

Civano 1 Neighborhood 1 (C1N1) Application for External Home Improvement Projects

For Review by the Design Review Committee (DRC) to Determine Compliance with all Civano Homeowner Association (HOA) governing documents.

“Tell Us About Your Project” using this checklist to provide all pertinent details.

WHO: _____



_____ name(s) of homeowner(s)

WHERE: _____



_____ physical address

**** (don't forget your full lot number)** _____

Lot number



WHEN: What are your anticipated **START & COMPLETION** dates for this project?

Start? _____ Completion? _____



WHAT: (check all that apply)

- _____ door(s)
- _____ gate(s)
- _____ front yard artwork
- _____ landscaping
- _____ concrete slab
- _____ patio cover
- _____ window(s)
- _____ yard wall
- _____ other- please describe



LOOKS: On page 3 write a **very detailed description** of the changes that you would like to make to the external look of your property.



Use the checklist below to make sure you have included all the pertinent information that *applies* to your specific project.

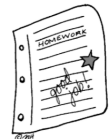
- brand names, colors, contractor(s) names,
- dimensions (height, length, width), materials,
- measurements from existing buildings, plant lists,
- Other details

Attach additional pages such as **images, photos, landscape plans, plant lists, plot plans, sketches**, and anything else to help us **“see”** the appearance of the anticipated completed project.

(If pertinent information is not included, it could delay the approval of the project.)

CIVANO

Have you done your homework?



- Does this project require DRC approval?
- Have you reviewed all Civano HOA governing documents (CC&Rs, Civano PAD, Design Guidelines, etc.)?
- Are your neighbors aware of these changes you are planning?

★ Have you . . .

- _____ Filled out every form completely and with as much detail as you can.
- _____ Put your address or lot number **and** your name are on **every** page you submitted.
- _____ Signed at the bottom of page 2 (Steps & Procedures) & page 4 (Statement of Understanding).



***OWNER(S) NAME:** _____

LOT # _____

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Steps & Procedures of the Application Process

Please use this multiple page document to submit your request for external property alterations and improvements which require Design Review Committee (DRC) review and approval.

- Some planned changes to your property may be pre-approved so consult the current Design Guidelines Manual.
- If you are only considering exterior painting, there is a separate form and process; please see the 'Application Form for Exterior Painting'.
- If you are seeking to construct a new home, please contact the Manager of the Civano 1: Neighborhood 1 Association, Inc. (the "Association") or refer to Section 8 of Community of Civano Neighborhood One Design Manual.

Before submitting your application please refer to the Civano governing documents:

- Design Guidelines Manual
- Covenants, Conditions & Restrictions (CC&Rs) for the Community of Civano
- Civano PAD (planned area development)

These documents are available at the Association Manager's office or at <https://civano.org> .

Obtaining a copy of the Plot Plan for your property may also be helpful. Plot plans may have been included with that bundle of paperwork you received when you purchased your home.

Please keep the following in mind:

- You are responsible for ensuring your application is legible and complete.
- We recommend that you plan on attending the DRC meeting at which your request will be considered, in case there are any questions or clarifications necessary. Your lack of attendance may delay the DRC's decision on your submittal.
- **DRC approval does not constitute approval by the local building departments and you may be required to obtain a building permit for your project.**
- ★ **Complete applications must be submitted by the last business day of the month to be included on the following month's DRC agenda. The DRC meets the second Wednesday of each month.**

Submitting Your Application: you may submit your request for DRC review as follows:

- In person to: Civano 1 Neighborhood 1 (C1N1) Association Manager's Office at 10501 E. Seven Generations Way #109
- By mail to: Civano Manager
10501 E. Seven Generations Way, #109
Tucson, AZ 85747
- By email to: hoa@civano1.com

I have read and understand all of the above information and I agree to a final inspection upon completion of the project.

Homeowner(s) Signature: _____ **Date:** _____

***OWNER(S) NAME:** _____ **LOT #** _____

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OWNER(S) NAME: _____ LOT# _____

ADDRESS: _____ SUBMITTAL DATE: _____

EMAIL: _____ PHONE: _____

Start Date: _____ Completion Date: _____ - _____

Summary description of the improvement/modification you are requesting the DRC to review and approve:

Please attach additional pages as needed. These pages may include scaled drawings, sketches, photos of the area to be modified, photos of similar designs, illustrations, landscape plans (irrigation, hardscape, plant locations), plant lists, colors chips, brochures about materials, solar design plans, building material lists, etc.

PLEASE write your ADDRESS or LOT # and your NAME on all additional pages.

**OWNER(S) NAME: _____ LOT # _____*

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Statement of Understanding

I understand that:

- I am required to complete, submit and obtain approval by the DRC (Design Review Committee) before I proceed.
- I will receive a formal letter of notification to proceed from the HOA office. Revisions to the application may be required before final approval is granted.
- My **COMPLETED** application will be placed on the DRC agenda the month following my completed submittal date. The DRC meets on the second Wednesday of the month.
- A COMPLETED application includes, but is not limited to, the 4 pages of the External Home Improvement Project Application, specific plans/drawings/sketches and specifications showing the nature, kind, shape, dimensions, materials, colors, and location of improvements. There are some specific circumstances where a signature is required from the homeowner(s) of neighboring lots.
- DRC approval does not constitute approval by Tucson Planning & Development Services (<https://www.tucsonaz.gov/pdsd>).
- I may be required to obtain a building permit from the City of Tucson for my project. However, obtaining a building permit from the City of Tucson does not constitute approval of the DRC.
- I have been encouraged to be present at the DRC meeting at which my submittal will be considered, to discuss/explain my planned alterations/improvements. If I choose to not attend the DRC meeting, the DRC will make a decision based upon submitted documentation only.
- Per Section 4.11 of the Covenants, Conditions & Restrictions (CC&Rs), neither the DRC nor the Association shall be liable for any claim arising from the approval or disapproval of my submitted plans and specifications.
- Per CC&Rs Section 4.12 Appeal: Any Owner or Occupant aggrieved by a decision of the Design Review Committee may appeal the decision to the Board of Directors in accordance with the procedures established in the Design Guidelines.
- In addition, as more fully described in the Covenants, Conditions & Restrictions (CC&Rs), the Association and DRC have no responsibility for damages arising from soil conditions and changes to grading and drainage patterns of the lot.
- I agree to complete improvements as outlined in this application to the best of my ability. If I need to alter the plan after I have received DRC approval, I will contact the HOA office and update or resubmit my plan.
- I agree to have the Design Review Committee or its representative inspect the project once completed.

Homeowner(s) Signature: _____ **Date:** _____

***OWNER(S) NAME:** _____ **LOT #** _____