



NOTE: 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 COMPLIANCE APPROVAL.

The Architectural Compliance Office is open; Monday - Friday 8:00 - 12:00 and 1:00pm to 4:00pm. If you have any questions regarding Architectural Compliance, please call 480-895-3550 x 305.

COTTONWOOD PALO VERDE AT SUN LAKES

Homeowners who wish to make exterior changes to their property must complete an **Architectural Compliance Modification Application Form. Forms must be signed by the homeowner.** Modification request forms are available at the Administration Office at no cost. Include all the information when completing the form.

Construction plans and a plot plan must be attached to the **AC Modification Application** whenever additions or alterations to the existing structure are involved or whenever property lines or setbacks are involved. **The five-foot setback/right-to-use area must be identified.**

ALL STRUCTURAL CHANGES REQUIRE A MARICOPA COUNTY PERMIT.

The ACC will review and give written preliminary approval or disapproval to a plan submitted by a homeowner prior to them making application for a Maricopa County Permit.

Upon receiving this approval, the homeowner must apply for and obtain a **Maricopa County Permit** prior to commencing any work on the project. Once the **MCC Permit** is issued, the homeowner must advise the Administrative Assistant. At this time, an **Architectural Modification Request Approval Form** valid for a specified period of time will be issued. It is the responsibility of the homeowner to obtain the necessary zoning clearance and building permit from Maricopa County.

Modification requests will be approved/disapproved and returned to the homeowner within a reasonable amount of time, typically not exceeding 30 days. Approved **Architectural Modification Request Forms** will be returned to the homeowner along with a (goldenrod colored) **Architectural Modification Request Approval Form.** This form must be displayed in a readily visible area while the work is being done. Upon completion of the work, the form must be returned to the Administrative Assistant. Work will be checked for compliance and/or by the **AC Committee Members.** If a Modification request is disapproved, the homeowner may make an appeal to the full committee.

All work must be completed within the time specified on the **Architectural Modification Request Approval Form.** If work cannot be completed in this time frame, the homeowner is required to submit a request for a time extension.