

**APPENDIX B – ARCHITECTURAL MODIFICATION APPLICATION
SMTA & MRPOA HOA ASSOCIATIONS**

OWNER INFORMATION:

Name

Address

Subdivision Lot Phone

E-mail

PROJECT INFORMATION: (Please provide ALL requested information.)

1. Front Yard Side Yard Other (lake view, common area view)

2. Nature of Request (check one):

- Initial submission
- Review and consideration of exceptions to or deviations from the Association documents.
- Appeal to the Board of Directors of a “not approved” application.

3. Project Type (check one or more of the following):

- | | |
|---|---|
| <input type="checkbox"/> Additions and remodels | <input type="checkbox"/> Security/Screen Door |
| <input type="checkbox"/> Fence/Walls/Gates | <input type="checkbox"/> Shade structure/Awning/Canopy |
| <input type="checkbox"/> Fireplace/BBQ | <input type="checkbox"/> Sidewalks/Driveway Modification/Pavers |
| <input type="checkbox"/> Lighting – Solar/Electrical | <input type="checkbox"/> Solar panels/Equipment |
| <input type="checkbox"/> New construction – Main building | <input type="checkbox"/> Storage shed |
| <input type="checkbox"/> Patio/Balcony/Courtyard | <input type="checkbox"/> Tear down / Demolition |
| <input type="checkbox"/> Perimeter wall changes (Additions, etc.) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Ramada/Gazebo/Pergola/Arbor/Trellis | <input type="checkbox"/> Windows/Doors/Garage Doors/Shutters |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Other modifications – Please specify below |

4. **Detailed Description of Project:** (Include any new obstructions to the current views of neighbors in description. Add a new page for additional space.)

5. **Is this a zero lot line?** Yes No

6. Checklist (Submit with application – per guidelines, all required information.)

- | | |
|--|---|
| <input type="checkbox"/> Completed signed application | <input type="checkbox"/> Lot boundaries and elevations |
| <input type="checkbox"/> Building elevations and dimensions (height, length) | <input type="checkbox"/> Materials and samples |
| <input type="checkbox"/> Easements, right-of-ways, setbacks | <input type="checkbox"/> Paint application (if applicable) |
| <input type="checkbox"/> Existing and proposed site plans | <input type="checkbox"/> Photograph of existing property |
| <input type="checkbox"/> Floor plan(s) | <input type="checkbox"/> Photographs/visual picture of proposed project |
| <input type="checkbox"/> Landscape application (if applicable) | <input type="checkbox"/> Scaled drawing with location of project on lot |

7. **Estimated Start Date:**

Estimated Completion Date:

8. Owner/Agent/Contractor/Representative Information:

Name E-mail/Phone

OWNER AGREEMENT AND DISCLAIMER: Property Owners must submit an application to the appropriate Architectural Committee for any changes proposed to be made to the exterior of the Property Owner's property that will be visible from the street, common areas or neighboring properties, including but not limited to any changes to or the construction of any structure, changes to landscaping and repainting (including repainting with the existing colors). No installation or commencement of any work is permitted until approval is obtained.

By signing this application, I acknowledge these requirements and also attest to the accuracy of the information submitted, including but not limited to owner information and project description(s), and that I am solely responsible for the accuracy of the information. I agree to comply with all applicable City of Scottsdale, Maricopa County and Arizona State laws, and to obtain all necessary permits. I understand this application will be retained for Association records. Based on the item for submittal, if any information is missing that is required per the McCormick Ranch Rules and Regulations Booklet, the application will be considered incomplete and will not be reviewed until a complete application is submitted.

I understand that if the proposed construction or modification is approved, I will be responsible for scheduling all work in a timely manner, for completing the work within the time frame requested and for complying with the approval issued. If the project is not started or completed within the approved time frame, an updated timetable must be submitted in writing to the Executive Director and approved in writing by the Executive Director.

I understand and acknowledge that no work may commence prior to approval and I will be liable for all costs necessary to bring any nonconforming work into compliance with the recorded documents of the Association and Board approved Rules and Regulations. I understand that I am solely responsible for the accuracy of all documentation submitted with this application. I understand that as part of this review process my neighbors may be contacted regarding this application, and shown the application and all required information submitted. Approval of this application by the appropriate Architectural Committee does not in any manner constitute approval or endorsement of the architectural and technical soundness of the proposed project, and the appropriate Architectural Committee, Board of Directors or Staff of the Association shall incur any liability with respect to any apparent or latent defects and errors in the plans, specification or construction of proposed project(s).

Property Owners denied approval under Article X of the recorded Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservation and Easements shall have the right to submit an appeal to the Executive Director in writing within thirty (30) from the date of denial. Appeals will be heard by the Association Board of Directors at the first regularly scheduled meeting following notification of appeal.

I certify that my assessments or Special Use Fees are paid in full and there are no other fees and/or fines owed to the association for unapproved modifications. If applicable, I certify that I have received permission from my HOA.

Signature Date

Please submit this application with all the required attachments to:

SANDS McCormick HOA
Attn: Architectural Review
8720 E. San Rafael
Scottsdale, AZ 85258

For Office Use Only:
Date Rec'd _____
Date Responded _____
Date Final Inspection _____

Committee Decision:

Approved Approved as Noted Not Approved (Denied)

Comments: _____

Reviewer Signature: _____

Review Date: _____

**FOLLOWING APPROVAL BY SMTA,
FORWARD TO:**

MRPOA
c/o Valerie Venable
9248 N. 94th St.
Scottsdale, AZ 85258

For Office Use Only:
Date Rec'd _____
Date Responded _____
Date Final Inspection _____

Committee Decision:

Approved Approved as Noted Not Approved (Denied)

Comments: _____

Reviewer Signature: _____

Review Date: _____

**UPON APPROVAL BY THE MRPOA, PLEASE SEND A COPY TO THE SMTA BOARD AT 8720 E. SAN RAFAEL DRIVE,
SCOTTSDALE, AZ 85258.**