

## TROON VILLAGE ARCHITECTURAL REVIEW REQUEST – FORM 3

<b>MID-SIZED EXTERIOR ARCHITECTURAL CHANGES:</b> <i>Projects with a total cost of less than \$25,000.00 but more than \$5,000.00 and that change the exterior appearance of the home or property.</i>									
<b>Owner Name:</b>	<b>Sub Association:</b> <span style="float: right;"><b>Lot #:</b></span>								
<b>Email:</b>	<b>Home Phone #:</b> <span style="float: right;"><b>Cell #:</b></span>								
<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> <span style="float: right;"><i>Cell #:</i></span>	<b>Contractor's Name:</b> <i>Company:</i> <i>Email:</i> <span style="float: right;"><i>Cell #:</i></span>								
<b>SUBMITTAL REQUIREMENTS:</b>									
<input checked="" type="checkbox"/> Submittal Documents Required:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Completed Application Form (This Form)</td> <td style="width: 50%; padding: 2px;">Aerial Photo of Site (11"x17" – County, City or Google Earth)</td> </tr> <tr> <td style="padding: 2px;">Non-refundable Review Fee (\$300)</td> <td style="padding: 2px;">Photos of Existing Conditions</td> </tr> <tr> <td style="padding: 2px;">Construction Plans: (1) Full Size Paper Copy*</td> <td style="padding: 2px;">Written Scope of Work</td> </tr> <tr> <td style="padding: 2px;">Construction Plans: (1) 1"x17" PDF Copy*</td> <td style="padding: 2px;"></td> </tr> </table>	Completed Application Form (This Form)	Aerial Photo of Site (11"x17" – County, City or Google Earth)	Non-refundable Review Fee (\$300)	Photos of Existing Conditions	Construction Plans: (1) Full Size Paper Copy*	Written Scope of Work	Construction Plans: (1) 1"x17" PDF Copy*		
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* See attached Submittal Requirements Checklist.									
For questions click this link to TVA's Architectural Standards & Procedures, <a href="http://www.troonvillageassociation.com">www.troonvillageassociation.com</a> . For specific submittal requirement questions contact <b>Roger Tornow</b> at <a href="mailto:troonarc@tornowassociates.com">troonarc@tornowassociates.com</a> or 480-607-5090.									
<b>OTHER REQUIREMENTS &amp; INFORMATION:</b>									
<ol style="list-style-type: none"> <li>1. <b>The submittal package must be received A MINIMUM OF 5 business days before a scheduled ARC meeting. Incomplete submittals will require additional review time.</b></li> <li>2. <b>ALL CHECKS ARE TO BE MADE PAYABLE TO: TROON VILLAGE ASSOCIATION.</b></li> <li>3. <b>ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.</b></li> </ol> Submit all the required documents to: <b>Roger Tornow - Tornow Associates, PC, 455 E. Marigold Lane, Tempe, AZ 85281</b>									
<b>OWNER'S AFFIDAVIT:</b>									
I understand and agree that:									
<ul style="list-style-type: none"> <li>• <b>I certify that the total cost of the project is less than \$25,000.00 and more than \$5,000.00.</b></li> <li>• <b>No work may begin until I receive written approval</b> 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:               <ol style="list-style-type: none"> <li>a) I start work prior to receiving written approval for work being performed,</li> <li>b) I make unauthorized changes to approved plans, or</li> <li>c) I otherwise violate TVA's governing documents relating to my construction project.</li> </ol> </li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>									
<b>ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.</b>									
<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**

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

\* From TVA Approved Color Palette