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Bulletin No. 11

MANOR ALTERATIONS NEWS BULLETIN

Because Manor Alterations receives many questions from applicants, contractors and real estate agents regarding floor plans, this news bulletin is dedicated to providing answers on this specific subject.

- Members and shareholders who apply for a mutual consent and/or a demolition application must provide a complete scope of work. Integral to the scope of work is a floor plan with clearly identified proposed alterations.
- **Instructions for locating and downloading floor plans** are included within each application packet.
- After selecting their mutual and corresponding model, applicants may download a floorplan such as the one seen [here](#).
- There are a few caveats with these floorplans:
 - Existing floor plans, tract maps and other web-based plan information may not be completely accurate. Some floor plans on file maybe different; your plan might be a mirror image of the floor plan in the MA archive. It remains the owner’s responsibility to use the existing information to provide an accurate depiction of the improvement requested on a plan that represents the actual conditions.
 - Manor Alterations does not validate plan information; the applicant is responsible for confirming its accuracy.
 - Laguna Woods Village manors were built decades ago; many buildings and individual manors have been altered, changed, restructured or adapted over time.
 - The same contingencies apply to the standard plans available for download as well.
 - Standard plans may not exactly reflect the typical floor plan or have updated structural details due to the many changes made to the community over time. These standard plans are designed to be a starting point for applicants—not continually updated living documents.
- Manor Alterations does not have a “master list” of all changes that have occurred over time.
- Manor Alterations has proposed the updating of available plans; however, the cost of these services is prohibitive due to the vast amount of floor plan variations throughout the Village.

- Once a floor plan is downloaded, Manor Alterations encourages applicants work with their contractor and designer or architect to edit the image and adapt it to the correct current iteration.
- For example, a former occupant may have added or relocated windows, which must be accurately documented on an [edited floor plan](#).
- An accurate floor plan is required for an application to be released for approval.
- If a floor plan is not provided, or does not accurately reflect the current layout of a manor, the application may be rejected due to insufficient information. The manor owner is responsible for the accurate depiction of the floor plan.
- Applicants who have questions may contact Manor Alterations (see below) or schedule an appointment and speak with a staff member in person at the Community Center. Appointments may be scheduled from 8 a.m. to 4:30 p.m., Monday through Friday.

Permit Status Log

[Click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions. [Click here](#) to view a legend and flow chart that can help you better understand the approval process.

Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or alterations@vmsinc.org with questions.