

## TROON VILLAGE ARCHITECTURAL REVIEW REQUEST – FORM 2

**MAJOR EXTERIOR ARCHITECTURAL CHANGES OR ADDITION PROJECTS:** *Projects with a total cost of more than \$25,000.00 but less than \$200,000.00 and that change the exterior appearance of the home or property.*

<b>Owner Name:</b>	<b>Sub Association:</b>	<b>Lot #:</b>
<b>Email:</b>	<b>Home Phone #:</b>	<b>Cell #:</b>
<b>Property Location ...</b> <i>Address:</i> <i>City/State/Zip:</i>	<b>Owner Mailing Address ...</b> <i>(If different than the property location)</i> <i>Address:</i> <i>City/State/Zip:</i>	
<b>Architect's Name:</b> <i>Company:</i> <i>E-mail:</i>	<b>Contractor's Name:</b> <i>Company:</i> <i>Email:</i>	
<i>Cell #:</i>	<i>Cell #:</i>	

**SUBMITTAL REQUIREMENTS:**

✓ Submittal Documents Required:

<input type="checkbox"/> Completed Application Form (This Form)	<input type="checkbox"/> Aerial Photo of Site (11"x17" – County, City or Google Earth)
<input type="checkbox"/> Non-refundable Review Fee (\$1,250)	<input type="checkbox"/> Photos of Existing Conditions
<input type="checkbox"/> Refundable Construction Deposit (\$5,000)	<input type="checkbox"/> Construction Plans: (1) Full Size Paper Copy*
<input type="checkbox"/> Written Scope of Work	<input type="checkbox"/> Construction Plans: (1) 1"x17" PDF Copy*

\* See attached Submittal Requirements Checklist.

For questions click this link to TVA's Architectural Standards & Procedures, [www.troonvillageassociation.com](http://www.troonvillageassociation.com). For specific submittal requirement questions contact **Roger Tornow** at [troonarc@tornowassociates.com](mailto:troonarc@tornowassociates.com) or 480-607-5090.

**OTHER REQUIREMENTS & INFORMATION:**

1. The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting. Incomplete submittals will require additional review time.
2. ALL CHECKS ARE TO BE MADE PAYABLE TO: TROON VILLAGE ASSOCIATION.
3. ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.

Submit all the required documents to: **Roger Tornow - Tornow Associates, PC, 455 E. Marigold Lane, Tempe, AZ 85281**

**OWNER AFFIDAVIT:** I understand and agree that:

- I certify that the total cost of the project is less than \$200,000.00 and more than \$25,000.00.
- No work may begin until I receive written approval from the Troon Village Association (TVA) Architectural Review Committee (ARC), and, if applicable, approval from my sub association. TVA may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
  - a) I start work prior to receiving written approval for work being performed,
  - b) I make unauthorized changes to approved plans, or
  - c) I otherwise violate TVA's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TVA and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TVA, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TVA incurs additional costs due to my violation of the TVA Architectural Standards or any other governing document of TVA in relation to my construction project, then I will be fully responsible for reimbursing TVA for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

**ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.**

<b>Owner Name (print):</b>	<b>Date:</b>
<b>Owner Signature*:</b>	<b>PLEASE KEEP A COPY OF YOUR SUBMITTAL</b>

**\*Note: Owner must sign form**

## TROON VILLAGE ARCHITECTURAL REVIEW REQUEST – FORM 2

### Application Submittal Requirements

Refer to Section 5.0 of the TVA Standards & Procedures for more information.

(Note: Some items may not be necessary based on the scope of remodel.)

✓	Required Document:	Prelim.	Final	Comments:
	Written Scope of Work	Yes		
	Grading & Drainage Plan	Yes	Yes	Prepared by an AZ licensed Civil Engineer
	Lot Survey	Yes	Yes	Lot lines, easements, topography, etc.
	Architectural Site Plan	Yes	Yes	Home, walls, hardscape, existing vegetation.
	Floor Plan	Yes	Yes	
	Roof Plan	Yes	Yes	Overlaid on topography w/ ridge and parapet elevations identified.
	Elevations	Yes	Yes	
	Building Cross Sections	Yes	Yes	With existing and proposed topography.
	Mechanical and Electrical Plans		Yes	
	Framing and Structural Plans		Yes	
	Construction Details		Yes	
	Color and Materials 'Board'	Yes	Yes	Paint color*, roof material, window package, garage doors, trim, exterior light fixtures, etc.
	NAOS Site Plan		Yes	
	Landscape Plan		Yes	
	Construction Site Plan		Yes	Show construction fence, porta-john and dumpster locations.
	Construction Schedule		Yes	
	Construction Deposit		Yes	See Form

\* From TVA Approved Color Palette