



HOA APPROVAL FORM

For all properties located within a homeowners association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

1.0 HOMEOWNER/PROPERTY INFORMATION

1.1 Name(s): _____ 1.2 Phone number: _____

1.3 Property address: _____

1.4 What type of exterior work is being performed? Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Exterior painting | <input type="checkbox"/> Re-roof |
| <input type="checkbox"/> Exterior remodel (change in materials or architectural style; no added square footage) | <input type="checkbox"/> Room addition |
| <input type="checkbox"/> Front yard or driveway improvements | <input type="checkbox"/> Solar energy system |
| <input type="checkbox"/> New/replacement residence | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Other: _____ |

1.5 Homeowner's signature: _____ Date: _____

2.0 HOA INFORMATION/APPROVAL

This section must be completed by an authorized HOA representative.

2.1 HOA Name: _____

2.2 Check one: HOA approval...

- ☐ IS required for one or more of the items checked in Section 1.4 above. Complete Sections 2.3 through 2.8 below.
- ☐ IS NOT required for any of the items checked in Section 1.4 above. Complete Section 2.8 only.

2.3 What is the highest level of review and approval required by your HOA for the proposed work checked in Section 1.4 above? Check one:

- ☐ Board of Directors ☐ Architectural/Design Review Committee
- ☐ Property Manager ☐ Other (please describe): _____

2.4 HOA approval noted in Section 2.3 above was granted on _____
(date)

2.5 Check one: Conditions of approval...

- ☐ WERE imposed on the project and are attached to this form.
- ☐ WERE NOT imposed on the project.

2.6 Said approval is for plans with the following date or revision number: _____
(date or revision number)

2.7 Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA. (Submit a new copy of this form to the City.)
- ☐ DO NOT require further review and approval by the HOA.

2.8 Authorized HOA signature: _____ Date: _____

Printed Name: _____ Title: _____

FOR OFFICE USE ONLY	Received on (date): _____	Project Ref. Number: A/P# _____
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