

**VERDE SANTA FE COMMUNITY ASSOCIATION
ARCHITECTURAL COMMITTEE APPROVAL REQUEST**

The Declaration of Covenants, Conditions, Restrictions and Easements (CC&Rs) for Verde Santa Fe, Yavapai County, Arizona require that an owner obtain the prior written approval of the Architectural Committee (“Committee”) for any exterior alteration, addition or Improvement to a property within Verde Santa Fe.

To comply with the CC&Rs, please complete the form below consisting of Homeowner Information and Description Information. You must also attach a DETAILED drawing or blueprint of the proposed alteration and/or addition. The drawing should specify dimensions, materials to be used and colors. Construction or improvement contracts, if any, shall accompany the Architectural Committee Approval Request form. (Cost estimates do not need to be included.) This original application and the description of alteration and attendant material will be retained by the Management Company and a copy will be kept with the Architectural Committee for the Committee’s records.

*This request is in effect for 180 days from the date of approval. If you cannot complete the work within 180 days, you must ask for an extension from the Architectural Committee in writing.

HOMEOWNER INFORMATION

NAME: _____

SUB-DIVSN AND LOT #: _____/ _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE/BUSINESS: _____ **PHONE/HOME:** _____

I wish to receive ARC correspondence via email at _____

Prior to committee review, the homeowner must sign to verify that:

1. His/Her Association fees are paid and current.
2. No fees and/or fines are owed to the Association.
- 3. I understand and agree that NO work on this request shall commence until written approval of the Committee has been received by me.**
4. I understand that I must comply with the decision of the Committee, including any conditions or changes required by the Committee.

HOMEOWNER SIGNATURE: _____

DATE: _____

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DESCRIPTION INFORMATION

Provide full detail of purpose and/or reason, type, color, size/dimensions of Improvement, materials and location. Use additional 8 ½” by 11” paper if necessary.

**NOTE:
AN ACCURATE DRAWING MUST BE ATTACHED.
AN ACCURATE SITE PLAN MUST ALSO BE INCLUDED.**

DESCRIPTION OF ALTERATIONS: _____

CONTRACTOR: _____
Address: _____
City/State/Zip: _____
Phone: _____

MATERIAL (S)*: _____

COLOR (S)*: _____

DIMENSIONS: _____

RETURN TO: Verde Santa Fe Architectural Committee
C/O HOAMCO
35 Bell Rock Plaza, Suite A
Sedona, AZ 86351

For additional information email: pmartin@hoamco.com or call: 928-282-4479
The Committee’s review and approval is limited to and pertains to the ITEMS DESCRIBED ABOVE. The fact that the information not specifically requested is shown on the plan does not mean that it is approved as part of the submittal.

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COMMITTEE ACTION REGARDING: _____

The Committee has taken the following action on this application:

_____ **DISAPPROVED:** The application does not meet the design Rules for the Verde Santa Fe Community Association.

_____ **DISAPPROVED SUBJECT TO ADDITIONAL SUBMITTAL:** The following revision(s) and additional submission(s) are required to meet the Verde Santa Fe Community Association Rules.

_____ **REVIEWED AND CONDITIONALLY APPROVED:** The following changes are required to meet the Verde Santa Fe Community Association Rules.

_____ **REVIEWED AND APPROVED:** The Architectural Approval Request form is approved meeting the Verde Santa Fe Community Association Rules. This approval is subject to all applicable county and state permits, codes and regulations. Compliance with these requirements is the responsibility of the owner.

EXECUTED AND DATED: _____