

Ocotillo Villas HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW / IMPROVEMENT REQUEST FORM

Arizona Homeowners Association — Architectural Review Committee (ARC)

Date Submitted: _____

Use this form to request approval before beginning any exterior improvement, alteration, installation, construction, or other change that is subject to the Association's governing documents or architectural standards. Submit all required plans, specifications, photos, and supporting materials with this request.

1. HOMEOWNER / PROPERTY INFORMATION

Homeowner(s): _____

Property Address: _____

Mailing Address (if different): _____

Phone: _____

Email: _____

Preferred method of contact: ☐ Email ☐ Phone ☐ Mail

2. TYPE OF PROPOSED IMPROVEMENT

- | | | |
|---|--|--|
| ☐ Exterior painting / color change | ☐ Roofing / roof replacement | ☐ Solar panels / energy equipment |
| ☐ Landscaping / irrigation | ☐ Fence / wall / gate | ☐ Pool / spa / water feature |
| ☐ Patio / deck / pergola / shade structure | ☐ Driveway / walkway / concrete | ☐ Exterior lighting |
| ☐ Windows / doors / garage door | ☐ Screen enclosure | ☐ Storage shed / outbuilding |
| ☐ Room addition / structural addition | ☐ HVAC / mechanical equipment | ☐ Satellite dish / antenna |
| ☐ Flagpole / signage | ☐ Play equipment | ☐ Tree removal / major tree work |
| ☐ Other: _____ | | |

3. PROJECT DESCRIPTION

Briefly describe the proposed improvement, including location on the property, purpose, and scope of work:

4. PROJECT SPECIFICATIONS

Proposed start date: _____

Estimated completion date: _____

Estimated project cost: _____

Contractor / Installer: _____

Contractor phone / email: _____

Materials / manufacturer / product: _____

Colors / finishes: _____

Dimensions / height / square footage: _____

5. SUPPORTING MATERIALS

- ☐ ☐ Site plan or plot plan showing the location of the improvement
- ☐ ☐ Scaled drawing, architectural plan, elevation, or sketch (as applicable)
- ☐ ☐ Photos of existing conditions and/or proposed location
- ☐ ☐ Product specifications, brochures, samples, or color information
- ☐ ☐ Landscape plan / plant list (if applicable)
- ☐ ☐ Contractor proposal or scope of work (if applicable)
- ☐ ☐ City/county permit information or copy of permit (if required)
- ☐ ☐ Other: _____

6. HOMEOWNER CERTIFICATION AND ACKNOWLEDGMENT

I/We certify that the information provided in this request is complete and accurate to the best of my/our knowledge. I/We understand that work subject to the Association's governing documents may not begin until written approval is issued by the Association or its authorized Architectural Review Committee. I/We understand that approval by the Association does not constitute approval by any governmental authority and does not eliminate the responsibility to obtain any required permits, inspections, licenses, or approvals. I/We agree to comply with the Association's declaration, bylaws, rules, architectural guidelines, and applicable federal, state, and local law. I/We understand that approval may be conditioned upon the submitted plans and specifications and that material changes may require additional approval.

Homeowner Signature: _____

Printed Name: _____

Date: _____