

Architectural Submission/Application Form

C.O.P. Condominium Association (HOA)

This completed application and any necessary documents, photos, drawings are to be submitted to the Architectural Committee before any work commences on your property.

First, this submission will be reviewed/approved by the Architectural Committee; next, the Chair of that committee will have it placed on the next Board of Directors (BOD) Meeting Agenda for their review; and, finally the BOD will take a vote to approve your application/project.

If your application is denied, or needs to be modified, you may reapply after making appropriate changes or providing additional documentation/information in response to the reasons given by the Architectural Committee and/or the Board of Directors (BOD).

Submittal Date: _____

Proposed Project Start Date: _____ / _____ / _____

Proposed Project Completion Date: _____ / _____ / _____

Owner Information:

Name (Applicant): _____

Property Address: _____

Mailing Address *: _____

**Only if different than property address*

Telephone: _____

Email: _____

Contractor Information:

Contractor Name: _____

Contractor telephone & email: _____

Company Name: _____

Does your contractor have a "Registrar of Contractors" license number? Yes No

If YES, what is the license number? _____

Does your contractor have "Workman's Compensation"? _____

*A list of Vetted Contractors is available on the PORA website for your convenience and protection when selecting vendors for your intended project. Below is a link to the PORA website for Vendor and contact information:

<https://www.porasw.org/buscatdisplaynew/vendor-services/>

It is strongly suggested by the COP Condo Board, for the protection of yourself and the COP HOA community, that a vendor from this list be used to avoid possible complications with your home improvement project.

Owner Acknowledgements:

I/we understand that: *(to acknowledge your understanding, please place "X" before each asterisk *)*

___ * No construction or alteration may commence until I/we have received the approval of the Architectural Committee and the Board of Directors (BOD) of COP and that the BOD does not have authority to approve construction of private improvements upon the common area.

___ * If I/we have commenced or completed any construction or alternation 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".

___ * Any container brought in for the removal of building materials or demolition debris is allowed for a term not to exceed 14 consecutive days. If the term is to exceed the 14 day term limit, COP Board approval is required.

___ * 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 alternation(s) or improvement(s) must be maintained in accordance with the Declaration of Restrictions and other applicable documents of the HOA.

___ * The alteration(s) or improvement(s) 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 Committee, Board of Directors (BOD) of the COP, 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 contractor(s) employed by the applicant to ensure that the proposed improvement is soundly constructed in a workmanlike manner and in accordance with: (1) applicable building codes, fire codes,

and other applicable laws/regulations; (2) the HOA's governing documents; and, (3) the approved plans and any conditions imposed by the Architectural Committee, BOD of the COP and/or the HOA as a condition of such approval.

*The undersigned owner agrees to fully pay, indemnify and protect, save and hold harmless the Association from any and all suites, claims, demands, judgments, costs and expenses, including attorney's fees and all other obligations and liabilities sustained by the C.O.P. Condominium Association in connection with the issuance of this permit.

Certification:

I/we, _____ (signatures)

certify that the above information accurately represents the proposed improvements and that the proposed work will: (1) conform to applicable codes, covenants and standards; (2) will not encroach upon any part of the common area; and, (3) will meet existing grade unless provision has been made for enclosure and a change in grade has been specifically approved by the Architectural Committee, COP and HOA. I/we also understand that no part of the construction may begin until approval has been received from the Architectural Committee and the BOD of the HOA. The Architectural Committee has permission to enter my property to make such inspections as its members may reasonably deem necessary before, during and after construction.

For Architectural Committee:

Date Architectural Submission/Application form was received: _____

Inspection Dates by Architectural Committee: _____

On _____(date), this application was:

____ approved

____ approved with conditions, which are _____

____ denied

____ denied for insufficient information

Architectural Committee comments/conditions: _____

Signed: _____ Chair of Architectural Committee

COP Board of Directors Review:

Date this Architectural Submission/Application Form was submitted to be placed on the next Board of Directors (BOD) Meeting agenda: _____

Date of BOD Meeting: _____ - _____

BOD vote on approving this application: _____

BOD comments: _____
