

**Architectural Change Request Form
Sands Scottsdale Homeowners Association**

HOMEOWNER:

Name:

Phone:

Address:

Lot #:

Email:

REQUEST TYPE: Initial Submission Amendment to Previous Submission Appeal

PROJECT REQUEST:

Landscape	Sidewalks / Driveway Modification / Pavers
Painting	Solar Panels
Patio / Courtyard	Storage
Ramada / Gazebo / Pergola / Arbor / Trellis	Wall / Fence / Gate
Remodel / Addition	Windows / Doors / Garage Doors / Shutters
Roof	Other
Shade structure / Awning / Canopy	

DETAILED DESCRIPTION OF PROJECT (add additional sheet if required):

Please attach a detailed drawing of your plan(s) showing the exact improvement you will be making. (Drawing not required for a painting only request.) If structural or wall changes are part of this submittal, a Plan View (top view) of the proposed changes must be attached. The Plan View must have measured accurate dimensions either to the house or to the lot lines.

Submittals for room additions, storage sheds, ramadas or any other such structures require Elevations (side views) of the structure in addition to the Plan View (top view).

Requests for exterior painting must include color chips of all proposed paints. Color chip submittal is required even if repainting the same color.

Body Paint #

Trim Paint #

Accent Paint #

ESTIMATED PROJECT START DATE

ESTIMATED COMPLETION DATE

WILL THIS PROJECT OBSTRUCT THE CURRENT VIEWS OF NEIGHBORS: Yes No

CONTRACTOR / AGENT INFORMATION (list self if homeowner is doing the work):

Company Name:

Company Phone:

Contact Name:

Contact Phone:

Contact Email:

OWNER AGREEMENT AND DISCLAIMER:

I understand that, under the Declaration and Rules and Regulations, the Architecture Control Committee and the Board of Directors will act on this request and provide me with a written response of their decision within thirty (30) days of receipt of submission. I further understand and agree to the following provisions:

1. No work or commitment of work will be made until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep and maintenance will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damages and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work.
7. I will comply with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary City of Scottsdale permits and approvals for this work. I understand and agree that Sands Scottsdale Homeowners Association, its Board of Directors, its agent and the Architecture Committee have no responsibility with respect to such compliance and the Board of Directors or its designated committee's approval of this request shall not be understood as the making or any representation of warranty that the plans, specifications or work comply with any law, code or governmental requirement.

Signature

Date

Please submit this application with all required plans, brochures and samples to:

Bryan Palmaioli
 Tri-City Property Management
 760 S. Stapley Drive, Mesa AZ 85204
 brian.palmaioli@tcpm.net
 Phone: 480-626-6747 Fax: 480-844-2061

COMMITTEE DECISION: Approved Approved as Noted Not Approved (denied)

COMMENTS:

ACC / Association Reviewer: _____ Review Date _____