

# UNIVERSITY HILLS PROPERTY IMPROVEMENT APPLICATION

*Download this form in order to view and sign electronically. Please note: As of July 1, 2024, all building permits and inspections for property improvements in University Hills will be administered by UCI Design & Construction Services. The City of Irvine is no longer issuing permits or performing inspections for improvements in University Hills.*

## I. OWNER INFORMATION

EMAIL ADDRESS:

NAME (Print)

ADDRESS

PHONE

DATE

## II. PROPOSED PROPERTY IMPROVEMENT DESCRIPTION

Air Conditioner	Lockable Mailbox Replacement	Play Equipment
Awnings	Firepit	Pool/Spa & Equipment
Basketball Backstop	Gutters	Room Additions
Common Area Modification Request	Landscaping	Solar
Deck (Wood/Elevated)	Painting	Windows
Fence/Walls (Specify Material & Color)	Patio Covers/Trellis	Other (Note below)

Please ensure that your plans include information listed below in section IV.

## III. NEIGHBOR AWARENESS:

The neighbor's approval is not a condition to your plans being approved by the Homeowners' Representative Board. The intent is to advise your neighbors of your improvement by requiring their signature on the Property Improvement Application. No application will be considered complete until there is evidence neighbors have been advised of this application. Please have each party initial the plans and this sheet.

			Agree	Disagree
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>

**THE ABOVE AND ATTACHED INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Failure to obtain the above **Neighbor's Awareness** section could delay your request, as the HRB must notify your neighbor in writing of your intent and await a response or attendance at an HRB meeting.*

## IV. SUPPORTING MATERIALS:

PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS.

- Location of house on lot and dimensions from lot line (plot plan).
- Complete dimensions of improvements in relation to house and lot line.
- Description of materials and paint color chips.
- Drawing showing affected elevations.
- Types of trees and proposed location.

Please download this form, complete it and email to [homeimprovements@icha.uci.edu](mailto:homeimprovements@icha.uci.edu). You may attach additional files to your request containing the materials listed above.

## GENERAL CONDITIONS

See [University Hills Property Use and Maintenance Regulations \(PUMR\)](#) and [Architectural Guidelines](#) for complete disclosure.

1. University Hills property improvement approval does not constitute a waiver of any requirements required by applicable governmental agencies.
  2. All structural additions, i.e., patio covers, spas, pools, room additions, gazebos, etc, require UC Irvine building permit issuance.
  3. Property improvement approval of plans does not constitute acceptance of any technical or engineering specifications and the Homeowners' Representative Board or its designate does not assume any responsibility for such. The function of the HRB is to review submittals as to aesthetics only. All technical and engineering matters are the responsibility of the owner.
  4. Front and rear yards require landscaping improvements within one year of the close of escrow.
  5. An oversight of a PUMR or of a community policy does not constitute a waiver of the rule and, therefore, must be corrected upon notice.
  6. PUMR require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjacent properties.
  7. Access for equipment used in construction must be through your property only. Access over community property will be allowed upon special permits.
  8. Streets may not be obstructed with equipment, storage, or building materials that could be considered hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on the streets or sidewalks or community property without special permission.
  9. UC Irvine building permits may be required for structural improvements, plumbing, electrical and other code compliances.
  10. Any damage to University Hills community property must be replaced or repaired to ICHA's satisfaction. All applicable charges for restoration will be billed to the homeowner and is due and payable within 30 days from notification or assessment of penalties.
  11. Approval of the plans is not authorization to proceed with improvements on any property other than the property owned by the applicant.
  12. Approved plans are not to be considered authorization to change the drainage as installed by the developer.
  13. Changes to the common areas must conform to the guidelines outlined in the Homeowner Alterations to Common Landscaping Guidelines in the PUMR.
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