



**AMENDMENT PROCEDURE**

1. **INFORMAL REVIEW BY ART JURY AND BOARD OF DIRECTORS** – No fees necessary

Provide a survey showing exactly what is being proposed.

For lot line relocation or subdivision, a plot plan must also be submitted.

Provide letters from parties involved explaining why this Amendment is proposed.

If the Art Jury and the Board of Directors informally approves the proposal, the applicant may proceed. There will be a fee of \$1,750.00 per parcel. 50% is due at this time.

2. **AMENDMENT DOCUMENT**

The Palos Verdes Homes Association will provide a sample Amendment with all necessary information. Note: this is a legal document and must be prepared in the proper format with reference to all recorded documents affecting all restrictions on the applicable lot or lots. The applicant will be responsible for inserting all applicable information and rewriting the Amendment accordingly. Return the Amendment to the Palos Verdes Homes Association for review by the Manager prior to obtaining signatures.

3. **NEIGHBOR APPROVAL**

Applicant presents the finished Amendment and all appropriate attachments (maps, surveys, etc.) to the neighbors in a 300' radius from the outside boundaries of all property lines of the affected properties. **Signature sheets** - The signature sheet for the owners of these properties may either be witnessed by a Notary Public or witnessed by an individual who must then attest before a Notary that he witnessed these signatures. The form is prepared for the witness signature before a Notary testifying to this fact.

4. **CERTIFICATION AND RADIUS MAPS**

A certification map must be prepared and signed by a registered civil engineer certifying that the signatures obtained represent 2/3 of total privately owned land within a 300' radius petition area. Both the certification map and the radius petition map become a part of the Amendment.

5. **COMPLETED AMENDMENT**

The completed Amendment and all certification is returned to the Homes Association to verify the signatures and the owners of record. The remaining \$875.00 fee per parcel is due at this time.

6. **AMENDMENT REVIEW AND APPROVAL**

The Amendment will be presented to a Full Art Jury meeting for review and approval. After receiving Art Jury approval, a notice of Public Hearing will be posted on the bulletin board at the Palos Verdes Homes Association office at least one week prior to the regular meeting of the Board of Directors.

7. **AMENDMENT RECORDING**

When the Art Jury and the Board of Directors have given approval, the amendment documentation will be sent to the County Recorder. Plans may be stamped with final approval at this time.