



PLEASE REMEMBER: IF YOU ARE MAKING EXTERIOR CHANGES TO YOUR HOME OR PROPERTY, INCLUDING BUILDING OR PLACING PERMANENT AND FREE-STANDING STRUCTURES TO THE FRONT OR BACK YARDS, YOU ARE REQUIRED TO APPLY FOR AN ARCHITECTURAL MODIFICATION APPLICATION.

Regardless of whether specifically referenced in the Architectural Compliance Guidelines, all exterior modifications or changes to the home, landscape, hardscape, softscape or any other part of the property must be reviewed and approved by the **Architectural Compliance Committee** prior to commencing work. These guidelines are to assist homeowners with proposed improvements and to provide the correct information required for the **Architectural Compliance Committee** to review each proposal.

Application forms are available on our website: cottonwoodpaloverde.com or at the Administration Office during normal business hours. Only **ONE alteration and/or addition per form**. A drawing and specifications must be submitted with each application along with all requirements as specified on the Architectural Compliance Modification Application. No changes or deviations of such plans and specifications, once approved, will be made without another written approval of the **Architectural Compliance Committee**. One complete set of plans is required to accompany the application.

Permits will be approved/disapproved and returned to the homeowner within a reasonable amount of time, typically not exceeding 30 days. Approved permits will be returned to the homeowner along with an **Architectural Permit Request Approval Form**. This form must be displayed in a readily visible area while the work is being done. Work may be checked for compliance by an Architectural Compliance Committee member. **ALL STRUCTURAL CHANGES REQUIRE A MARICOPA COUNTY PERMIT.**

AN ARCHITECTURAL COMPLIANCE APPLICATION FORM MAY BE GIVEN PRELIMINARY APPROVAL BY THE COMMITTEE PRIOR TO RECEIPT OF THE MARICOPA COUNTY PERMIT. HOWEVER, THE MARICOPA COUNTY PERMIT MUST BE PROVIDED TO THE ADMINISTRATIVE ASSISTANT WHO WILL ISSUE AN ARCHITECTURAL MODIFICATION APPROVAL FORM PRIOR TO THE START OF CONSTRUCTION.

It is the responsibility of the homeowner to obtain the necessary zoning clearance and building permits from Maricopa County. A copy of the Maricopa County Permit must be provided to the **Architectural Compliance Committee** prior to the start of construction. All construction must be in compliance with county zoning and building codes at a minimum, and the Association reserves the right to impose more restrictive requirements.