

8.3 Appendix C: Approval Request Form



H O M E O W N E R S A S S O C I A T I O N

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DESIGN REVIEW COMMITTEE SUBMITTAL FORM

Should you have any questions, please feel free to call the above- listed phone number. Please submit this completed form and any additional materials to the address, email address or fax number in the above letterhead.

1. Owner's name: _____ Lot #: _____
Address and phone #: _____
2. Contractor's name: _____ License #: _____
Address and phone #: _____
3. Description of work to be done: _____

4. Types of materials to be used: _____

5. Color(s) to be used: _____
6. Purpose of improvement: _____

7. Other information: _____

In addition to this submittal form, please provide any required drawings, diagrams, cut sheets, pictures, material samples, etc. as defined in the approval requirements section(s) of the Design Guidelines specific to your request.

The Design Review Committee reserves the right to request further information and/or to conduct a site visit prior to rendering a decision on any submitted request.

Thank you for complying with the policies and procedures of the Design Review Committee. Your patience and cooperation with this process are greatly appreciated. All submittals will be reviewed as soon as possible, and you will be notified in writing of the Design Review Committee's decision.

The DRC meets the first Monday every month. The DRC packets are sent to the committee the Monday before the scheduled meeting. All submittals **MUST** be received by noon the Friday before the DRC packet is sent. All submittals received after this date will be reviewed at the next DRC meeting.

All submitted samples must be picked up three (3) days after DRC meeting. They will be discarded after this time.

Homeowner Signature _____

Date _____

Design Review Committee action taken:

