

# **ARCHITECTURAL SUBMISSION REQUIREMENTS**

**Per the Covenants, Conditions and Restrictions, Article 3, an owner must submit for Architectural Review when desiring to make a change, addition, deletion or modification to the exterior structure.**

Typically any item that is to be located outside the residence or affix to the structure that is in view of any neighboring lot must be submitted for architectural review before installation or changes are ever made.

## ***Why must I submit?***

Architectural review ensures cohesiveness, esthetics to the surroundings and ensures colors are complementary to the structure, architecture and its surroundings.

Completing an application and submitting is in the owner's best interest so that the lot file may be properly documented.

Members of the community change, ownership of lots change and Board of Directors or members of the community change. It would take just one to complain and could ultimately force the removal since proper authorizations had not been obtained. Residents who install items without proper approval run the risk that in the future, they could be forced to remove items or make modifications since no approval was obtained. By submitting and the committee reviewing, eliminates any future possibility of a complaint to be made or removal to be required, unless maintenance is not kept up or damage has occurred to the item.

Once the committee receives an application, the architectural committee will review the submission and provide in writing their decision as to whether the submission is approved, denied, provide guidance for improvements or note any stipulations. In addition, by submitting, you save yourself the potential for reprimand, remediation or unnecessary expense to make changes, removals or restorations.

## ***Consider the following:***

If the object may be view from the common area or neighboring lot or changes the exterior appearance or could change the exterior appearance or integrity of the structure, it is always best to submit. Sometimes, from experiences of others or situations that have arisen, you may benefit from those which may help you avoid a potential problem down the road.

We have listed below some examples but not limited thereto for your review which require architectural submission:

- ❑ Landscape: If you desire any changes: additions, deletions, replacements or modifications to the common area landscape.
  - *Submission requires detailing of changes being requested, details of placements, species, quantities etc...*
- ❑ Yard decorations, wall decorations, fountains, additional unit numbers or items affixed to the structure or placed in the common area:
  - *Submission requires photos or diagrams of design, size, shape, color, placement etc...*
- ❑ Pathway / landscape lighting:
  - *Submission requires detailing of design, style, color, quantities and diagram of placement.*
- ❑ Garage coach lights:
  - *Submission requires details of quantities and placement. Submission will require that the style / design will match the originally installed fixtures or sconces. Any slight variation in style must be submitted for prior approval. The finished color shall match the exterior of the residence.*
- ❑ Satellite dishes or Cable TV Wiring: Even though the FCC permits them,
  - *Submission will require placement, color and any exterior wiring requirements. Dishes will only be authorized in the backyard of the residence, any wiring that may be need to be ran shall be run on the interior walls of the unit or garage or through the attic. If any wires need to be ran on the exterior it is required that they be placed inside conduit, securely fastened to the structure, run in a straight fashion to a corner tucked out of view and painted to match the exterior. No long runs of cabling or conduit will be permitted. The shortest and most inconspicuous route must be presented.*

- ❑ Sunscreens:
  - *Submission will require detailing of applicable window(s) involved, color of the screen material and frames. Samples should be supplied.*
- ❑ Security wrought iron doors:
  - *Submission will require detailing / diagram of design and color to match the exterior of the residence.*
- ❑ Gutters:
  - *Submission will require detailing of placement, drainage points and color to match the exterior of the residence.*
- ❑ Flag brackets and Flagpoles:
  - *Submission will require detailing of placement, height, size, color and lighting design and placement (if applicable) to display flag over night in accordance with the U.S. Flag Code.*
- ❑ Concrete sidewalks, patios or pathways:
  - *Submission will require detail drawing / diagram of depth, width, length and placement. Preventative measures are reviewed, such as: disturbances to the termite protective barrier whereby pre-treatment will be required to not void the existing termite warranty.*
- ❑ Awnings or patio covers:
  - *Submission will require detailing / diagrams how the cover would be affix to the structure, materials, colors, height, width etc... Samples of materials may be required.*
- ❑ Masonry wall additions or modifications:
  - *Submission will require detailing of current height, height desiring to raise the wall, color of block material, neighbor impact and disclosure (if applicable) may be required.*
- ❑ Drainage modifications:
  - *Submission will require detailing of the drainage and how it may affect neighbors down stream, neighbor impact and disclosure (if applicable) may be required.*
- ❑ Gates: Addition of side yard gate, courtyard gates;
  - *Submission will require detailing such as a diagram / design, size of tubing, placement, materials, dimensions, color, view slats etc...*
- ❑ Window coverings:
  - *Submission will require detailing of materials other than white or beige or earth tone mini blinds, verticals, shutters or white lined backed drapes must be submitted*
- ❑ Window tinting:
  - *Submission will require detailing of applicable windows, color and materials whether reflective or non-reflective are reviewed. Samples to be supplied. Note all windows facing the same direction will be required to be like in appearance.*
- ❑ Spas:
  - *Submission will require detailing of size, placement, backwashing etc...*
- ❑ Gazebos or Trellis's:
  - *Submission will require detailing / diagrams of design, materials, height, width, floor surface footings, colors, earth to wood contact disclosures, i.e. pretreatment for termites may be required to preserve termite warranty etc...*

If you have made any of the aforementioned additions or any other changes to the exterior structure and do not have a formal letter of approval, you must submit today to protect yourself in the future. If you are in violation, please correct today. If you are not sure whether an item was submitted, contact management to have your file pulled and reviewed. Submission is the best way to protect yourself from letters of violation and the expense of correction in the future.

Architectural Review Application

Mail or deliver to:  
Desert Realty & Management  
2432 W. Peoria Avenue, Suite 1302  
Phoenix, Arizona 85029

Review # \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \$ \_\_\_\_\_

=====

Date Submitted: \_\_\_\_\_ Project Name \_\_\_\_\_ Lot/Unit \_\_\_\_\_

Resident Name: \_\_\_\_\_ Home Phone \_\_\_\_\_

Property Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

=====

Please note that submittal of this application in no way constitutes approval for proposed project. Written notification of the Committee decision will be supplied to the applicant. Construction/installation should not begin until the committee has reviewed and approved application. Approval of the project is based upon its esthetics in relation to its surroundings. Such approval shall not constitute an approval, ratification or endorsement of the quality of architectural or engineering soundness of the proposed improvements and neither the architectural committee, the Board of Directors or Management shall have any liability for any defects in the plans, specifications or the improvements.

=====

To the Committee:

In accordance with the Covenants, Conditions and Restrictions, I am submitting the following for review:

Proposed Project: \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Planned Project Completion Date \_\_\_\_\_

(Circle One): The Plans attached are: Preliminary Plans or Final Plans

=====

Your plans should include detailed information such as (Where applicable):

- 1. Plans or prints of layout
- 2. Size, Shapes and Quantity
- 3. Colors and Textures
- 4. Set back measurements
- 5. Grade elevations
- 6. Electrical and Water plans
- 7. Neighbor Disclosures
- 8. List of materials
- 9. Pictures and Drawings
- 10. Contractors name, address and telephone #'s

Indicate the documentation being attached to application: (Be sure your name & address is printed on each enclosure).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

I have read the following information on this application and I understand my submittal will be reviewed by the Architectural Committee. I will receive written notification of the Committee's decision within 45 days of review. I understand that in addition to all the stipulations required, I am required to meet all regulations set by the city, state or county governments. The committee will process this application as quickly as possible. Incomplete information, however, will cause delays in processing the application. I agree to pay any costs incurred by the Association if I fail to meet the standards established by the Architectural Committee and the Board of Directors.

Print Name \_\_\_\_\_

Signatures \_\_\_\_\_

If this project is not started within 60 days of approval date on this application, the application becomes null and void and must be resubmitted to the Architectural Committee for re-approval or an extension must be requested. If project is not completed within the 60 days of the projected completion date, the Architectural Committee reserves the right to rescind or modify the original approval. Fines may be assessed during construction for tidiness or delays at the rate of \$10.00 per day.

=====

=====

/\_\_\_\_\_/ Disapproval Date \_\_\_\_\_ Why\_\_\_\_\_

/\_\_\_\_\_/ Incomplete application-cannot be reviewed as submitted. More information is required.

/\_\_\_\_\_/ Approval Date \_\_\_\_\_.

/\_\_\_\_\_/ Preliminary Approval Only--Please provide the following for review and final written approval prior to initiating project.

***Comments or requested items:***

---

To appeal and Architectural Committee's ruling, a written request is required within 15 days after the date of the ruling!

---

The applicant will provide written certification to the Architectural Committee stating the adjacent property owners are aware that an application for architectural approval has been submitted for any proposed project, which is visible to neighboring properties or public view.

I, \_\_\_\_\_(print name), have informed all owners of adjacent property that I have applied to the Architectural Committee for approval of \_\_\_\_\_. They are aware that if they have any questions regarding this application request, they may contact ***Desert Realty & Management at 2432 W. Peoria Avenue, Suite 1302, Phoenix, Arizona 85029.***

Signature \_\_\_\_\_

Proof of Disclosure: Verbal notification requires adjacent property owner's signature on this form. If adjacent property owner is notified by mail, a copy of the letter must be attached with proof of mailing with this form. This letter should inform adjacent property owner of the application being submitted and notification that any comments or concerns should be directed to the Architectural Committee.

**ADJACENT OWNER'S RESPONSIBILITIES:**

Your signature below acknowledges the application request only. It does not constitute approval or denial of the application. It is the adjacent owner responsibility to request review of the applicant's plans and advise the Architectural Committee of any concerns in writing prior to the committee rendering a decision.

Adjacent Owner's Signature:\_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Adjacent Owner's Signature:\_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Adjacent Owner's Signature:\_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Adjacent Owner's Signature:\_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_