



Tucson Country Crossing Homeowners Association, Inc.

8375 N Oracle Rd, #150

Email: tcchoa@TucsonCountryCrossing.com

Tucson, AZ 85704

Telephone/Fax: 520-219-4520/520-219-4711

Architectural Review Request

Name: _____

Address: _____

Email: _____

Phone: _____

Date: _____

Dear Architectural Review Committee (ARC),

I request the ARC review my request for the following desired project. I understand that I must abide by the spirit, intent, and letter of the Covenants, Conditions, and Restrictions (CC&Rs).

I have reviewed the pertinent excerpts of Articles of the CC&Rs that pertain to my proposed project. (See Section 3.10.2, 6.3, 6.4 and 6.5 for information on submitting plans.)

I understand that I must provide: **sketches, drawing or plans**, material rock or paint samples, and any other information so requested by the ARC in order to obtain approval. I also understand that in most cases I will be required to obtain the proper permit from Pima County or other governmental agency as required by law. I understand that I may **not** proceed with my project unless I receive expressed written consent from the TCCHOA Board of Directors.

I request to make the following changes, improvements, repairs, or upgrades:

Sincerely,

(Homeowner)

Note: Please provide **sketches, drawings, or plans** along with this application form in sufficient detail for the Board to make an informed decision. Incomplete or insufficient information can result in a delay in the approval process. **(See checklist below)**

For County permit requirements, go to www.pimaxpress.com. If a permit is required, a copy of the permit and County approved plans must be submitted to the ARC before proceeding with the project.

Architectural Review Request (page 2)

Include the following checklist with your submittal.

- _____ Two complete detailed plans
One to be endorsed by the Board and returned to the homeowner,
the other shall be retained by the association.
- _____ Color scheme noted
- _____ Materials to be used are noted
- _____ Dimensions, including height noted on plans
- _____ Plot plan indicating the location of the dwelling and the proposed improvement
- _____ Plans complete and ready for submittal for Pima County building permits. (If applicable)
- _____ Proposed improvements are in harmony with the general surroundings in the neighborhood.
- _____ Letter from neighbor consenting to common wall changes (If applicable)
(Include neighbor's contact information.)

For County permit requirements, go to www.pimaxpress.com. If a permit is required, a copy of the permit and County approved plans must be submitted to the ARC before proceeding with the project.

Pre-application Submission (Optional)

To get an approval of the general concept of your proposed improvements, please provide a general description of your project. If your Pre-application concept is approved, you will need to file a full Architectural Review Request and get final Board approval before starting the project.

Excerpts from Tucson Country Crossing CC&Rs

Section 6.3. Submission of Plans to Architectural Review Committee. (ARC)

No Owner shall make any improvement, alteration, modification or change to any structure, including, but not limited to, walls, fences, coping, awnings, sunshades or flagpoles until detailed plans and specifications showing the nature, kind, shape, height, color, materials and location of such are submitted in writing and approved by the Committee. The Architectural Review Committee shall consider the harmony of external design and location in relation to the surrounding structures and topography in determining whether to approve such structures or modifications. This shall specifically include any change in color of the exterior portions of any Dwelling unit. Approval of the plans and specifications shall be evidenced by the written endorsement of the Committee on the plans.

Section 6.4. Procedure for Approval

6.4.1. Owners shall submit two (2) complete sets of plans for the proposed improvement, including the specifications, color scheme and the plot plan indicating the location of the Dwelling unit and improvement on the Lot and may include a non-refundable review fee not to exceed One Hundred and No/100 Dollars (\$100.00), payable to the Association.

6.4.2. One set of endorsed plans shall be provided to the Owner prior to the date on which construction is to commence. The other set of plans shall be retained by the Association.

6.4.3. No changes or deviations in or from the plans and specifications shall be made without the written approval of the Committee.

6.4.4. An Owner may appeal any decision of the Committee to the Board, whose decision shall be final and binding.

Section 6.5. Criteria for Approval of Plans. All plans must meet the following minimum criteria and such other additional criteria promulgated by the Architectural Review Committee from time to time:

- a. Be in accordance with the provisions of the Declaration and written rules and regulations of the Architectural Review Committee.
- b. The location, style or architecture, exterior color schemes and height of the improvement, as well as the location of exterior lighting, shall be in harmony with the general surroundings of the structures on any Lot subject to these Covenants.
- c. Be in sufficient detail to permit the Architectural Review Committee to make its determination.
- d. Be complete and ready for submittal to obtain a building permit from Pima County.

Section 6.6. Completion of Improvements. All modifications, alterations and/or improvements must be substantially completed within ninety (90) days from the date the plans and specifications are approved by the Committee, unless the Committee approves an extension of time in writing.

Section 6.7. Failure to Approve Plans. If the Committee fails to approve the plans and specifications within thirty (30) days after being submitted by the Owner, the plans shall be deemed as disapproved by the Committee and no structures or modifications shall be permitted.

3.10.2. Shrubs, Trees and Grasses.

a. Except in the individual backyards, no planting or gardening shall be done, and no fences, hedges or walls shall be erected or maintained upon the Lot except those approved by the Association or the appropriate committee of the Association.