PONDEROSA TRAILS HOA

PLAN REVIEW SUBMITTAL APPLICATION

☐ NEW HOME CONSTRUCTION ☐ BUILDING ADDITION ☐ DECK CONSTRUCTION (PLEASE CHECK ONE)

c/o Sterling Real Estate Management, 323 S. River Run Road, Ste. 1 Flagstaff, AZ 86001 928-773-0690

For new home construction, building additions and decks, a completed application requires all of the following:

- ☐ Complete building plans in ¼" per foot scale. Plans should be accompanied by complete specifications or key notes that detail: roofing material (type), all siding, fascia and trim materials (type/products), and colors including paint chips with Light Reflective Values (LRV's) stated; fencing (type and color), windows (type, finish color and brand), and solar panel locations (if applicable).
  Plans cover sheet must detail: Gross square feet, livable square feet, garage square feet and deck square feet.
- ☐ Elevation drawings of all four sides (showing continuation from existing building if applicable).
- ☐ Site plan showing location of structure on site with (a) setbacks clearly marked and (b) distances from site boundaries. All existing and new drives, walks, fencing, and landscaping should be clearly identified on the plan.
- ☐ Final color samples (actual paint chips or product samples for all exterior surfaces including roofing, siding, trim, doors, windows and porches).
- ☐ Two compete copies of all submittal materials are required
- ☐ **A one-time fee of $50.00 will be due with any NEW CONSTRUCTION, BUILDING ADDITION, or DECK application**. **After August 2, 2012** per ARS 33-1817 a **$300.00 inspection and reporting deposit** will also be required. Actual inspection and reporting costs will be deducted from the deposit with any remainder returned.

The plan and completed application must be delivered by US Mail or by hand (no electronic submissions please) to the Management Company to begin the review process. No construction work shall begin prior to the applicant's receipt of the Architectural Review Committee's formal written approval.

Site Address:_____ Lot# _____ Unit# _____

Owner(s) _____

Owner's Mailing Address: _____

Email: _____Phone: _____ Cell:_____

Submittal Date: _____General Contractor: _____
[If already selected]

TERMS AND CONDITIONS:

The undersigned applicant: (a) attests that all the information included in this application is correct, (b) conforms to the terms and conditions of the Ponderosa Trails CC&R's and Residential Development Standards, and (c) agrees that, if approved, no changes will occur during the course of construction without first obtaining formal written approval from Ponderosa Trails HOA. If the HOA must hire an architect to review your plan, this cost will be due and payable from the Owner. All contractors are expected to obtain necessary City of Flagstaff building permits and to keep their building area clean. All trash properly disposed of daily to prevent debris from blowing into neighboring areas. This will be strictly enforced. Please refer to the City of Flagstaff for construction debris container requirements and restrictions.

AGREED:

_____ _____ **OR** _____ _____

[Applicant's Signature] [Date] [Contractor's Signature] [Date]

☐ APPROVED AS SUBMITTED/AS NOTED ☐ NOT APPROVED [Please revise and resubmit]

ARC Signature: _____ ARC Signature: _____

COMMENTS:_____

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