

Architectural Submission/Application Form

C.O.P. Condominium Association ("HOA")

Owner (Applicant): _____

Property Address: _____

Contractor Information:

Contractor Name: _____

Contractor Phone: _____

Contractor Email: _____

Proposed Project Start Date: / /

Proposed Project End Date: / /

Owner Contact information:

Phone _____

Mailing Address (if different from above):

_____ **Zip:** _____

Email Address: _____

Description of and reason for request (Required**):**

Please make sure you have attached/included all of the following information:

() This Submission Form (including the Owner signature below the Certification)

() A description of the project, including height, width and depth, roofing materials, colors, etc.

() A complete materials list for the project, including paint samples and/or stain color

() If available, a representative photo or three-dimensional drawing of the contemplated improvements (sketches, clippings, catalog illustrations and other data or links to websites)

() A detailed site plan * (drawn to scale) showing the location of the unit as now existing on its lot (including lot lines) and showing the location and dimensions of any proposed additions or modifications, including height, width and depth (and including distances from the adjacent property lines, from the adjacent unit, and from other nearby improvements, such as utility boxes).

*** Note: A detailed site plan is not required for solar nor for contemplated replacement of existing windows, doors, garage doors, shingles, or similar items that alter only the appearance of items that are to be replaced. However, all other requirements of this Application Form should be observed, including a representative photo, catalog illustration, weblink, and if appropriate, a reference to a highly similar item already on a building in the HOA.**

() The project plan should state how and to what extent existing communication lines, sprinkler lines and sprinkler heads would be affected and what steps will be taken to accomplish any necessary line re-routing and head relocation.

Owner Acknowledgements: I/We understand that:

- * No construction or alteration may commence until I have received the approval of the Architectural Control Committee and the Board of Directors and that the Board of Directors does not have authority to approve construction of private improvements upon the common area;**
- * If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at my own expense. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred;**
- * Before excavation of any kind has commenced, I or my contractor must have contacted the Arizona 811 Center (“Digger Hotline”);**
- * Any approval is contingent upon construction or alterations being completed in a neat and orderly manner, and that solar installations must be “critter-proof”;**
- * All proposed improvements to my property must comply with applicable building codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver or modification of any code requirements;**
- * Any variation from the original application requires re-submission for approval;**
- * If approved and installed, the alteration or improvement must be maintained in accordance with the Declaration of Restrictions and other applicable documents of the HOA;**

*** The alteration or improvement must not detrimentally affect the proper drainage into and out of the common area nor affect the adjacent unit or lots, and that applicant will at applicant's sole expense immediately correct any drainage problems that are attributable to applicant's project;**

*** The Architectural Control Committee and HOA assume no liability by reason of approval or disapproval of any plans submitted. To the contrary, it is the duty of the applicant and of the contractor(s) employed by the applicant to ensure that the proposed improvement is soundly constructed in a workmanlike manner and in accordance with (a) applicable building codes, fire codes, and other applicable laws and regulations; (b) the HOA's governing documents; and (c) the approved plans and any conditions imposed by the HOA as a condition of such approval.**

Certification. I certify that the above information accurately represents the proposed improvements and that the proposed work will (a) conform to applicable codes, covenants and standards, (b) will not encroach upon any part of the common area, and (c) will meet existing grade unless provision has been made for enclosure and a change in grade has been specifically approved by the HOA. I also certify that the improvements will be completed in accordance with the approved application and in a timely fashion. I understand that no part of the construction may begin until approval has been received from the Architectural Control Committee and the Board of Directors. The Architectural Control Committee has permission to enter my property to make such inspections as its members may reasonably deem necessary before, during, and after construction.

Owner/Applicant Signature: _____

Date: ___/___/____

Co-Owner/Applicant Signature: _____

Date: ___/___/____

Below This Line For Committee Use Only:

Date Submission Received from Owner: ___/___/____

Committee Pre-Approval/Denial Inspection Date(s): ___/___/____

Upon consideration by the Architectural Control Committee, the foregoing application was:

**APPROVED APPROVED W/CONDITIONS DENIED
DENIED FOR INSUFFICIENT INFORMATION
(Circle one of the four above)**

Committee comments (and conditions if any):

Date of above-referenced Architectural Control Committee decision:

___/___/____

Signed: _____

**(Signature of Architectural Control Committee
Member)**

Board Approval Date: ___/___/_____

-or-

Board Denial Date: ___/___/_____

Date Board Response Provided to Applicant: ___/___/_____

Committee Post-Completion Inspection Date: ___/___/_____

NOTICE – This application must be accompanied by necessary documents, photos, drawings, brochures, and other information necessary to present to the Architectural Control Committee. Property owners must sign the application. Contractors’ signatures on behalf of the applicant will not be accepted. Work may not commence until the modification/improvement plan has been reviewed and approved by the Architectural Control Committee followed by Board approval. If the application is denied, applicant may re-apply after making appropriate changes to the plan in response to the reasons given by the Architectural Control Committee for denial.

Please provide your completed application with accompanying documentation to a member of the Architectural Control Committee.