

**PERMIT APPLICATION**  
**SBHOA2 ARCHITECTURAL & LANDSCAPING COMMITTEE (ALC)**

HOMEOWNER(s) (first and last name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PINAL COUNTY PERMIT #: \_\_\_\_\_

**CHECK IF APPLICABLE. ON SITE PREVIEW MAY BE CONDUCTED BY ALC FOR:**

- Pool  Spa  Casita/Room Addition  Golf Car Garage  Patio Cover  Ramada  Initial Landscape

**PLEASE CHECK IF THE FOLLOWING ARE INCLUDED WHEN APPLICABLE:**

- Drawings  Color List  Pinal County Permit  Approved Site Plan  Materials List  Pictures  Brochures  Samples

**SCOPE OF WORK TO BE PERFORMED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ROC# \_\_\_\_\_ PHONE# \_\_\_\_\_

**Homeowner Information and Responsibilities:**

**Initial**

The work described in this application must meet the current ALC Guidelines. The ALC reviews all applications and will work with the homeowner as necessary to prepare a permit that complies with the Guidelines.	
The homeowner is solely 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.	
The homeowner is responsible for clean-up, any damage repairs and the restoration of any area that has been affected by the work described above by me or my Contractor. Failure to do so will result in the homeowner being responsible for all costs incurred by SBHOA2 in restoring the area to its original condition. In that event, the homeowner will be billed and must pay for the work performed by SBHOA2.	
Once a permit is issued, homeowners must coordinate any changes to the Scope of Work reflected on the permit with the ALC <u>PRIOR</u> to the work being performed. Work performed not in compliance with the ALC Guidelines is a violation and may result in a fine and/or necessitate bringing non-compliant items into conformity with ALC Guidelines and/or SBHOA2 Rules & Regulations.	
The homeowner understands there is an additional fee for any extension to the issued permit and that fee will automatically be assessed if work is not completed by the expiration date on the permit.	
Only contractors licensed with the Arizona Registrar of Contractors (ROC) are to perform work costing \$1,000 or more (ARS 32-1121 & 32-1151). The ALC strongly recommends use of licensed contractors.	
<b>Construction/landscaping materials are strictly prohibited from being placed in the road or any location other than the homeowner lot at any time and for any length of time.</b>	

HOMEOWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Check if initialed/signed by Contractor. **ATTACH** a Contractor as Homeowners' Authorized Agent form.

For Preserve new build initial landscapes, provide estimated Close of Escrow (CoE) date: \_\_\_\_\_

**PERMIT APPLICATION REQUIREMENTS  
SBHOA2 ARCHITECTURAL & LANDSCAPING COMMITTEE (ALC)**

**TO ENSURE A TIMELY ALC REVIEW OF YOUR PROJECT, THE FOLLOWING INFORMATION IS REQUIRED:**

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

**LANDSCAPE AND/OR HARDSCAPE PROJECT PLANS:**

- Provide the plan in electronic or paper format. All plans should include homeowner names, unit and lot number, address and phone numbers.
- All plans should include scale, date, and name of plan preparer.
- LANDSCAPING PLANS: Show trees and bushes depicted at mature size with both botanical and common names.
- HARDSCAPE PLANS: Show all items to be constructed such as patios, BBQ's, seat walls, pony walls, etc. Include manufacturer's name and color of pavers, blocks, etc.

**MODIFICATION OF BUILDING EXTERIOR PLAN:**

- Provide a site plan and County-approved plan in electronic or paper format which locates all modifications as follows:
  - COUNTY BUILDING PERMIT required.
  - FLOOR PLAN of all buildings with building dimensions.
  - ELEVATIONS indicating construction materials and exterior color.
  - ROOF PLAN indicating color and type of materials, including drainage.
- All plans should include scale, date, and name of plan preparer.

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

Completed permit applications for full landscaping are to be turned in to the ALC at the SBHOA2 administration office or by email (see below). After the plans are reviewed, a site preview will be performed by an ALC member.

**The Villas:** Units 35 & 35A and Unit 50, must have their application approved by their Board of Directors. Once approved by the Villas Board, submit the application with approval to the ALC.

**ADMINISTRATION FEE: \$15 FOR 90-DAY PERMIT / \$30 FOR 180-DAY PERMIT**

Once the permit is approved, make check payable to SBHOA2 or use member charge card.

***Permit turn-around time for 90-day permits will be up to 7 business days if all required documents are provided. Full landscaping and 180-day permits may require up to 15 business days turn-around time.***

<p style="text-align: center;"><b>HOA#2 ALC Phone: (520) 879-4155 Email: <a href="mailto:askhoa2alc@sbhoa2.org">askhoa2alc@sbhoa2.org</a></b></p>
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