

**HOA #2 ARCHITECTURAL & LANDSCAPING
PERMIT APPLICATION**

**ALC permits for pools, casitas, golf cart garages, and additions to home or garage are for 180-days;
all else are 90-days.**

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

ADDRESS: _____ **UNIT:** _____ **LOT:** _____

PHONE #: _____ **EMAIL:** _____

PINAL COUNTY PERMIT #: _____

ON SITE PREVIEW BY ALC IS REQUIRED FOR:

Pool Spa Casita/Room Addition Golf Cart Garage Patio Cover Ramada

PLEASE CHECK THE FOLLOWING IS INCLUDED WHEN APPLICABLE:

Drawings Color list Pinal County Permit Aprvd Site Plan Material list Pictures Brochures Samples

SCOPE OF WORK TO BE PERFORMED:

CONTRACTOR: _____ **ROC#** _____ **PHONE #:** _____

Homeowner Information and Responsibilities:

- I confirm my request complies with the current ALC Requirements and 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 am responsible for clean-up, any damage repairs and the restoration of any area that has been affected by the work described above. 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 any street or vacant lots.
- Once a Permit is issued, Homeowners must coordinate 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 non-compliant items into conformity with ALC Requirements & Guidelines and/or HOA #2 Rules & Regulations.
- I understand there is an additional fee for any extension to the issued Permit, that fee will automatically be assessed if work is not completed by the expiration date on the Permit.
- Per Arizona statute, only contractors licensed with the Arizona Registrar of Contractors (ROC) may perform work costing \$1,000 or more. The ROC license number must be displayed in a conspicuous place (street facing window) while work is being done. **INITIAL:**

HOMEOWNERS ARE RESPONSIBLE THAT NO MATERIAL IS IN THE STREET. WILL RESULT IN \$200 A DAY FINE.

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

For Preserve new build initial landscapes, provide estimated Close of Escrow (CoE). _____

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, BBQ's, seat walls, pony walls, etc.

FIFTEEN DOLLARS (\$15.00) ADMINISTRATION FEE: Once application is approved. 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. 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 or vacant lot, 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.

Permit turn-around time will take 5-7 business days with all completed documents.

HOA#2 ALC
Phone: (520) 879-4155
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