

## **La Mision Building Plan Approval Process**

Dear Homeowner: The La Mision Property Owners Association (LMPOA) is dedicated to maintaining a structured, safe development in which everyone's rights are respected. This vision is established in LMPOA's Bylaws and the Covenants, Conditions and Restrictions (CC&R's).

The Property Development Committee (PDC) of LMPOA has developed this information, directed to property owners who are looking to build or renovate a residence in La Mision and who will need to obtain a building permit. This process applies to: 1) all new construction; and 2) renovations of existing structures that either expand the building footprint or alter the height of the structure. It is the intent of the PDC to assist homeowners in getting their plans approved promptly, consistent with LMPOA and Rosarito requirements.

This document will provide homeowners with the basic information regarding the development, revision and approval of their plans by the PDC. Please note that in order to obtain a building license from Urban Development (Desarrollo Urbano) the Homeowner's plans must first be authorized by the PDC. It is strongly recommended that your design team has a current copy of the Municipality of Rosarito Building Regulations.

Please stay in contact with the PDC during the process of designing and building your home. The PDC can be contacted at [LMPOA.PDC@gmail.com](mailto:LMPOA.PDC@gmail.com).

1. The first step is to submit the **Request for Construction**

(Form attached). Upon receipt of the Request for Construction, a representative of the PDC will contact you in order to schedule the initial site visit to the property. At this stage you must pay any pending fee you may have with LMPOA.

2. An initial site visit shall occur at the property, and will include PDC representatives, the Homeowner, and the Homeowner's architect and/or contractor.

3. Based on what has been discussed with the PDC at the initial site visit, the Homeowner will complete preliminary plans, and submit them to the PDC for review. The preliminary plans will include a survey of the property indicating contour lines at 5' intervals, existing structures, property lines, building sections and elevations, lot coverage, off street parking and access/egress for fire, police, emergency vehicles and trash pickup. The preliminary plans will be submitted to the PDC for review. The PDC will review the preliminary plans as soon as possible, and the process may last up to 21 calendar days. During the review process, it may be necessary for the owner or the architect to mark the tracings of the construction on the lot, and indicate the total height of the proposed construction, in order to allow the PDC to analyze the impact the project may have on surrounding views.

4. At the conclusion of the PDC's review, the Homeowner will receive The PDC's decision, indicating what the next step in the process will be. The PDC's decision will be either: a) approval to proceed to development of final plans; b) approval is subject to required revisions or modifications; or c) disapproval. If modifications are required, they must be incorporated into the

preliminary plans and resubmitted for PDC review. If there are major changes, this may restart the review period.

5. If the preliminary plans are approved, the Homeowner can proceed to the development of the final plans. When final plans are complete, a copy of them shall be submitted to the PDC for final review. If the Homeowner or architect make major changes to the final plans that were not included in the preliminary plans, the PDC review process may be restarted.

6. When the final plans are approved, the Homeowner can submit the Final Package to the PDC:

- a) Two complete sets of the final plans. One copy will be stamped approved and returned to you, and one copy will be retained by the PDC.
- b) Construction Agreement (Form attached) signed by the Homeowner.
- c) Payment of a refundable deposit in the amount of \$1,000.

If the construction requires existing off-site infrastructure modifications such as, lighting, streets, water, piping, drainage, rainwater, etc., the costs will be at the expense of the Homeowner. The refundable deposit will be held until the work is performed and be subject to approval of the committee. Any such work that is not done will be performed by LMPOA and the cost deducted from the deposit.

7. When the final set of plans is received, the PDC representative will sign and stamp each page of the final plans, which is an official requirement for the procedure before Control Urbano. The PDC will return your approved, stamped plans to you for submission to Control Urbano, and will return a fully executed Construction Agreement.

8. Once construction begins, ongoing inspections may be conducted by the PDC, as further described in the Construction Agreement.

9. When the construction is complete, the Homeowner shall request from the PDC the balance of the refundable deposit.

Forms:

- REQUEST FOR CONSTRUCTION
- CONSTRUCTION AGREEMENT