disapproved
- a description of the procedure for reconsideration by the ARC.

If a proposed application is disapproved, the applicant is entitled to reconsideration by the PVCA Board of Directors at an open meeting. (CC § 1363.05). Reconsideration by the board does not constitute dispute resolution within the meaning of CC § 1363.820

A decision on a proposed change may not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 (commencing with §12900) of Division 3 of Title 2 of the Government Code), or a building code or other applicable law governing land use or public safety.

PVCA shall annually provide its members with notice of any requirements for association approval of physical changes to property. An annual notice shall describe the types of changes/projects that require PVCA approval and procedures.

Davis-Stirling § 1378

PROPERTY DEVELOPMENT AND CONSTRUCTION HANDBOOK
RULES AND REGULATIONS FOR CONSTRUCTION

The purpose of this handbook is to: define policies, offer assistance, and establish guidelines and procedures. By following this outline, construction work undertaken should be easier and will meet the rules and regulations of the PVCA.

For the purposes of this handbook, “construction” means any additions to an existing building, new buildings of any sort, grading, excavating, or live tree removal.

As per the Board of Directors any construction, new or remodel, which requires a county building permit (including grading, excavating, and live tree removal), may not commence without written approval (see Attachment 1) from the PVCA Architecture Committee. Plans and the completed Letter of Agreement (Attachment 2) are to be submitted to the PVCA General Manager.

Submit all plans to the PVCA Office at:

51178 Conifer Dr
Soda Springs, CA 95713

Or mail to:

PO Box 94
Norden, CA 95724

1) DESIGN REQUIREMENTS

- a) No building shall be erected or constructed upon a lot for any purpose other than a single family dwelling house, appurtenant building or garage for private use.
- b) No dwelling house having a ground floor living area of less than 600 square feet in the case of a one-story structure (exclusive of open decks, terraces, garages, stoops and the like) shall be constructed or placed upon any lot. In the case of a dwelling house of more than one story, the minimum ground floor living area shall be no less than 400 square feet.
- c) No building shall be erected on any lot nearer than 20 feet to the front and rear property lot lines nor shall any building be erected on any lot nearer than 10 feet to any side lot line. It is the property owner’s responsibility to establish

property lines upon request of the ARC. Portable or temporary sheds must also meet the above setback requirements as per county code.

- d) No building shall be erected upon any lot or plot resulting from rearrangement or re- subdivision of original lots as shown upon the recorded map of this subdivision unless approved by the Pla-Vada Architecture Committee.
- e) Sheds, appurtenant building, storage containers, etc. shall meet Nevada County codes and permit requirements and be preapproved by the PVCA ARC.
- f) Sheds, tents, trailers, garages, or other outbuildings, temporary or permanent, shall not be used as a dwelling house, except that a temporary permit may be given for a limited time to permit erection of a dwelling.
- g) Wood shakes; shingles or any other highly combustible roofing materials shall not be used in the construction of new structures, additions to existing structures or the replacement of existing roofs. Roofing materials must meet county code requirements. In the case of metal roofing materials, white and natural (mill finish) finishes shall not be used, and, in the case of all other roofing materials, white or silver finishes shall not be used. Use colored metal roofing.
- h) No fence, boundary, wall or hedge, other than an open sightly wire fence surrounding a tennis court, badminton court and the like shall have a height greater than 6 feet. No such fence, wall or hedge situated within 20 feet of any front property line shall be greater in height than 3 feet, nor shall any tight board fence be erected within 20 feet of any front property line.
- i) No owner of any property within this subdivision shall have the right to change or divert by artificial means or otherwise the course or flow of natural waterways within the subdivision or in any way alter or modify the natural drainage of waters as it affects the properties within said subdivision without the consent of the AC and/or Board of Directors. Any such changes must comply with Federal, State and County regulations.
- j) Property owners wishing to construct a driveway or in any way alter the land from their lot line to a road right-of-way must first obtain written authorization from the PVCA's ARC. PVCA is not responsible for any maintenance, damage or necessary removal of any improvement in this area done by the lot owner.
- k) PVCA will only be required not blow or plow snow on a 20' drive opening. Property owners are required to mark their drive openings.
- l) A soil erosion control plan must be included with the construction plans.

- m) Any additions that change the existing footprint of the structures on the property, or increase in the square footage of the building must meet the above stated setback requirements.

2) GUIDELINES/REQUIREMENTS

- a) Try to blend your design(s) aesthetically and architecturally with the rest of the community and its natural surroundings.
- b) Before undertaking any serious design work, consider all impacts of the heavy snows common to Pla-Vada. In particular, locate doors on gable ends or in areas protected by a snow splitter or shed roof. Do not allow snow to shed from roof lines onto areas directly in front of doors. Make arrangements for shielding windows located in areas vulnerable to snow sliding from roofs.
- c) Your plans must include a plot plan that specifies tree thinning/removal that ensures as many healthy trees as possible will not be removed.
- d) All trees located close to structure footings should be removed.
- e) No trees outside the property lines, including driveways, may be removed without consent of the ARC.
- f) Install water conservation devices, a water pressure regulator, and a water supply anti-siphon valve (See Diagram I for basic water hook installation).
- f) Exterior colors should blend in with the environment.

3) SUBMITTAL OF PLANS AND FEES

- a) One complete set of finished plans as indicated below, that are identical to plans submitted to Nevada County Building Department, must be submitted to the PVCA ARC. The plans will then be reviewed by the ARC or appointee.

The property owner is responsible for providing:

- A plot plan showing the location of all proposed improvements and any existing improvements.
- A "Job Site" set of plans with the NC stamp must be available upon request.
- An erosion control plan
- A floor plan
- Water demand form
- Exterior elevation views showing the finished appearance. The exterior materials and finish shall be specified. The fire standard shall be specified.

A completed Letter of Agreement. (Attachment 2) **All plans shall be drawn to scale with the scale indicated. For example: 1/4" = 1' -0."**

4) FEES

- a) All delinquent PLA-VADA COMMUNITY ASSOCIATION assessments and fees must be paid before any plans will be approved. Before construction (INCLUDING THE REMOVAL OF LIVING TREES) can begin, the water and sewer hookup fee and the cleanup deposit must be paid. The hookup fee is \$10,000.00 and the cleanup deposit fee is \$1,500.00. Property owner will fill out and provide the Letter of Agreement (Attachment 2) and the Caretaker's Checklist (Attachment 3) at the time water and sewer hookup fee is paid. Fees must be paid in full before plans are reviewed. After all fees have been paid and PVCA's ARC has approved building plans, the General Manager will notify the Nevada County Building Department by a "will serve" letter confirming that the plans meet PVCA requirements and that adequate water and sewer exist for the property. The building cleanup deposit is refundable within 1 (one) calendar year once the construction project has received a **final inspection** by the Nevada County Building Department and the premises have been cleaned up and all inspections have been completed as per requirements outlined in the Caretaker Inspection List in this handbook.
- b) Failure to comply with any of the "rules and regulations for construction" as outlined in this handbook will result in, as determined by the board, a fine being assessed that may result in part or total forfeiture of the building deposit. Payment of any applicable fees or assessments is to be made payable to:

Pla-Vada Community Association
Mailed to General Manager:
Pla-Vada Community Association
P. O. Box 94
Norden, CA 95724

- c) Since water and sewer hookup fees may increase in the future, payment of the current fees requires construction to be under way within two years from the date of application. If more than two years should elapse and construction has not begun or ceased and the fees increase, the applicant will be required to pay the difference between the new and the original fee.
- d) From the time that the will serve letter is issued and connection fees are paid the owner will have up to 2 years for connection to the sewer and water, before annual dues change from lot rates to cabin rates. After 2 years from payment of connection fees the fee rate will convert from lot fees to cabin fees, whether or not construction has commenced or sewer and/or water has not been hooked up.
- e) If a property living space is increased by more than 400 square feet and additional water/sewer demand devices are installed an additional fee of up to \$2500 may be assessed. The size of the increase will depend on the original fees paid.

Payment of fees is final

Owner will forfeit any and all cleanup fees not claimed within 1 (one) year of the final county inspection.

5) DWELLING CONSTRUCTION PROCESS REQUIREMENTS

a) GENERAL.

- i) Inspections by the PVCA Caretaker as outlined in this document are made to the property within 72 hours as weather and snow conditions permit. It is the property owners or builders' responsibility to contact the PVCA at (530) 426-3980 for inspections.

b) TREE REMOVAL

- i) During construction of a dwelling, only trees that are necessary for the construction of the dwelling and appurtenant building may be removed. Construction lot tree removal cannot start until water and sewer hookup fee and building deposit have been paid and the owner has received written approval of their building plans from Pla-Vada ARC, a Nevada County Building permit and the Caretaker (via the Caretaker's Checklist) has given the okay to clear lot.
- ii) Tree removal should include any dead or damaged trees that may topple and cause damage to property. A defensible fire space of at least 30" is recommended. This may involve removing limbs that could jeopardize the dwelling in case of fire.

c) WATER AND SEWER HOOKUPS

- Service (hookup) lines usually serve two lots, sometimes one. Water service lines are either ½" or ¾", and each has a curb cock at the property location. Property Owners must be careful not to damage any PVCA main water lines during excavation and installation of water and sewer lines. Any damage to PVCA main water line where significant loss of water occurs will cause Property Owners to fix damage and may be fined up to \$500.00.
- Any lines, water, sewer or electrical, that must cross under PVCA roads shall be a minimum of two and one half feet under compacted earth. The road surface shall be restored to its original condition as soon as is possible by the Owner/Contractor.
- Property Owners are responsible for the location of their property lines and lot corners. Information pertaining to the location of sewer and water hookups for each lot is to be obtained from the Caretaker. If a search by the property owner/contractor fails to locate a hookup within a five-foot radius (at the relevant depth) of the point of hookup determined by the Caretaker, then the PVCA Caretaker shall be responsible for locating the hookup. In those cases where a hookup cannot be located/does not exist or is in a location that is not feasible for use, PVCA shall incur all costs for extending service to the property boundary.

- It is the cabin owner's responsibility to properly maintain both water and sewer lines. The owner's water line responsibility is from the shutoff valve on the owner's side of the meter to the cabin. The owner is responsible for the sewer line from the attachment to the PVCA system to the cabin.

d) **CONSTRUCT MATERIALS AND WASTE CONTROL**

- It is the property owner's responsibility to provide containment of construction waste either by a bin or fenced area during the construction period.
- Except for deliveries and pickup building materials may not impede roads or shoulders. Builders must obtain off property storage permission from the Caretaker. Any damage to the roads caused during the construction process will be the responsibility of the property owner.

e) **WATER SERVICE INSTALLATION (SEE DIAGRAMS I & II)**

- i) Where there is a dual service, the first member hooking up shall install a tee ("a" on Diagram I) with a plug for service. The dual service tee, plug, valve and water box are furnished by the Association.
- ii) Within four feet of the main line, there shall be an on/off curb cock and metal stem marker ("b" on Diagram I) installed. Downstream of on/off cock (dwelling side of water line) a water meter shall be installed by builder. The water meter will be provided Pla-Vada Community Association. A water box shall be installed to provide access to both on/off curb cock and water meter.
- iii) Water line sizing & material must meet Nevada County Building code. A "water demand" worksheet must be submitted before or with plans.
- iv) The service line shall be run to a convenient location under the house. At this point, a Tee shall be installed; one line shall service the house ("c" on Diagram I), and the other shall service the fire standard ("d" on Diagram I & II).
- v) The house service shall have a stop and drain ("e" on Diagrams I & II) with a steel rod extending through the first floor to provide for easy on/off. The stop and drain shall be installed in accordance with local building codes.
- vi) The water line for the fire standard shall be run to the outside of the foundation, preferably to the front of the building. At this point, a stop and drain shall be installed ("f" on Diagrams I & II) with securely attached vertical rod that extends to the highest point possible to provide for easy on/off. It is suggested that at least fifty (50) feet of hose be attached to the fire standard line. A "snow pole" shall identify the fire standard. Brian and Eric will clean this up.
- vii) All lines from points "a" to "e" and "f" (on Diagrams I & II) shall be a minimum of thirty inches below grade.

viii) To protect PlaVada Community public water system, backflow prevention devices will be installed at all cross connections (for example, fire sprinkler system, outdoor sprinkler systems, radiant heating systems) to prevent actual or potential contamination that may occur within a water user's premises. For details see PlaVada Cross-Connection Control Policy for list of conditions requiring protection and type of approved backflow prevention devices.

ix) NO BACKFILLING SHALL BE DONE UNTIL APPROVAL HAS BEEN GIVEN BY THE CARETAKER.

x) **IMPORTANT:** Upon connection to the water and/or sewer systems, the Association for the purpose of the annual PVCA assessments will assess your lot as an improved parcel. (See "Fees" of this document for more details.) The General manager can give you current rates.

f) CULVERTS AND DRAINAGE

i) Culverts

(1) When a driveway or access road crosses any runoff channel, the property owner will be responsible for culverts or bridges. Any culverts or bridges necessary for crossing runoff channels adjacent to association roads must be installed before plans will be approved.

(2) Culverts shall county code requirements and have a minimum diameter of 16 inches. Culverts in Unit VI shall have a minimum diameter of 20 inches (Attachment 4). Openings shall be lined with rock and concrete.

(3) Bridges shall be built on cement foundations that will not wash out.

(4) The contractor or homeowner will be responsible for any damage to PVCA roads, roadways, or shoulders or right-of ways that result from installation of culverts.

ii) French Drains

(1) French drains shall terminate at a natural drainage point, such as the river, a stream, culvert or rock bed. Creating a new drainage pathway can cause major erosion problems in the future.

g) FINAL INSPECTION/CLEANUP

i) The exterior of any dwelling or building should be completed within two (2) years following commencement of construction (See Fees Section).

ii) Submit a copy of your Nevada County final inspection report or verify by online means that the permit is final to the General Manager. The construction site must

be cleanup within one (1) of a “final” by the county building department. Failure to do so may result in a forfeiture of the cleaning deposit and may lead to fines being assessed. The Caretaker will be notified to inspect the property before the return of the building deposit. Final inspection by the Caretaker will be made as weather conditions permit.

WATER DEMAND WORKSHEET

FIXTURE	# OF FIXTURES	UNIT VALUE	Total
Bathtub		4	
Shower		2	
Washer		4	
Dishwasher		1.5	
Hose Bib		2.5	
Hose Bibs Additional		1	
Sink Bathroom		1	
Sink Kitchen		1.5	
Sink Bar		1	
Sink Laundry		1.5	
Toilet		2.5	
Sink Washup		1	
Other			
Other			
Other			
Other			
Other			
Other			

Curb cock pressure _____
 Curb cock size _____
 Supply line to house size _____
 Number of fixture units _____

Sufficient water supply is available _____

Home owner signature _____ Date _____
 Architectural Committee Signature _____ Date _____

ATTACHMENT 1

EXAMPLE: WRITTEN APPROVAL LETTER

{Date, Address of Property owner}

Subject: Pla-Vada Architecture Committee Approval for Lot Number ____

The purpose of this letter is to inform you that the Pla-Vada Architecture Committee has reviewed and approved {disapproved} your building plan and erosion control (if required) plans.

If disapproved PVCA will specify reason.

If required, the General Manager will send a letter of “will serve” for adequate water and sewer for your property located at {property address and property owner’s name} so the County can release your plans and the issuance of a building permit.

Sincerely,

For the ARC,

GM

Director of Architecture

**cc: General Manager
Caretaker
File**

ATTACHMENT 2

LETTER OF AGREEMENT

I, _____, HAVE READ THE CONTENTS OF THE BUILDERS' HANDBOOK PERTAINING TO THE RULES AND REGULATIONS FOR CONSTRUCTION IN PLA-VADA WOODLANDS AND AGREE TO ABIDE BY ITS CONTENTS.

SIGNED: _____

DATE:

OWNER:

LOT NO: _____

NAME: _____

ADDRESS: _____

PHONE NO: () _____ () _____

BUILDER:

NAME: _____

ADDRESS: _____

PHONE NO: () _____ () _____

ATTACHMENT 3

CARETAKER'S CHECK LIST

**Complete and mail to: PLA-VADA COMMUNITY ASSOCIATION
P.O. Box 94
Norden, CA 95728**

LOT NO: _____

OWNER'S NAME: _____

ADDRESS: _____

PHONE NO: () _____

CONTRACTOR'S NAME: _____

ADDRESS: _____

PHONE NO: () _____

BOTTOM HALF IS FOR CARETAKER'S USE ONLY

INSPECTIONS AFTER PLAN APPROVAL:

DATE:

Caretaker initials required for each item

___ **CULVERT INSTALLED**
(If applicable per Para IV – D. 1. a.)

___ **OK TO CLEAR LOT**

___ **SEWER SERVICE INSTALLED
(INCLUDING SEWER LATERIALTEST)**

___ **CLEANOUTS MARKED**

___ **OK TO BACKFILL**

___ **WATER SERVICE INSTALLED**

___ **FIRE STANDARD INSTALLED**

___ **VALVES AND METER MARKED**

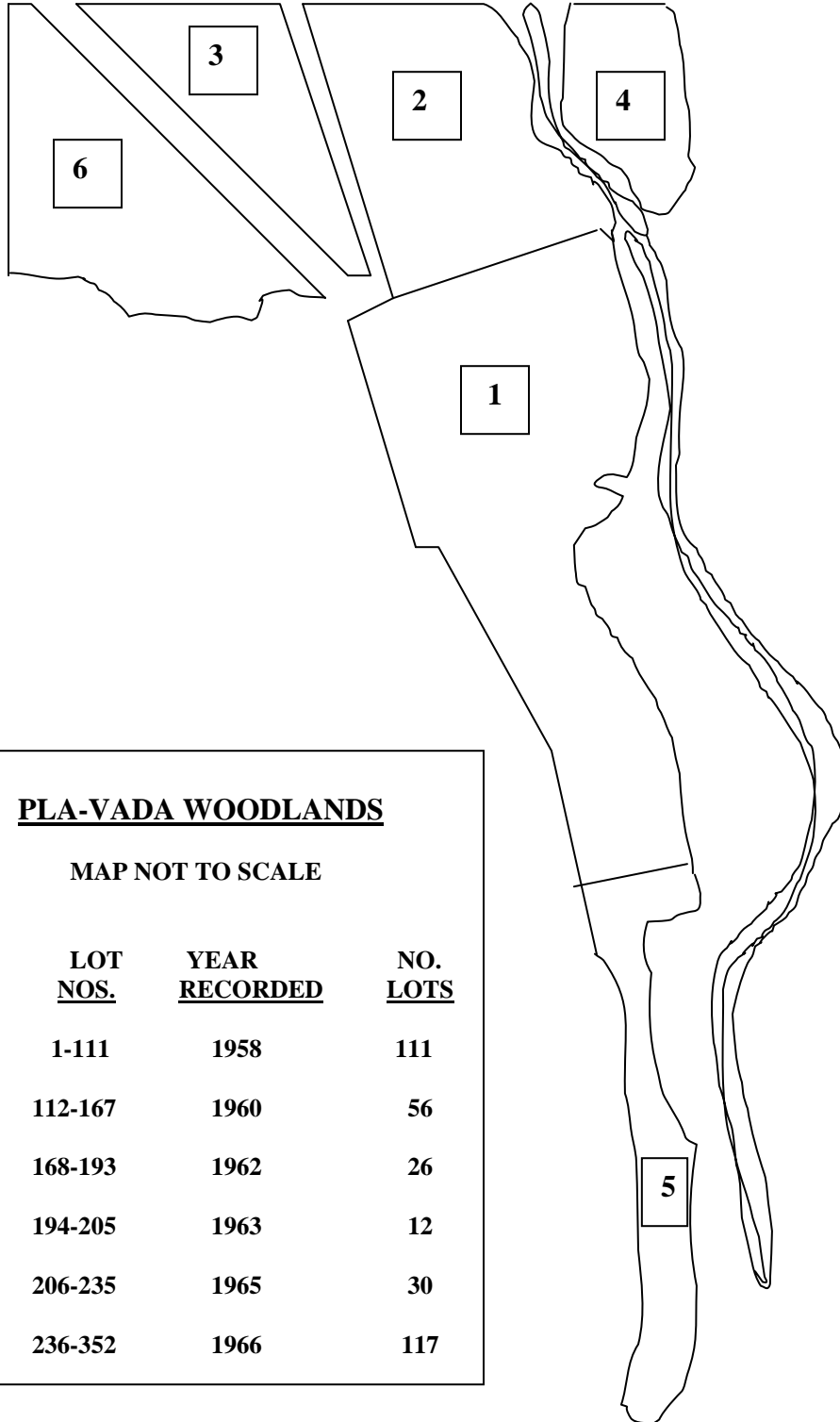
___ **OK TO BACKFILL**

___ **OK TO REFUND CLEANUP DEPOSIT**

SIGNED: _____

CARETAKER

ATTACHMENT 4



ATTACHMENT 5

DIAGRAM I

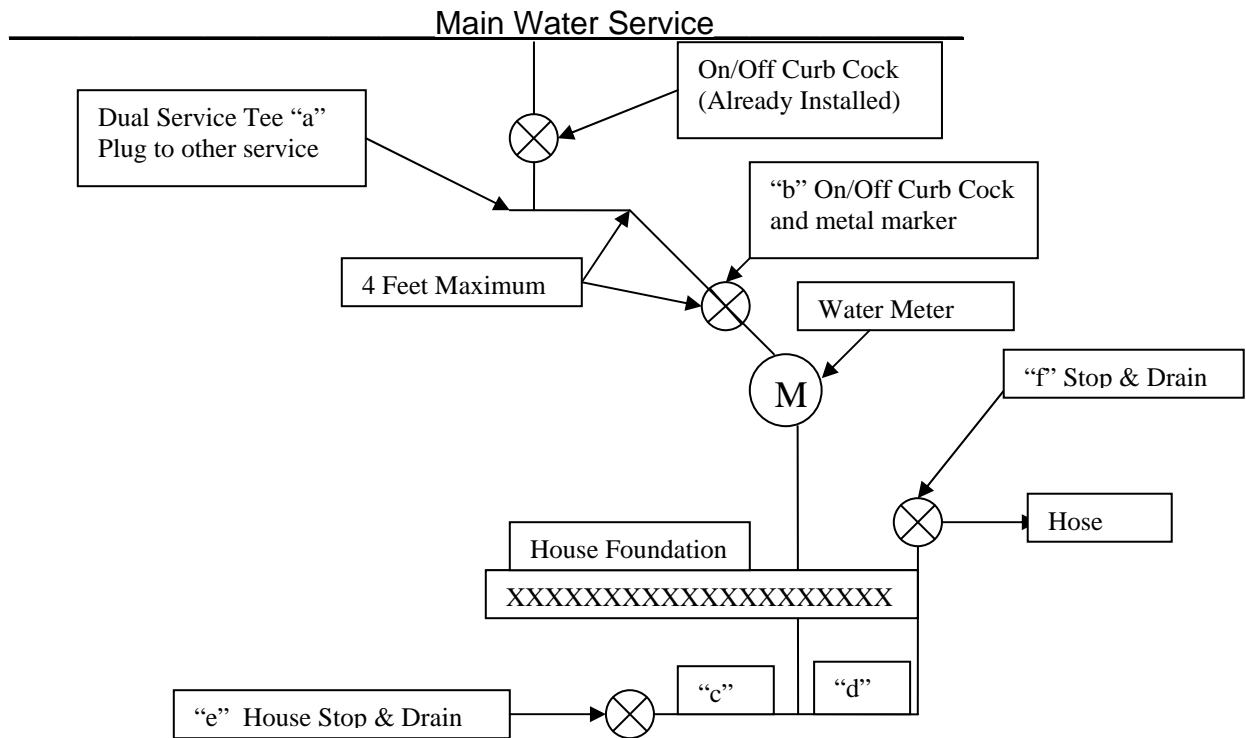


DIAGRAM II

