

**ARCHITECTURAL REQUEST FORM**

This letter certifies that I am the owner of the property listed below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

- I understand that:
- All exterior installations, landscaping, construction, or painting must meet HOA restrictions and requirements. If a contractor is involved, I will furnish them with a copy of appropriate HOA restrictions and requirements.
  - Any request for architectural changes to my home or landscape must be accompanied by a reasonable drawing or sketch of the proposed change with appropriate dimensions.
  - Approval by ARC does not constitute approval beyond property lines or approval of the Pima County Building Department. Any building project should be coordinated with Pima County.
  - Approval by the ARC is for this project only and must be completed within one year.

ARCHITECTURAL or LANDSCAPE CHANGE (DESCRIBE BELOW)

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Homeowner Signature: \_\_\_\_\_

Return two copies of this form and any appropriate attachments to the mailbox by the gatehouse exit or mail to:  
 The Springs HOA/Architectural Review Committee  
 951 W. Via Rio Fuerte  
 Green Valley, AZ 85614

APPROVED - ARC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

DISAPPROVED - ARC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Process – A decision of the ARC will be submitted to the Homeowner within 45 days of the request. Should the owner wish to appeal the ARC decision, a written request must be submitted to the Board of Directors within 10 days of receipt. All parties involved will be advised, in writing, of the hearing and will be invited to attend such hearing.

APPROVED PROJECT COMPLETED

ARC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

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 After completion detach here and deposit at address above.

PROJECT NO: \_\_\_\_\_

ARC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_