

Planning Committee Approvals for any project are covered in Section 2.0 of [Planning Committee Rules and Standards](#). For your convenience, the follow section 2.0.1 covers maintenance projects. If your project falls under maintenance, you are only required to notify the planning committee, but are not required to go through an approval process. The criteria to confirm your project fits the KMAPC definition of maintenance and the form to notify the planning committee is below.

2.0.1 MAINTENANCE AND REPAIR: For a project to fall into this category, there must be no changes from the original. The repairs must use the same materials and colors as original, and be of the same look, footprint, and dimensions as was the original. KMAPC shall be notified of the project and what is involved. The Project Review Request Form (Appendix A) may be used for this purpose. It is not necessary to go through the normal full project review process, as long as such maintenance and repairs do not require the use of heavy equipment (tractor, backhoe, excavator, jack-hammer, etc.), or the need to store materials off the lot (on KMA Parking Pads, common areas, etc.). Projects requiring the use of heavy equipment, or off lot storage of materials, will require plan approval with a Plan Check Fee and Construction Deposit. All maintenance projects are subject to inspection at KMAPC discretion. Maintenance projects include: repainting or re-staining with the existing color (as long as the color meets current KMAPC approved standards), re-roofing with the same KMAPC approved color and material, tree planting and re-vegetation, removal of dead trees (consult Amador County), existing window replacement of the same color and type (as long as the color meets current KMAPC standards), deck repair with no change in dimensions, material or KMAPC approved color. Consult with KMAPC for any questions concerning a proposed Maintenance and Repair project and it being considered a “No Approval Needed” project. Owners who do not submit a Project Approval Form for Maintenance and Repair Projects, including “No Approval Needed” projects, will be questioned about their project, and subject to being considered “Unapproved Construction”. There are substantial fines for Unapproved Construction violations (see Section 4.3). To summarize, a "No Approval Needed" Maintenance & Repair project must meet the following restrictions:

- No change of materials. The same materials as original must be used.
- No change of color. Must be the same color as original (as long as that color is an approved color – there is no “grandfathering in” of colors).
- There is to be no change in look, size, footprint, construction type, etc.
- No heavy equipment (tractor, backhoe, jack hammer, etc.) is to be used.

All materials are to be stored on the lot (no storage on Parking Pads, roads, KMA Common Property, etc.).

- No driving on dirt. Only drive on pavement. Short term approval to deliver materials over dirt can be obtained from KMAPC.
- Any and all changes to the original must be approved by KMAPC. This includes changes required by Amador County, KMPUD, KVFD, or any other agency; and any changes required



to meet current government codes, or changes found to be desirable during the repair process.

- You must follow all the normal rules and restrictions as would apply to any other project in KMA; including construction working hours, construction debris clean-up, re-vegetation, etc.
- You still need to notify KMAPC with the details of the maintenance & repair project.

KIRKWOOD MEADOWS ASSOCIATION
PLANNING COMMITTEE *RULES AND STANDARDS - 2020*

APPENDIX A
PROJECT REVIEW REQUEST FORM

Date of Request _____

Lot # _____

First Request for this Project? ☐ YES ☐ NO

Owner/Representative: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

PROJECT CATEGORY (*See Section 2.0 of the KMAPC Guidelines for Project Descriptions*)

☐ 1. Maintenance and Repair (*See restrictions for "No Approval Needed" Projects*)
Description of Project: _____

☐ 2. Minor Exterior Remodel / Change of Material or Color
Description of Project: _____

☐ 3. Major Exterior Remodel / Propane Tank / Solar Panel
Description of Project: _____

☐ 4. Garage Addition or Expansion
Description of Project: _____

☐ 5. New Home or Home Addition
Description of Project: _____

☐ 6. Equipment Only (*See restrictions for "No Plans Needed" Projects*)
Description of Project: _____

Mail this form to:

KMA Planning Committee

P.O. Box 101

Kirkwood, CA 95646

Or, email request to: **kmapc.projects@gmail.com**

**KIRKWOOD MEADOWS ASSOCIATION
PLANNING COMMITTEE RULES AND STANDARDS - 2020**

**APPENDIX B
PROJECT APPROVAL FLOW CHART**

Updated: Revision 2020

| | | Project Type | | | | |
|--|---|---|--|---|---|---|
| KMAPC Approval Process | | Maintenance and Repair See restrictions and limitations in Section 2.0.1 | Minor Exterior Remodel or Material / Color Change | Major Exterior Remodel | Garage Addition or Expansion | New Home or Home Addition |
| 1 | Submit KMAPC Application Form | Fill Out Part 1 email or mail to KMAPC | Fill Out Part 2 email or mail to KMAPC | Fill Out Part 3 email or mail to KMAPC | Fill Out Part 4 email or mail to KMAPC | Fill Out Part 5 email or mail to KMAPC |
| 2 | Schedule 1st KMAPC Meeting (Preliminary Review) | Meeting Not Required. Proceed with Maintenance & Repair | Notify KMAPC minimum 5 weeks ahead of desired Plan Review meeting Applicant to provide PDF Preliminary Plan set to KMAPC no less than 2 weeks before scheduled meeting (See Section 2.2 for requirements). (Meeting will be cancelled if plans not received in time) When required, KMAPC provides Neighbor Notification. | | | |
| 3 | Provide 4 hard copies of Preliminary Plans at 1st Meeting | | Paint Color Sample (from approved list), or Window, Roof, Siding, or etc., Type & Colors + Plans may be required | Preliminary Plan set with: Site Plan showing: topo + lot lines + existing house and setbacks + new addition + garage + colors + dimensions + clearances + Set Backs + front/side/back elevations + Pictures + etc. (See Section 2.2 for requirements) | | |
| 4 | Provide Fees at 1st Meeting | | Non-refundable Plan Check Fee | Non-refundable Plan Check Fee. Variance Fee, if applicable. | | |
| 5 | KMAPC Approval received at 1st Meeting | | Refundable Construction Deposit Proceed with getting approvals from KMPUD, TC-TAC, Amador County | Proceed with KMA Board Variance Hearing, if needed. Applicant to notify KMA Board of Variance Hearing request. (See Section 2.0.7 for Variance Hearing requirements) Proceed with developing Final Plan Construction Documents. <i>If rejected by KMAPC, resubmit Preliminary Plans</i> | | |
| 6 | Schedule 2nd Meeting (Final Review) | | | If a Variance is requested, it must be KMA Board approved first. Notify KMAPC minimum 5 weeks ahead of desired Review meeting Applicant to provide PDF Final Plan set to KMAPC no less than 2 weeks before scheduled meeting. (Meeting will be cancelled if plans not received in time) KMAPC provides Neighbor Notification. | | |
| 7 | Final Review Meeting | | | Provide 4 full size sets of Final Construction Plans and calculations. (See Section 2.3 for requirements) Plans MUST be ready for submittal to Amador County | | |
| 8 | Provide Fees at 2nd Meeting | | | Non-refundable Parking Impact Fee. Refundable Construction Deposit. Refundable Roadway Construction Deposit, if applicable. | | |
| 9 | KMAPC Approval received at 2nd Meeting | | | Final Plans will be "stamped" Approved by KMAPC. Proceed with getting needed agency approvals from KMPUD, KVFD, TC-TAC, and Amador County Building Department. <i>If rejected by KMAPC, resubmit Final Plans.</i> | | |
| After receiving Amador County Approval | | | If there are Plan changes requested or required by Amador County, or any other agency, submit a PDF of the final plans to KMAPC. All changes must be approved by KMAPC. Then, proceed with construction. Approved Amador County plans must be received by KMAPC prior to release of any deposits. | | | |
| After Construction is completed, and work area is cleaned up | | | Request Final Inspection from KMAPC (See Section 2.6). If there have been any construction changes found to be necessary or desirable, "As Built" Final Plans will be required to be submitted to, and approved by, KMAPC prior to the return of any deposits. | | | |