

**KEARNY MESA COMPLEX OWNERS ASSOCIATION**  
**ARCHITECTURAL REVIEW APPLICATION**

Owner \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Tenant \_\_\_\_\_

Contact Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**DETAILED DESCRIPTION OF PROPOSED IMPROVEMENTS** - Provide letter detailing the work to be done and attached the following documentation:

- Associated diagrams or plans
- Proof of owner's right to any KMCOA resources (from PSA or recorded Use and License Agreement)
- Structural Engineering Plans, if needed
- Contractor proof of proper contractor's licensing, certificate of insurance for liability and workers compensation naming KMCOA as additional insured.
- Signed copy of the attached KMCOA Architectural Review Process
- Check for Consulting deposit of \$ \_\_\_\_\_.

Proposed Start Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

I/we, the undersigned, understand that my proposed improvement may require a permit from the City/County Building Department or other government agencies and will obtain all required permits before commencing any work. I/we will assume the responsibility for any work under the above proposed improvement that I or my contractor complete which may, in the future, adversely affect KMCOA. I/we will assume responsibility for all future maintenance of this addition or improvement. It is my intent to comply with the CC&R regulations, any local permitting requirements, recordation of any Restrictive Use Agreement (if needed).

**I understand that no work is to start until the application is approved and work is scheduled through KMCOA.**

\_\_\_\_\_  
**Owner's Signature** \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Tenant's Signature** \_\_\_\_\_ Date \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

Approved – Comments \_\_\_\_\_

Denied – Comments \_\_\_\_\_

Committee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send form to:  
**KMCOA**  
c/o Complex Managers  
8929-B Complex Drive, San Diego, CA 92123  
858-751-1951  
[propertymanager@kmcoa.com](mailto:propertymanager@kmcoa.com)