

TROON VILLAGE ASSOCIATION BOARD REVIEW REQUEST FORM – VARIANCES & APPEALS

SELECT ONE	<input type="checkbox"/>	VARIANCE: Owner requests that the Troon Village Association Board (TVA) grant a variance from the use restrictions in Article 4 of the CC&Rs and/or the Architectural Review Committee Standards and Procedures (S&Ps).															
	<input type="checkbox"/>	APPEAL: Owner requests that the Troon Village Association Board grant a relief from a decision of the Architectural Review Committee (ARC) of a non-variance issue.															
Owner Name:		Sub Association:															
Email:		Lot #:															
Property Location ...		Home Phone #:															
Address:		Cell:															
City/State/Zip:		Owner Mailing Address (If different than the property address) ...															
Architect's Name:		Address:															
Company:		City/State/Zip:															
E-mail:		Contractor's Name:															
Cell #:		Company:															
		E-mail:															
		Cell #:															
PROCEDURE: 1. Submittals MUST INCLUDE this form and Request Requirements, and your NONREFUNDABLE REVIEW FEE CHECK (\$300.00) . 2. Your check is to be MADE PAYABLE TO: TROON VILLAGE ASSOCIATION. 3. SEND your completed submittal package to: Troon Village Association c/o Cornerstone Properties Inc., ATTN: Mike Roberson P.O. Box 62073, Phoenix, AZ 85082-2073. 4. Your Request will then be reviewed at the next regular monthly TVA Board meeting. If you would like to present your Request in person to the Board, contact Mike Roberson at 602-433-0331 to be placed on the agenda. 5. Following the TVA Board Meeting you will be notified in writing if your Request has been granted or denied.																	
REASON FOR REQUEST: Explain in detail the reason why you believe that compliance with the requirements of the CC&Rs and/or S&Ps cannot be achieved or why the ARC decision should be reviewed. <i>(Use additional sheet(s) as needed to present your position.)</i>																	
REQUEST REQUIREMENTS: A. Submit this completed form and ALL drawings and details: (1) legible full size paper copy and (1) copy in PDF format as applicable that were presented to the Troon Architectural Review Committee (ARC) for review including but not limited to: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Written Scope of Work</td> <td style="width: 33%;">4. Exterior Elevations</td> <td style="width: 33%;">9. Color Board (8½ x 11)</td> </tr> <tr> <td>2. Architectural Site Plan <i>(clearly showing the required construction containment fencing)</i></td> <td>5. Floor Plans</td> <td>10. Landscape Plan / NAOS Plan</td> </tr> <tr> <td>3. Grading & Drainage Plan</td> <td>6. Roof Plan</td> <td>11. Construction Schedule</td> </tr> <tr> <td></td> <td>7. Building Sections and Detail</td> <td>12. \$300.00 Nonrefundable Review Fee</td> </tr> <tr> <td></td> <td>8. Electrical Plan & Mechanical Plan</td> <td></td> </tr> </table> B. A copy of the final determination you received from the ARC. C. Documentation to support the Variance or Appeal Request. D. Include the Owner's Name, Sub Association, Lot Number & Date on all submitted documents and materials.			1. Written Scope of Work	4. Exterior Elevations	9. Color Board (8½ x 11)	2. Architectural Site Plan <i>(clearly showing the required construction containment fencing)</i>	5. Floor Plans	10. Landscape Plan / NAOS Plan	3. Grading & Drainage Plan	6. Roof Plan	11. Construction Schedule		7. Building Sections and Detail	12. \$300.00 Nonrefundable Review Fee		8. Electrical Plan & Mechanical Plan	
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QUESTIONS AND ADDITIONAL INFORMATION: Click this link (www.troonvillageassociation.com) to reference TVA's Architectural Standards & Procedures. Direct questions concerning specific submittal requirements to Roger Tornow at troonarc@tornowassociates.com or 480-607-5090.																	
OWNER AFFIDAVIT: • I understand and agree that no work may begin until I receive written approval of the Variance or Appeal from the Troon Village Association (TVA) Board.																	
Owner Name (print):		Date:															
Owner Signature*:																	

**Note: Owner must sign form FOR TVA USE ONLY*

Reviewed by (print name):		Date:
Signature:		
ARC Recommendation:	<input type="checkbox"/> GRANT	<input type="checkbox"/> DENY
Your Request is:	<input type="checkbox"/> NO RECOMMENDATION	<input type="checkbox"/> NOT APPROVED
Returned to Owner:	<input type="checkbox"/> APPROVED AS SUBMITTED	<input type="checkbox"/> APPROVED AS NOTED
	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> MAIL
	<input type="checkbox"/> FAX	<input type="checkbox"/> DATE: