

Please be aware that approvals and denials will be based on the Covenants, Conditions & Restrictions (CC&Rs) and the Peak View Ranch Design Guidelines. These documents would have been given to you during your purchase or you can obtain a copy at

www.PeakViewRanch.org

Instructions and Information

Any exterior alterations or additions to a property within Peak View Ranch must:

1. Fill out an Architectural & Design Review Request Form
2. Fully complete the form – any missing items will result in a rejection and require you to start over
3. Submit the form and required supporting items to:

Peak View Ranch Homeowners Association

c/o Kinney Management Services

P.O. Box 25466

Tempe, AZ 85285

4. Depending on type of request – it could take up to 45 days, but most requests are reviewed much sooner if requests are complete.

Architectural & Design Review Request Form

HOMEOWNER INFORMATION

Name: _____

Lot #: _____ Address: _____

Wittmann, AZ 85361

Phone #: _____

Email: _____

Preferred way to be contacted if the Design Committee has questions:

Phone: _____ Text: _____ Email: _____ US Mail: _____

Homeowner Certification:

1. Homeowner certifies that all association fees are paid and current;
2. Homeowner certifies that no fines are owed to the Association;
3. **Homeowner certifies, understands and agrees that no work on this request shall start until approval is received from the Design Review Committee.**
4. Homeowner certifies that they are aware they may still need to contact City/County/State agencies to obtain permits for certain types of requests and that the responsibility to do so is solely on the homeowner. Homeowner further certifies it is understood that approval from the Design Review Committee does not guarantee an approval from these agencies.
5. Homeowner certifies members of the Design Review Committee may be on property to review proposed requests (if necessary) and to verify completed project has been installed as submitted and approved.
6. Homeowner certifies that the project will begin within one hundred (100) days of the approval received and completed within six (6) months of the project start date.

I, _____, being the homeowner stated above, certify that I have read this document in full and agree to all terms.

Homeowner Signature

Date

Put a check next to the box that applies. **NOTE: ONLY ONE ITEM PER REQUEST.** If you have multiple projects, please submit separately.

Select One	Modification Type	Information Required for review of this submittal
	New Construction – includes new build homes, sheds, detached garages, casitas, gazebos and all other exterior building structures.	Drawings to scale that show the structure details; Must include length, width and height at all points. Must include lot map showing the exact placement. Map must include location of all existing structures including fence and primary home. Map must also include location of retention basin. Must include types of materials to be used; paint samples; and a sketch drawing of completed structure.
	Fencing and Gates	Drawings to scale that show structure details; including length, width and height at all points. Must include lot map showing the exact placement. Map must include location of all existing structures including fence and primary home. Map must also include location of retention basin. Must include types of materials to be used; paint samples; and a sketch drawing of completed structure.
	Exterior Painting	Must include paint samples for each – primary color, accent (trim, doors, gates and pillars).
	Exterior Screen Doors/Lighting/Décor	Provide a picture or detailed drawing of items to be attached to the home.
	Trailers/Work Vehicles/Playground Equipment	Provide lot map showing exact location; including size of item. Include location of all existing structures including fence and primary home. Must also include location of retention basin, locations of screening and must include type of screening.
	Landscaping	Drawing or near scale sketch including plant types, location and any other types of decorative items/materials to be used.
	Driveways	Lot map showing exact location and/or changes. Include details of materials to be used (color as appropriate).
	Roofing	Provide a style and color sample of roofing material.
	Solar	Include sketch/drawing near to scale showing the layout of the panels.
	Other	Provide details.

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Additional Project Details

Contractor(s) – Provide name of Contractor(s) and contact information (Contact Name, Phone #):

Material(s) being used:

Color(s) – Provide paint/material samples (include brand name, Paint code and color):

Dimension – for structures, trailers & all items that will be taller than yard fencing:

Height (tallest point): _____ **X Length:** _____ **X Width:** _____

Architectural & Design Review Request Form

Design Committee Review/Action

The Design Committee has reviewed the following to determine the action to this request:

(Check next to the document(s) that apply to this request):

_____ **CC&Rs**

_____ **Design Guidelines**

Page(s)/Section(s): _____

_____ **Approved:** The Design Review Committee has reviewed this request and supporting documents and has deemed that the request conforms to Peak View Ranch Homeowner’s Association guidelines. This approval is subject to all applicable City, County and State permits, codes and regulations. Compliance with these agencies is the responsibility of the homeowner.

_____ **Approved with Conditions:** Your request will be deemed approved as long as the following revision(s) and/or addition(s) are completed per the details below:

_____ **Rejected:** The request does not meet the guidelines outlined above for the Peak View Ranch Homeowners Association.

_____ **Incomplete Application:** After review of the request, it has been found that items are missing or additional information is required. Below are the details of what is outstanding and required for this request to be complete:

Design Committee Review/Action acknowledgment

Date

Architectural & Design Review Request Form

Project Tracking

Date	Action	Completed/Received by
	Initial request received by Management Company	
	Request received by Design Review Committee	
	Site Visit by Design Review Committee	
	Request review completed	
	Notification sent to homeowner	
	Final review of completed project	

Additional Contact(s) – Date, Contact and Purpose of Contact

Additional Comments:
