

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.
 - No work should commence until I am notified of approval of my request.
 - 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.
 - I will inform the ARC when the project is completed.

ARCHITECTURAL or LANDSCAPE CHANGE (DESCRIBE BELOW- USE ADDTL PAPER IF NECESSARY):

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 or email to hoa.arcagentgv@gmail.com.

APPROVED - ARC Representative Signature: _____ Date: _____

Comments: _____

DISAPPROVED - ARC Representative Signature: _____ Date: _____

A decision of the ARC will be submitted to the Homeowner within approximately 30 days of the request as approval needs to be voted on at our next regularly scheduled meeting. 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 of this notice. 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: _____

Detach here and return this portion completed to let us know you've completed the work.

PROJECT NO: _____ at _____ **is complete.**
ADDRESS

Homeowner Signature: _____ Date: _____