

**MOUNTAINVIEW RANCH NORTH HOMEOWNERS ASSOCIATION
APPLICATION FOR ARCHITECTURAL/DESIGN CHANGE**

All applications for changes to the exterior of your residence/lot must be submitted to the Architectural/Design Review Committee for approval according to the Architectural/Design Review Guidelines and Use Restrictions. **Please mail or fax this application with all the required attachments to:**

**Mountainview Ranch North HOA
PO Box 10304
Glendale, AZ 85318
(Please do not send payments to this address)
Email: info@mountainviewranch-hoa.com**

Name of Homeowner: _____ Lot # _____

Email Address: _____

Property Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Give complete details to include purpose and/or reason, type, color, size of improvement, materials, location, etc. Please use additional paper for drawings and/or pictures. Please mail the original forms and keep a copy for your records. If you need city permit requirements, call The City of Phoenix Development Services at (602) 262-7884.

I hereby submit this Application for the following **one** (1) item for the Architectural/Design Review Committee to review:

By what date will the project be completed? _____ Are you using a contractor? _____ Contractors Name: _____

Homeowner agrees to and fully understands the following regarding the request for architectural change:

1. No work shall commence until homeowner has received written approval of the ARC.
2. Homeowner will comply with all city and state laws, and will obtain the necessary permits.
3. The architectural change must be completed within thirty (30) days from the construction start date.
4. Architectural changes not completed within 35 days of approval must be re-submitted to the ARC for re-approval.
5. Architectural changes are subject to inspection by the ARC Chairperson or an appointed committee member on the date of completion or shortly after the 30 day deadline.
6. The HOA has the right to remove the architectural change if the ARC feels it does not meet with HOA guidelines and specifications at the homeowner's expense. The HOA has the right to return the architectural change back to its original condition if it is not maintained at the homeowner's expense.
7. Submittals from ARC members shall be reviewed by the Board and/or other ARC members excluding the submitter.

I (the Homeowner) agree to maintain the improvement if approved by the Architectural/Design Review Committee and the Board of Directors.

Signature of Homeowner: _____ Date: _____

THIS SECTION FOR ARCHITECTUARAL/DESIGN REVIEW COMMITTEE USE ONLY:

The Above architectural change request is:

_____ Approved _____ Disapproved (Denied) _____

_____ Approved, subject to the following conditions: _____

_____ No Decision: Request is being returned to the homeowner due to incomplete or insufficient details. Please allow the ARC to review this request further by resubmitting it within 7 days with the following information:

Architectural Committee Chairperson Signature: _____ Date: _____