

HOA #2 ARCHITECTURAL & LANDSCAPING PERMIT APPLICATION

HOMEOWNER(s): _____
First & Last Name First & Last Name

ADDRESS: _____ UNIT: _____ LOT: _____

PHONE #: _____ HOA#2 MEMBER #: _____

PINAL COUNTY PERMIT #: _____

PLEASE MARK BOX FOR EACH ADD-ON ITEM CONTAINED IN THE ATTACHED DRAWINGS (on-site Preview is required):

Pool Casita or Room addition Golf Cart Garage Patio Cover Wall (any) Ramada Enclosed Entryway

SCOPE OF WORK TO BE PERFORMED (attach two (2) copies of plans, drawings, Pinal County Permits, etc.): _____

CONTRACTOR: _____ PHONE #: _____

HOMEOWNER INFORMATION AND RESPONSIBILITIES:

- I have read the current version of the Architectural & Landscaping Requirements and Guidelines and hereby confirm that this request complies with these Guidelines.
- The ALC is not responsible for the validity or accuracy of the attached information.
- All work for which a Permit is issued is subject to an on-site review by the ALC.
- I understand that I am responsible for clean-up, any damage repairs and the restoration of any area that has been affected by the work described above. My failure to do so will result in my being responsible for any and all costs incurred by the Association in restoring the area to its original condition. In that event, I will be billed and must pay for the work performed by the Association. Materials may not be deposited on vacant lots.
- Once a Permit is issued, Homeowners are responsible for coordinating any changes to the Scope of Work reflected on the Permit with the ALC prior to the work being performed. Work performed not in compliance with the Guidelines is a violation and may result in a fine and/or necessitate bringing noncompliant items into conformity with ALC Guidelines and/or HOA #2 Rules & Regulations.
- Per Arizona statute, only contractors licensed with the Arizona Registrar of Contractors (ROC) may perform work costing \$1,000 or more and the ROC license number must be displayed in a conspicuous place (street facing window) while work is being done.

HOMEOWNER SIGNATURE: _____ Check if Contractor signature and attach a 'Contractor as Homeowners' Authorized Agent' form.

===== ALC USE ONLY =====

PERMIT ISSUED: Yes No PERMIT ISSUE DATE: _____

ALC Signatures: _____

(Additional information on reverse)

HOA #2 ARCHITECTURAL & LANDSCAPING PERMIT APPLICATION REQUIREMENTS

IN ORDER TO ENSURE A TIMELY ALC REVIEW OF YOUR LANDSCAPING PROJECT, THE FOLLOWING INFORMATION IS REQUIRED FOR EACH PROJECT:

ALC PERMIT APPLICATION: Completed and signed by the homeowner or their authorized agent.

PROJECT PLANS: Two copies showing homeowner names, unit and lot numbers, address and phone numbers on the plans. Such plans should consist of the following:

- **LANDSCAPING PLANS:** Provide a Site Plan which locates trees and bushes depicted at mature size with both botanical and common names.
- **HARDSCAPE PLANS:** Provide a Site Plan locating all items to be constructed such as patios, driveway extensions, ramadas, BBQ's, seat walls, pony walls, etc.

FIFTEEN DOLLARS (\$15.00) ADMINISTRATION FEE: Either cash or check. Make check payable to SBHOA #2.

BUILDING AND RESIDENCE MODIFICATIONS: Provide two copies of a site plan which locates all modifications as follows:

- **FLOOR PLAN** of all buildings with room dimensions.
- **ELEVATIONS** indicating construction materials and exterior color.
- **ROOF PLAN** indicating color and type of materials, including drainage.
- **COUNTY BUILDING PERMIT**, if one is normally required.

FULL LANDSCAPING MUST BE COMPLETED WITHIN 90 DAYS OF CLOSE OF ESCROW

Completed Permit Applications for full landscaping and major construction projects such as Casitas, golf cart garages, Ramadas, pools and room additions are to be turned in to the Mountain View administration office by noon on Wednesday for a preview by the ALC on Thursday. After the plans are previewed, a site preview will be performed. The homeowner will receive a phone call scheduling an appointment on the following Thursday for final review of the plans and issuing the permit.

Materials are not allowed to be placed on any street, all materials must be placed and stored on the homeowner lot.

Contractor signs are not allowed to be placed on any lot. Contractors shall have their ROC License # displayed in the street facing window no larger than 8-1/2"x11"

The Villas: Units 35 & 35A and Unit 50, must have all documents approved by their Board of Directors before a HOA2 ALC Permit may be issued.

The ALC will meet with the homeowners by appointment only, every Thursday between the hours of 9:00am to 11:00am. Upon arrival, please sign in on the clipboard outside the meeting room. Contact the ALC to schedule an appointment by calling or emailing at:

<p>HOA#2 ALC Phone: (520) 879-4155 Email: askhoa2alc@sbhoa2.org</p>
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[Revised: January 2020]