

## **MONTEVISTA ARCHITECTURAL COMMITTEE (DESIGN REVIEW COMMITTEE)**

### **SUBMITTAL PROCEDURE SUMMARY (FOR ALL ARCHITECTURAL CHANGE REQUESTS)**

1. Completely fill out the Architectural Application form that is applicable to the type of modification you are applying for. All professional plot plans, elevation plan, and project specifications must be attached with the Architectural Application (if applicable).
2. Completely fill out the Landscape Architectural Application and worksheet form located on **pages 25-26** of the Montevista Design Guidelines.
3. Completely fill out the Non-Landscape/Paint Architectural Application form located on **page 27** of the Montevista Design Guidelines.
4. Completely fill out the Swimming Pools, Spas, Hot Tubs, and Water Features Architectural Application and worksheet form located on **pages 28-29** for any and **all pool, spa, and water feature installations** of the Montevista Design Guidelines.
5. Upon completion of you project, fill out the homeowner information section of the Architectural Project Completion Form on **page 30** of the Montevista Design Guidelines.
6. Include an 8 ½" X 11" copy of the City of Phoenix approved plot plan (if applicable).
7. Include cut sheets of proposed lighting fixtures if applicable.
  - Make check payable to Montevista Community Association for \$300 for front and rear yard submittals. Separate submittals for front or rear yards will be permitted, however, are discouraged as they will incur a separate review fee, i.e., \$200 for the first submittal and \$200.00, payable with the second submittal.
  - A separate pool or spa submittal is also discouraged but will be provided with review fee of \$100.00 payable with submittal. However, if plans do not meet the guidelines, owner will be charged an additional \$50 for each subsequent review.
  - **Submit all applicable documents for items one (1) through seven (7) AND two (2) sets of plans (if hard copy) to the following address:**

Montevista Community Association  
C/O AZCMS  
15300 N. 90th Street., Ste. 800  
Scottsdale, AZ 85260  
(O) 480-355-1190  
or  
[ARC@azcms.com](mailto:ARC@azcms.com)

**(PLANS MAY BE SUBMITTED ELECTRONICALLY IN PDF (NO REDUCTIONS), HOWEVER THEY WILL NOT BE PROCESSED UNTIL THE REVIEW FEE IS RECEIVED.)**

Be sure to include:

- A physical and mailing address for the owner(s) to receive correspondence.
- Phone numbers and email addresses that you or your landscaper/pool company can be reached at

**IMPORTANT: All submittal forms must be signed by the homeowner. Incomplete applications will be automatically denied.**

**THE ARCHITECTURAL COMMITTEE (DESIGN REVIEW COMMITTEE) HAS 45 DAYS TO REVIEW APPLICATIONS FROM THE DATE THE APPLICATION IS RECEIVED.**