

**SUBJECT:**

**Homeowners Association Review of  
Requests for Substantial Conformity Findings**

**POLICY NUMBER 300-16  
ADOPTED 10-28-87**

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It is the policy of the City Council that when the developer or owner requests, through the City's regular Substantial Conformity procedures, a change to a previously approved and partially occupied residential airspace condominium, townhouse, or single family project, the developer or owner shall provide to the City in conjunction with the Substantial Conformity request, written evidence that the Homeowners Association Board has reviewed and approved the requested change.

For purposes of this policy, Substantial Conformity requests are generally limited to the following types of changes:

1. Minor changes in the buildings of such items as architectural design, colors, materials or size.
2. Minor changes in the landscaping either in the amounts, overall planting concept or the irrigation.
3. Minor changes in the site such as re-design or re-location of such items as sidewalks, curbs, gutters, trails, etc.
4. Minor changes to the amount, location, design or theme of the recreation facilities and common open space.
5. Minor changes to the number of units or the amount of parking available.

If approval from a Homeowners Association Board is not received, the developer or owner would have to file an application for a Planning Commission public hearing to consider the change as a formal amendment to the prior project approval.