

COTTONWOOD SQUARE & COMMONS HOMEOWNERS ASSOCIATION DESIGN REVIEW GUIDELINES

ARCHITECTURAL DESIGN REQUEST FOR APPROVAL FORM

The Covenants, Conditions, and Restrictions (CC&Rs) require that an owner obtain prior written approval of the Architectural Review Committee or its nominee(s) ("Committee") for any exterior alteration or addition to property within Cottonwood Square & Commons.

To comply with the CC&Rs, complete the form below and attach a detailed drawing or blueprint of the proposed alteration and/or addition. The drawing should specify dimensions, materials to be used, colors, etc. This application and the drawing will be retained for Committee records.

Homeowner Information:

Name:		
Parcel Number:	Lot Number:	
Address:		
City:	State:	Zip:
Business Phone:	Home Phone:	

Prior to Committee review, the Homeowner must verify by signature that:

1. My Association fees are paid and current;
2. No fees and/or fines are owed to the Association; and
3. I understand and agree that **NO** work on this request shall commence until full approval of the Committee has been received by me.

Homeowner Signature: _____

Date: _____

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REQUEST

Description of Request. Provide full details of the purpose of the alteration or addition, type, color, size/dimensions of improvement and materials, and location (use additional 8½" x 11" paper if necessary). **NOTE: Two (2) accurate drawings and an accurate site plan must be submitted with this Request.**

The Committee's review and approval is limited to and *only* pertains to the ITEMS AS DESCRIBED BELOW. The fact that information not specifically requested is shown on the plan does not mean that these items are approved as part of the submittal—be sure to include all items that you are seeking approval for in your Description of Alterations.

DESCRIPTION OF ALTERATIONS:

CONTRACTOR: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____

***MATERIAL(S):** _____

***COLOR(S):** _____

* include sample paint chips or materials if appropriate

DIMENSIONS: _____

RETURN COMPLETED APPLICATION, DRAWINGS, SITE PLAN, SAMPLES TO:

Cottonwood Square & Commons Homeowners Association
c/o HOAMCO
35 Bell Rock Plaza, Ste A
Sedona, AZ 86351

For additional information, call: (928) 282-4479 or 1-800-447-3838

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ARCHITECTURAL REVIEW COMMITTEE ACTION

The Architectural Review Committee has taken the following action on your application:

APPROVED.

Your Architectural Design Request submitted has met the requirements of the Cottonwood Square & Commons Homeowners Association. This approval is subject to all applicable County and State permits, codes, and regulations. Compliance with said issues is the responsibility of the Homeowner.

REVIEWED – CONDITIONAL APPROVAL.

Revision(s) and Resubmission of Application Required.

The following revision(s) and resubmission of your Architectural Design Request are required to meet Cottonwood Square & Commons Homeowners Association Design Guidelines:

DISAPPROVED.

Your Architectural Design Request did not meet the design guidelines for Cottonwood Square & Commons Homeowners Association for the following reason(s):

Reviewed By: _____ **Date:** _____
President, HOA Board of Directors