

**SADDLE VIEW COMMUNITY HOMEOWNERS' ASSOCIATION  
REQUEST FOR PLAN REVIEW BY ARCHITECTURAL COMMITTEE,  
AND DEVELOPMENT STANDARDS GUIDELINES**

**SECTION-1 / PROPERTY OWNER GENERAL INFORMATION**

DATE: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS(S): \_\_\_\_\_

**SECTION-2 / COMMITTEE REVIEW REQUEST TYPE**

Please check the type of request that applies to this application:

- ☐ House or Casita Plans (\$1000 Impact Fee)    ☐ Addition to Existing Structure    ☐ Outbuilding / Shed
- ☐ Water Tank    ☐ Fence / Wall    ☐ Solar Panel    ☐ Yard Art    ☐ Connex Box
- ☐ RV / Trailer    ☐ Mare Hotel / Livestock Pen / Corral / Chicken Coop    ☐ Pool / Spa
- ☐ Landscape    ☐ Variance    ☐ Other

Other Describe in Detail: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION-3 / HOME, CASITA, BARN or SHOP CONSTRUCTION INFORMATION**

Check appropriate boxes for acknowledgement and submittal of all the following that pertain. Plot plan showing low dust driveway(s), ditches, and culverts. RV garage shall contain your RV if you have one on the property.

- ☐ Hard-Copy Plans 8.5" x 11"    ☐ Electronic Format Plans    ☐ Elevation Detail
- ☐ Architectural review fee & road impact fee, payment required before review & approval on new home or casita.

☐ Home Square Footage: (Minimum 1700 sq ft) \_\_\_\_\_

NOTE: All test holes must be backfilled within ten (10) days of digging.

#### **SECTION-4 / EXTERIOR PAINT INFORMATION**

☐ Paint, all exterior colors, applies to materials of main house, outbuildings, trim, and fencing.  
(Generally subtle earthtones of the area, such as browns, tans, sage green, grays, to be reviewed by the Architectural Committee.)

Paint Detail #1: \_\_\_\_\_ Sherwin Williams #: \_\_\_\_\_

Paint Detail #2: \_\_\_\_\_ Sherwin Williams #: \_\_\_\_\_

Paint Detail #3: \_\_\_\_\_ Sherwin Williams #: \_\_\_\_\_

Paint Detail #4: \_\_\_\_\_ Sherwin Williams #: \_\_\_\_\_

#### **SECTION-5 / EXTERIOR STONE, BRICK & BLOCK INFORMATION**

☐ Exterior stone, brick, block, or tile applies to materials of main house, chimney, outbuildings & trim.

Material Type#1: \_\_\_\_\_ Location: \_\_\_\_\_ Color: \_\_\_\_\_

Material Type#1: \_\_\_\_\_ Location: \_\_\_\_\_ Color: \_\_\_\_\_

Material Type#1: \_\_\_\_\_ Location: \_\_\_\_\_ Color: \_\_\_\_\_

#### **SECTION-6 / ROOFING INFORMATION**

☐ Roofing material applies to materials of main house & outbuildings.

☐ Asphalt Shingle

☐ Metal

☐ Concrete Tile

☐ Other Description: \_\_\_\_\_

MFG Color #: \_\_\_\_\_

#### **SECTION-7 / OUTBUILDING, GREENHOUSE, or SHED INFORMATION**

Outbuildings or sheds MUST be constructed utilizing the same materials as the primary residence structure. They must be painted the same color and the roof color must match also. Connex boxes are NOT a shed and cannot be utilized as such.

Outbuilding or Shed Size: \_\_\_\_\_ Physical Location: \_\_\_\_\_

Outbuilding or Shed Detailed Description: \_\_\_\_\_

\*Provide detailed drawing of outbuilding or shed location on property, as well as drawings and photos.

\* Please be conscious of your neighbors with regards to the placement of your outbuilding or shed and proactively discuss the placement with them in advance.

\* Outbuildings such as garages, are hereby described as a building over 250 square feet. Only one is allowed per parcel. Other buildings, under 250 square feet, such as sheds, water tank screens, and greenhouses, have an allowance of two per parcel.

## **SECTION-8 / ABOVE GROUND WATER TANK INFORMATION**

☐ Above ground water tank information; location, size, color, screening material type & color. Counts towards the 2 building limit of buildings under 250 square feet.

Water Tank Detail:

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## **SECTION-9 / FENCING INFORMATION**

Height not to exceed 5' unless a variance is approved by the Architectural Committee. Solid wall perimeter fencing not allowed. Sections of interior "privacy" fencing allowed per Architectural Committee approval.

☐ Fencing; Including perimeter, corral, pen, dog run, equipment enclosure & other.

☐ Steel Pipe & No Climb

☐ Steel Pipe & Steel Rails

☐ Wood

☐ Concrete Block

☐ Vinyl

Fence Color: \_\_\_\_\_

Fencing Detail Description:

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\*Provide detailed drawing of fence perimeter on separate piece of paper.

## SECTION-10 / SOLAR PANEL INFORMATION

☐Roof Mounted Panels    ☐Ground Mounted Solar Panels    Number of Panels Requested: \_\_\_\_\_

Physical Mount Location: \_\_\_\_\_

Individual Panel Size: \_\_\_\_\_ Panel Color: \_\_\_\_\_

Solar panel screening required for ground mount application, describe in detail screening method to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Provide a detailed drawing of the proposed mount area, showing roof mount or ground mount locations and attach to this document.

## SECTION-11 / YARD ART INFORMATION

Any yard art over 36" in height must be reviewed and approved by the architectural committee. Please be conscious of your neighbors with regards to your "yard art". Please consider that your art is in the "spirit" of our community. Old cars, machinery, equipment or junk, will not be considered yard art.

Physical Location of Art: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Art Color: \_\_\_\_\_

Please describe your Yard Art in as much detail as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Provide a detailed drawing of the proposed yard art locations and attach to this document.

## SECTION-12 / TEMPORARY CONNEX BOX PLACEMENT INFORMATION

You are allowed to place a TEMPORARY Connex type box (Shipping Container) on a parcel you are developing for a period of up to 6 months, with prior HOA approval. Connex type boxes are NOT allowed in place as a "shed" or "storage" enclosure, as a permanent structure. Placement of a Connex box must be reviewed and approved by the architectural committee. Please be conscious of your neighbors with regards to your temporary Connex box. People understand they are a part of developing your property, but still don't like looking at one every day. Connex must be removed from property within 30 days after Certificate of Occupancy is received.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Size of Connex Box: \_\_\_\_\_ Color: \_\_\_\_\_

Please describe the proposed location of your Connex box in as much detail as possible:

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\*Provide a detailed drawing of the proposed Connex Box location and attach to this document.

### **SECTION-13 / CONDITIONAL MOTORHOME or TRAILER STORAGE INFORMATION**

You are allowed to store a motorhome, 5<sup>th</sup> wheel trailer, bumper-tow travel trailer, enclosed trailer, or utility trailer on a parcel, with prior HOA approval. Title and registration must match property owner and address. Temporary placement of a motorhome or trailer as described above must be reviewed and approved by the architectural committee. You CANNOT have people living in a stored motorhome or trailer and your slides MUST be retracted during storage.

Up to 3 trailers may be stored on a property with Architectural Committee approval. One each consisting of (1) RV (Trailer or Motorhome), (1) enclosed utility, (1) dump trailer, (1) flatbed (car hauler), (1) utility flatbed, (1) livestock. Variance may be given by Board approval.

What is to be stored: \_\_\_\_\_ AZ License Plate Number: \_\_\_\_\_

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What is to be stored: \_\_\_\_\_ AZ License Plate Number: \_\_\_\_\_

Length & Height of Motorhome or Trailer: \_\_\_\_\_ Color Scheme: \_\_\_\_\_

\*Please provide documented proof of ownership with submittal.

Please describe the motorhome or trailer to be stored in detail: \_\_\_\_\_

Please describe the storage location of motorhome or trailer on your parcel in detail:

Conditional RV storage location is required to be submitted every 2 years, or until you build an RV garage.

If you have an RV garage, your RV must be stored inside of it.

Request for 10-day visitor RV Pass: \_\_\_\_\_

RV visitor pass good for 30 days in one calendar year, per Yavapai County ordinance section 571.

- Occupancy limited to ten (10) consecutive days.

- Frequency may not exceed three (3) times per calendar year with a minimum of thirty (30) day intervals between stays.

- Unit must meet the same setbacks applicable to a primary residence.

\*Provide a detailed drawing of the proposed motorhome or trailer storage location, as well as several photos and submit along with this document.

## **SECTION-14 / MARE HOTEL, LIVESTOCK PEN CHICKEN COOP, OR CORRAL INFORMATION**

Detail information on the construction of these types of structures MUST be submitted and approved by the HOA prior to placement. Consideration MUST be made to the materials, colors and placement due to property set-backs.

Structure Dimensions: \_\_\_\_\_ Physical Location: \_\_\_\_\_

Detailed Description:

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- \* Provide detailed drawing of structure on property, as well as drawings and photos of similar.
- \* Please be conscious of your neighbors with regards to the placement of your structure.
- \* Proactively discuss the placement with your neighbors in advance.

## **SECTION-15 / POOL or SPA INFORMATION**

Detail information on the construction of a pool or spa MUST be submitted and approved by the HOA prior to placement. Consideration MUST be made to the materials, colors and placement due to property set-backs. County permit may be required as part of the HOA approval process.

Pool or Spa Dimensions: \_\_\_\_\_ Physical Location: \_\_\_\_\_

Detailed Description:

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- \* Provide detailed drawing of pool or spa on property, as well as drawings and photos of similar.
- \* Please be conscious of your neighbors with regards to the placement of your structure.
- \* Proactively discuss the placement with your neighbors in advance.

## **SECTION-16 / LANDSCAPE INFORMATION**

Detail information on the proposed landscaping **MUST** be submitted and approved by the HOA prior to commencement of project. Consideration **MUST** be made to the materials, colors and placement of gravel, rock, gabion walls, fire pits, plants, and trees.

Detailed Description:

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- \* Provide detailed drawing of landscaping to be completed, as well as drawings and photos of similar.
- \* Please be conscious of your neighbors with regards to the placement of your landscaping.
- \* Proactively discuss the placement with your neighbors in advance.
- \* Provide separate drawings, diagrams & plans as necessary to convey your intentions.

## **SECTION-17 / VARIANCE/OTHER REQUEST PROVIDE DETAILED INFORMATION**

May Require Further Review by Architectural Committee after initial submittal.

Detailed Description:

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- \* Provide separate drawings, diagrams & plans as necessary to convey your intentions.

## SECTION-18 / PROPERTY OWNER AFFIRMATION

I certify that this information represents what is intended to be built and I am aware that the Conditions, Covenants & Restrictions (CC&R's) and the Saddle View Community Homeowners Association Rules & Regulation, as well as any architectural rules may apply, and I hereby agree to abide by them.

I agree to comply with all city, county and state laws & regulations, and agree to obtain all necessary and required permits and pay all associated fees.

No improvement of any kind, on any property, shall be allowed to encroach upon any easement.

No improvement or alteration shall disrupt the natural flow of water or drainage.

Any damage to neighboring properties or roadways shall be the responsibility of the property owner to rectify.

The Saddle View Community Homeowners Association only maintains the roads noted in the Record of Survey 2016-0042561.

All other roadways are the property owner's responsibility to maintain.

DATE: \_\_\_\_\_

OWNERS SIGNATURE (Required): \_\_\_\_\_

OWNERS PRINTED NAME (Required): \_\_\_\_\_

## Section-19 / FOR COMMITTEE USE ONLY:

OWNERS NAME: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

### Description & Schedule of Fees:

Fees are charged for the construction of primary or secondary residences only, livable dwellings, such as a house or a casita. No fees are charged for the review, approval and/or disapproval of other services as further described within this document.

To ensure that the Association shall have adequate funds to meet its expenses or to purchase necessary equipment or services, each Purchaser of a Parcel shall pay to the Association immediately upon becoming the Owner of the Parcel a sum equal to the greater of **\$500.00** or one-sixth (1/6th) of the Annual Assessment attributable to the Parcel for the fiscal year in the Purchaser becomes the Owner of the Parcel. Funds paid to the Association pursuant to this Section may be used by the Association for payment of operating expenses or any other purpose permitted under the Project Documents.



Payments made pursuant to this Section shall be nonrefundable and shall not be considered as an advance payment of any Assessments levied by the Association pursuant to this Declaration. Fees charged pursuant hereto shall be secured by the Association lien established pursuant to Section 8.3 of the CC&R's.

Each Purchaser of a Parcel shall pay to the Association immediately upon becoming the Owner of the Parcel a transfer fee in such amount as is established from time to time by the Board. Currently this fee is set at **\$200.00**. Any Owner of a Parcel who sells or refinances his or her Parcel and requires a status or disclosure statement from the Association in connection therewith shall pay to the Association a disclosure fee in such amount as is established from time to time by the Board. Currently this fee is set at **\$200.00**. Fees charged pursuant hereto shall be secured by the Association lien established pursuant to Section 8.3 of the CC&R's.

Any Owner submitting to the Architectural Committee for review plans for the construction of a Dwelling Unit on a Parcel shall be obligated to pay to the Association prior to the commencement of the construction of such Dwelling Unit a nonrefundable road impact fee. Currently this fee is set at **\$1,000.00**. This fee is to be reviewed by the Board from time to time and may be adjusted.

Total of Fee's for this transaction: \$ \_\_\_\_\_

Received From: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_

Actual Finish Date, and final Architectural Committee approval signature: \_\_\_\_\_

## **Section-20 / FOR COMMITTEE USE ONLY:**

OWNERS NAME: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

The above-described architectural request is:

☐ Approved with valid permit, if required.

☐ Disapproved for following reasons.

☐ Approved with the following conditions.

Conditions & reasons detail from above:

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Authorized Association Representative #1: \_\_\_\_\_

Authorized Association Representative #2: \_\_\_\_\_

Authorized Association Representative #3: \_\_\_\_\_

**Saddle View Community HOA**  
**12701 E. Bareback Road**  
**Prescott Valley AZ 86315**  
**[architectural.saddleviewhoa@gmail.com](mailto:architectural.saddleviewhoa@gmail.com)**  
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SVHOA/PLN\_REV10