The Mountain Park Ranch Homeowners' Association
15425 S. 40th Place, Suite #4, Phoenix, AZ 85044 Phone (480) 704-5000 Fax (480) 704-5005

ARCHITECTURAL REQUEST

MPR Received Date		Office Use Only Acct#

**** Allow 30 days for reply ****

All applications are due by noon 8 days prior to the ARC meeting.

(Meetings are the second Tuesday of each month)

The acceptable standard for appearance of property within Mountain Park Ranch HOA (MPRHOA) is based on Declaration of Covenants, Conditions and Restrictions (CC&R'S) and the *Rules for Community Living* and is legally binding upon each residential and commercial property owner. The CC&R's require that an owner of property within the community obtain prior written approval for any exterior alteration or addition to their property. All requests are subject to the Mountain Park Ranch CC&R's, as well as rules and guidelines of the applicable subdivision. Please make sure you have read and understand the rules prior to completion of any Architectural Request.

Approval of your request is based in part on the information stated herein. Failure to answer all questions fully and accurately, ambiguity in design or faulty measurement may result in denial of your request.

Name _____ Property Address _____

Daytime Phone _____ Evening Phone _____

Fax _____ Email _____

Work to be done: ☐Concrete / Block ☐Carpentry ☐Roofing ☐Electrical ☐Painting ☐Landscape ☐Other

PLEASE PROVIDE IF APPLICABLE TO YOUR PROJECT:

1. Photos of the area to be changed.
2. Samples or pictures of materials (brick, stone, tile, fabric, etc).
3. Plot map showing location of project on property and distance from two nearest property lines to project.
4. One set of plans or drawing(s) depicting locations, dimensions, materials, finish, colors, etc., will not be returned but will become the property of MPRHOA and will be placed in Member's file.
5. The maximum size for plans/drawings is 8.5" x 14" (legal size.)
6. Property owners who have Zero Lot Line properties are responsible to obtain written approval from any/all adjacent neighbors for any modifications prior to starting. The HOA is "held harmless" if this provision is not followed by all parties.

Please provide a detailed description of the project (use additional sheet if necessary).

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If request is for exterior painting, include color names and color codes with application, even if painting original colors. Approved colors may be viewed at the Association Office and requests may be approved same day.

PLEASE ANSWER THE FOLLOWING:

1. This project requires: ☐ city building permit ☐ variance ☐ public notice

IF A VARIANCE IS OBTAINED FROM THE CITY OF PHOENIX, this variance must be acknowledged in writing by the homeowners adjacent to your property (neighbor's consent is not a condition for approval).

2. Will there be a change in height of existing structure because of your project? ..... ☐YES ☐NO
3. Will your project block the view of the common area of another homeowner? ..... ☐YES ☐NO
4. Have you checked for easement encroachment? ..... ☐YES ☐NO
5. Estimated start date: Estimated Completion Date:

 SEE REVERSE SIDE OF THE FORM FOR ADDITIONAL INFORMATION

It is recommended that any project that consists of more than just a minor improvement (alteration/variance/modifications in excess of $750.00) should be completed by an Arizona-licensed contractor who is fully insured, carries Workers' Compensation Insurance, and is in good standing with the Arizona Registrar of Contractors ("ROC"). ROC information can be found online at http://www.rc.state.az.us/.

Solar Systems: MPRHOA Member agrees and is responsible for the maintenance and upkeep of all solar system components and apparatuses associated with the solar system, and any conditions advised by the manufacturer regarding maintenance and operation, including and not limited to, any maintenance or other accompanying provisions stated in the governing documents of the association. Member also takes full responsibility for any issues pertaining to or resulting from the solar system, and must address any potential adverse effects prior to installation, including but not limited to, noise, glare, location, design, color, heat, etc., of panels and apparatuses associated with the solar system and its mechanicals, and holds the association harmless to any adverse actions or effects regarding the solar system from neighbors, governmental officials, or any other potential party.

Blueprint Review: (Applies to Blueprint submittals) The Committee's review and approval is limited to, and only pertains to, the items described and spelled out on the front of this form, or on an attachment clearly specifying each requested improvement or change. The fact that any "other" information, improvement, or modification that is not clearly spelled out or clearly shown on the plan(s) submitted does not mean that it is considered a part of the submittal, and may be rejected by the committee after modifications commence.

PLEASE READ THE FOLLOWING TERMS & CONDITIONS CAREFULLY BEFORE SIGNING:

1. All applicable codes and regulations must be followed and all permits will need to be obtained after HOA approval if required.
2. I have read and understand all applicable sections of the MPR HOA Governing Documents (CC&R'S) and the *Rules For Community Living*.
3. I agree to notify MPR HOA office upon completion of this project. I understand that the office may conduct a follow-up inspection to ensure completed project is in compliance with request as approved.
4. I understand that if any Association owned property, common areas of the Association or the like, are disturbed, altered or damaged due to this ARC Request, I will assume full responsibility to return the altered and damaged area(s) back to its original condition. If damaged area is not repaired within a reasonable amount of time, or not repaired to the Association's satisfaction, the Association has the right to repair the damage and charge back to me all applicable cost.
5. I UNDERSTAND THAT NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED. IF WORK IS BEGUN WITHOUT PRIOR WRITTEN APPROVAL, I UNDERSTAND IT IS IN VIOLATION AND I MAY BE ASKED TO REMOVE IT.

By signing below, I certify that I am the owner of record of this property, that to the best of my knowledge all of the information contained in this request is true and accurate and that I have read and fully understand all the Terms and Conditions contained herein.

Owner's Signature: _____ Date: _____

All approved projects must be started within 90 days of approval or a new request must be submitted.

For Office Use Only

Additional Info: _____

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Request Reviewed by (circle response)

ARC **MPR Office**

Reviewer(s) Decision (circle response)

*** Approved** ***Approved with Conditions** ***Denied** ***Tabled**

*** Violation of Architectural Guidelines** ***Violation of CC&R's** ***Other** ***Insufficient Information**

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MPRHOA Representative: _____ **Date:** _____