



MONTE VISTA

VILLAGE RESORT

ARCHITECTURAL GUIDELINES AND BUILDING REGULATIONS CONSTRUCTION/LANDSCAPE REQUEST

Updated Construction Guidelines and additional information.

Setback

Permanent* structures or improvements will **not** be permitted in the area surrounding a home with the following exceptions:

- Removable pavers (see paver section below)
- Ground mounted AC units
- Bay windows
- Landscaping with residents supplied irrigation.
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Sheds and posts of any kind are not permitted in the setback.

*Permanent is defined as attached to the home or ground and is not easily removed.

The Setback, the area residents are permitted to install the above listed items has changed over time and is determined by the year the home was put in place.

	Carport Side	Home Side	Rear
Phase 1	3'	5'	5'
Phase 2	4'	4'	5'

- Corner lots may be allowed a maximum of 8 feet from the structure and must remain at least 10 feet away from the concrete curb.
 - If a retention pond is present, the water flow and capacity cannot be altered.
- Lots with more than 15 feet between homes in the **REAR** may be allowed a maximum 1/3 of the distance between homes, with a maximum of 8 feet from the structure. Resident should note the distance between homes with submission.
- Lots with more than 15 feet between homes on the **SIDE** may be allowed a maximum 1/3 of the distance between homes, with a maximum of 8 feet from the structure. Resident should note the distance between homes with submission.
- Lots adjacent to community space may be allowed a maximum of 8 feet from the structure and must remain at least 10 feet away from community improvements.

Pavers

- **Original drainage and water flow must remain.**
- Raised (above grade level) pavers on the sides and in rear of home must have adequate drainage installed.
- All pavers must remain within your setback and or may not encroach on another's setback, whichever area is smaller.

Pavers Continued

- Please note that ground settling is a natural occurrence and Monte Vista is not responsible for any damage caused by ground settling. Residents are encouraged to compact the soil before placing any pavers.
- Paver driveways will not be permitted to enter the street except adjacent to the existing Driveway.

If future underground repairs are required, Monte Vista is not responsible for replacing pavers.

Carport privacy panels and enclosures

- Carport Privacy Panels
 - Must remain at least 18" above grade.
 - Are not permitted in the front setback and must remain at least 5' from the concrete curb.
 - Made of non-flammable material.
 - Must be architecturally compatible with the primary structure.
 - May not extend past the original carport posts.
- Carport Enclosure, defined as anything that extends down to grade level on the side and/or rear of the carport.
 - Temporary "Roll A Shield" type enclosures that can be opened and closed must be aesthetically pleasing and match the home.
 - Permanent wall that extends to grade level.
 - Is considered a garage (even without a garage door) and requires a City of Mesa permit.
 - May not extend past the original carport posts.
 - May not be placed in the front setback area and must remain 5' from the curb.
 - Exterior must be architecturally compatible with the primary structure.
 - Interior must be painted to match home unless a garage door is installed.
- Temporary Privacy Screening
 - Must be architecturally compatible with the primary structure.
 - May only be in place while in use
 - May not extend past the original carport posts.

Shed

- Must be completely under the carport. **EXCEPTIONS WILL NOT BE APPROVED.**
- Must be between 80 and 120 square feet. **EXCEPTIONS WILL NOT BE APPROVED.**
- Shed with plumbing or electrical requires a permit.
- Must be at the rear of the carport (minimum of 30' from the curb).
- Must match the roofing and siding material of the home.
- Must reach the roof of the carport.

Additional Information:

- Approval is not granted for temporary structures such as plastic sheds.

GUIDELINES:

The purpose of Monte Vista Architectural Guidelines and Building Regulations is to promote the development of an attractive resort and to ensure that all housing units conform to the City of Mesa building code and zoning requirements. All improvements are made at the expense of Residents and are not reimbursable from Monte Vista. Residents must obtain written approval from Monte Vista prior to the construction, installation, or alteration of any structural improvement on Resident's spaces. Failure to obtain written approval will result in fines and removal of an improvements constructed or installed at Residents expense. Written approval will be considered based on the following guidelines. Please thoroughly read the following guidelines and regulations. Please direct any questions to the Business Office.

1. **Approvals:** Residents must submit for and obtain written approval from Monte Vista prior to applying to the City of Mesa for a building permit. It is Residents responsibility to obtain any and all permits required by the City of Mesa, Please direct questions to the City of Mesa at 480-644-3145. The City of Mesa will require a copy of written approval from Monte Vista of Resident's proposed building plans, If the City of Mesa revises Residents plans, Resident must resubmit plan to Monte Vista and receive written approval of revised plans prior to the commencement of construction. Resident must post the orange City of Mesa permit inspection sheet together with a copy of the approval obtained from Monte Vista in a prominent location on the space. After completion of improvements and final inspection by the City of Mesa, Resident shall deliver the orange permit inspection sheet to the Business Office.

Improvements constructed or installed without written approval from Monte Vista or permits required by the City of Mesa will be subject to fines and removal at Residents expense.

2. **Contractors:** Contractors must submit required paperwork and be approved by the Business Office prior to obtaining entrance to Monte Vista. Conditions of approval include but are not limited to proper licensing and insurance coverage. It is recommended that you do not retain the services or pay deposits to a contractor prior to obtaining approval from Monte Vista and the City of Mesa.

REFER TO PAGE 1 FOR UPDATED SETBACKS

3. **Setbacks:** No structure or improvements may encroach in to or be located in the setback area required by the City of Mesa. Minimum requirements are as follows:

Front: All Spaces	. 7 feet (Measured from back< of curb)
Sides: Typical Space	. 3 feet (Measured from side space line to unit)
Corner Space	. 5 feet (Measured from back< of side street curb to unit)
Rear: Typical Space	. 5 feet (Measured from rear of space line)
Perimeter Space	. 10 feet (Measured from rear of space line)

Rear set back encroachments may include bay windows, ground mounted AC units and removable pavers. No two housing units may be less than 10 feet distance apart at the rear of adjacent spaces. No two bay windows may be less than 6 feet distance apart at the read of adjacent spaces.

Side setback encroachments may include ground mounted AC units and removable pavers. No two structures may be less than 6 feet distance apart at the sides of the adjacent spaces. Front setback encroachments may include bay windows.

Ground mounted AC units may not be located directly adjacent to neighbor's ground mounted AC unit. It is recommended that the buildable area be verified by Monte Vista prior to the permanent installation or construction of improvements. Improvements located or constructed in the setback areas that have not been approved in writing by Monte Vista shall be removed at Residents expense.

4. **Parking:** Each space must accommodate parking for a minimum of 1 1/2 vehicles with one of the following minimum sized dimensions:

9 feet X 31 feet
18 feet X 18 feet
14 feet X 20 feet
11 feet X 24 feet

Dimensions do not include concrete in the 7-foot front set back area.

5. **Completion Deadline:** Construction, modifications, and installations shall be completed not later than one hundred twenty (120) days from issuance of a building permit by the City of Mesa.
6. **Previously Owned Park Models and Resort Homes:** Previously owned units must be inspected by Monte Vista in conjunction with obtaining written approval for their installation. Please contact the Business Office to schedule an inspection prior to delivery. No unit manufactured prior to 1997 will be permitted in Monte Vista.

REFER TO PAGE 1 FOR UPDATED INFORMATION ON STORAGE SHEDS/CARPORTS

7. **Storage Sheds:** Sheds may not be less than 80 sq. ft. or larger than 120 sq. ft. Maximum height for a freestanding shed is 10 feet. Roofing and siding must match or be architecturally compatible with the primary unit in color and material. Sheds ancillary to a park model or resort home must be of a height commensurate to the unit and must reach the roof of the carport or awning. Sheds must be placed or constructed at the rear of required parking areas.
8. **Carports:** Carports must be installed in the building area only. Carport height and design must integrate with the unit to provide consistency and architectural compatibility. Privacy panels may be installed on the side and rear opening of the carport. Panels must have metal framework and be constructed of nonflammable materials. Carport and privacy panels must be architecturally compatible to the primary structure in color and material. Privacy panels must be installed at a minimum of 18 inches above grade. All carports must be securely fastened to the ground in a manner that will prevent it from detaching from the home or ground during storms or other events.

9. **Concrete:** Additional concrete may be installed in conjunction with the construction or placement of a park model, resort home or Arizona room. It is Residents responsibility to verify the location of irrigation lines prior to the installation of concrete. Please contact the Business Office to request assistance. Residents are responsible for water damage due to the installation of concrete over irrigation water lines.
10. **Awnings:** Awnings must be installed within the allowable building area. The color and material of awning shall be architecturally compatible to the unit.
11. **Skirting:** Skirting shall be new material installed in a professional workmanship manner. Color and material shall be architecturally compatible with the color and sheeting material of the unit.
12. **Arizona Rooms/Patio Enclosures:** Arizona room and patio enclosures may not exceed 400 square feet without a storage area. 520 square feet may be constructed provided 120 square feet is dedicated to storage, a bathroom or a laundry or any combination of the three. Patio enclosures may not exceed the area of an existing awning unless the awning will be removed during construction. Roofing and siding must match or be architecturally compatible with the primary unit in color and material. The elevation design of Arizona rooms and patio enclosures must integrate with the unit to provide consistency and architectural compatibility.
13. **Resort Homes:** The building code requirements of resort homes vary from those of park models with Arizona Rooms or patio enclosures. As such, a wider variety of elevation and unit configurations is possible.
14. **Mechanical Equipment:** All mechanical equipment except ground mounted AC units must be located inside of the housing unit, Arizona room or storage shed. The installation of window or roof mounted AC units, evaporative coolers, propane bottles and heat pumps are not permitted.
15. **Washer and Dryers:** Washer and dryers may be installed in a storage shed or an Arizona Room.
16. **Water Heaters:** It is recommended that all electric water heaters have a backflow valve or loop water line to prevent damage to the heating element during water outages.
17. **Roof Materials:** Permitted roof materials include asphalt shingle, concrete tile and metal seam.
18. **Rain Gutters:** Rain gutters must be installed with the installation of any unit or any enclosed patio/Arizona Room. The color of rain gutters must match or be compatible to the color of the unit, Rain gutters must be installed in such a manner so as to direct rain flows to the front of the space, The design and installation of rain gutters shall prevent the erosion of any areas on the space.
19. **Colors:** Colors of the units and ancillary structures must integrate and be aesthetically pleasing.

20. **Landscaping:** Landscaping must be pre-approved by Monte Vista. Residents shall submit a detailed written request and gain approval for any landscape installation, modification, or the removal of existing landscaping. Trees, shrubs and hedges must be properly trimmed. Residents are responsible for the maintenance of the landscaping on their home site, including but not limited to trimming all trees as necessary to ensure the health of the tree and to avoid safety hazards. Residents may not remove or disfigure a tree on the space without prior written permission from Monte Vista. Unauthorized removal or destruction of a tree on the space not planted by Resident constitutes destruction of valuable Resort property and can be cause for immediate termination. Failure to keep trees, bushes, and other plant life trimmed will result in Monte Vista maintaining your site for a fee of \$75.00 per hour and any charges will be added to your account. All landscaping, including but not limited to flowers, must be well maintained, neat and attractive. Written permission of Monte Vista is required prior to any digging in the community or on a home site. Monte Vista may require residents (at resident's expense) to identify and locate any underground utilities prior to digging. Connecting to the Resort's irrigation system is not allowed. Violators will have their irrigation system disconnected and will be subject to fees, fines and the termination of their rental agreement. Monte Vista is not responsible to remove shrubs, trees, etc. Residents are responsible to remove shrubs, trees, etc.; but removal of any tree requires prior written permission of Monte Vista.

21. **Building Area:** The building area is defined as Residents space less the setback areas.

**MONTE VISTA VILLAGE RESORT
CONSTRUCTION/LANDSCAPE REQUEST**

NAME _____ **SPACE #** _____

PHONE _____ **EMAIL** _____

Construction includes: Grading, landscaping, concrete, awning, skirting, decking, fencing, foundations, shade screens, Arizona rooms, sheds, satellite dishes, paint and any other change to the visible appearance of the unit or space.

PLEASE DESCRIBE YOUR CONSTRUCTION/LANDSCAPE REQUEST:

Please submit copies of:

- 1) Site plan of your existing space with setbacks noted
 - 2) A drawing of the proposed construction with measurements.
- If applicable, please submit elevation, floor plan, typical wall sections, etc.

This project will be { } Self constructed
 { } Contractor constructed

Contractor's name _____

Contractor's phone _____

I agree that any item or work to be performed shall be in accordance with the regulations set forth by Monte Vista Village Resort and the City of Mesa and stipulations of the construction approval letter. I agree that if I do not follow the applicable regulations and requirements, my construction project will be subject to removal at my expense. I understand that if the City of Mesa revises the original drawings, Monte Vista must approve the revised plan.

Signature: _____ Date: _____

**Please allow ten (10) business days to process your request.
Approval and Non-Approved letters will be placed in your mailbox.**

FOR MONTE VISTA USE: DATE _____ REC'D BY _____