ARCHITECTURAL COMPLIANCE–KEEPING OUR COMMUNITY LOOKING ITS BEST

Cottonwood Palo Verde at Sun Lakes

ARCHITECTURAL COMPLIANCE COMMITTEE: ARCHITECTURAL MODIFICATION APPLICATION PROCESS

NO WORK WITHOUT APPROVAL

Absolutely no work shall be started until an Architectural Modification Application has been approved and an **Architectural Modification Approval** has been issued, if required. If work begins before an Architectural Modification Approval is issued, **refer to Chapter 6- Non-Compliance Options.**

ARCHITECTURAL MODIFICATION APPLICATION AND DOCUMENTATION

Architectural Modification Application

- The Application is on the HOA website https://www.cottonwoodpaloverde.com or can be picked up at the HOA Office. A separate Application is required for each type of change in a project.
- Give a detailed description of proposed changes and include all required documentation.
- Failure to provide detailed information may delay the review of your Application.

DETAILED DRAWINGS

Overhead View (Site Plan) – The following must be marked on the drawing for ALL changes:

- Existing structures, other features on lot, walls and fences.
- Streets, neighbor's property, and common areas.
- Proposed changes and distances between them and the items listed in above bullets.

STRAIGHT-ON VIEW (BUILDING ELEVATION) – IF CHANGING AN EXISTING STRUCTURE OR ADDING A NEW ONE, THE FOLLOWING MUST BE MARKED ON THE DRAWING:

- Dimensions of existing structure and any changes to it.
- Dimensions of proposed new structure.
- Include all exterior details of structures.

Lot Coverage – If the proposed changes involve a solid or slatted roof, the following must be marked on the drawing:

- Total area of Lot.
- Lot Coverage for each **existing** solid and slatted roofed structures.
- Lot area coverage for **proposed** solid or slatted roofed structure.
- Calculate total lot coverage of all combined roofed structures as required by **7.3 Lot Coverage.**

PHOTOGRAPHS

• Take photos(s)of the area of the proposed changes and sketch on photo(s) where the changes will be located.
• If proposed changes are near neighboring property or common area, take photos showing the relationship between those areas and where the changes will be located.

MATERIALS, COLORS AND MANUFACTURER'S INFORMATION

• Describe the finish materials (stucco, metal, wood, tile, etc.).
• Provide manufacturer's brochure or specification sheet.
• Provide paint sample card with color name or manufacturer's brochure showing color.
• Color requirements can be found in each section in **Chapter 8 Architectural Rules and Design Criteria.**
• The **ACC Color Chart** has the approved colors for the body and trim of a structure, exterior and overhead doors. It can be found on the **HOA website https://www.cottonwoodpaloverde.com /** or in the **HOA office.**

MARICOPA COUNTY PERMITS

• If Maricopa County requires a Building Permit for a specific modification, it must be delivered to the Administration Office prior to construction.

SUBMIT ARCHITECTURAL MODIFICATION APPLICATION

Take the completed form and all supporting documentation to the HOA office.

SPECIAL MODIFICATION PROCESSING

Special Modification Processing applies to modifications that are more complex and are considered **major construction.** These projects may involve the removal, addition or changes to any load bearing wall as well as require a Maricopa County permit. They may have a different timeline for review and may require the assistance of an independent outside consultant. **The cost of the consultant will be charged to the homeowner.**

MODIFICATIONS CONSIDERED FOR SPECIAL MODIFICATION PROCESSING

The following modifications may be considered for **Special Modification Processing.** Other modifications not listed may also qualify for this type of processing.

• Accessory Structures
• Additions – Section 8.1
• Dissimilar Architectural Styles
• Garages and Golf Cart Garages – Section 8.13
• Guest House/Casita/Accessory Dwelling Units (ADU) – Section 8.17
• New Homes, Tear Downs and Rebuilds



ARCHITECTURAL COMPLIANCE

480-895-3550 X305

Mon-Thur: 8am - 4pm
Friday: 8am - Noon

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