

**THE SUMMIT AT PONDEROSA TRAILS HOA**

DATE RECEIVED (office use)

PLAN REVIEW SUBMITTAL APPLICATION

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

For landscaping, a completed application requires all of the following:

- Site plot plan showing locations of plantings, drainages, structures (fences, sheds, etc), walls, patios, driveways, accessories (hot tubs, play equipment, etc) on site with (a) setbacks clearly marking and (b) distances from site boundary.
- List of plantings.
- Height/width/length measurements of fences, accessories, and structures.
- Final color samples of exterior surfaces, roofing, and trim of fences, accessories, and structures

For buildings and sheds, a completed application requires all of the following:

- Elevations of all four sides (showing continuation from existing building if applicable).
- Site plot plan showing location of structure on sight with (a) setbacks clearly marked and (b) distances from site boundaries.
- Final color samples of exterior surfaces, roofing, and trim.

***DESCRIPTION OF WORK:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The plan and completed application must be hand delivered with application to the Management Company to begin the review process.** If the HOA must hire an architect to review your plan, this cost will be due and payable from the builder.

Site Address: \_\_\_\_\_ Lot# \_\_\_\_\_

Owner(s) \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

The undersigned applicant (a) attests that all the information included in this application is correct, (b) abides by the terms, and (c) agrees that, if approved, no changes will occur during the course of construction without first obtaining formal written approval from The Summit at Ponderosa Trails HOA. No construction work shall begin prior to the applicant's receipt of the committee's formal written approval. All builders are expected to keep their building area clean and all trash properly disposed of to prevent trash from blowing into neighboring areas. This will be strictly enforced. Please also refer to the City of Flagstaff for construction debris container requirements and restrictions.

AGREED:

\_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature

APPROVED AS SUBMITTED/AS NOTED

NOT APPROVED

**Design Review Committee Review Stamp**

**COMMITTEE COMMENTS**

See below

None

