

# TORTOSA HOMEOWNERS ASSOCIATION DESIGN SUBMITTAL APPLICATION

In an effort to provide and protect each Association Member's rights and property value, it is required that any Tortosa Homeowners Association Member wishing to make an improvement or addition to his/her property which either modifies the exterior of the property or is visible from another property submit this APPLICATION to the Architectural Committee (AC) prior to initiating work on planned improvements. The AC will review your application within forty-five (45) days and will be approved (with or without conditions) or denied. The application will be deemed to have been denied if you have not received written confirmation of approval within the 45-day period. If you have any questions concerning the review process, please call (520) 423-9706

Owner's Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Subdivision/Lot #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Anticipated start date: \_\_\_\_\_  
Approximate completion date: \_\_\_\_\_

① What is the nature of the improvement that you propose? Please be specific.

(Example: *landscape, patio cover, basketball goal, addition to house/parcel, antenna, solar panel, etc.*).

② Location of Improvement (check applicable area):

Front of House/Front Yard: \_\_\_\_\_ Back of House/Rear Yard: \_\_\_\_\_  
Side of House/Side Yard: \_\_\_\_\_ Garage: \_\_\_\_\_  
Patio: \_\_\_\_\_ Other (Describe): \_\_\_\_\_

③ List all materials that you will use for the proposed improvement including paint color, lumber type, screen color, finishes, etc. To prevent the denial of your application for lack of information, be specific and include samples if possible.

Paint Colors: Code: \_\_\_\_\_ Code: \_\_\_\_\_ Code: \_\_\_\_\_  
Body: \_\_\_\_\_ Trim: \_\_\_\_\_ Accent: \_\_\_\_\_  
(Accent color not required,  
and can only be used for  
shutters, front door)

Painter Name  
and phone: \_\_\_\_\_

Rock Color: \_\_\_\_\_  
Curb Color: \_\_\_\_\_  
Lumber/Masonry: \_\_\_\_\_  
Screen Color: \_\_\_\_\_

Cement Pad: \_\_\_\_\_  
Sidewalk: \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Other Materials: \_\_\_\_\_

All paint colors must be Board-approved colors. If your home has original paint by the builder, you cannot color-match that color. You must have an 'approved' color scheme. To prevent being in violation and having to re-paint your home, verify your submittal with any paint contractor to ensure that you have an approved color scheme. Include approved color numbers with this application.

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④ Attach a dimensioned plot plan of the proposed project. Be sure to show street, house and lot lines and the distances between them. Attach a drawing to illustrate the change to the elevation of the home (if any) and the finished appearance of the improvement in relation to the existing dwelling or structures. (If necessary, show the proposed project from two angles to illustrate its relationship to the home.)

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⑤ Attach photographs of existing structures, improvements, landscape, etc. adjacent to the area being modified. They can be very helpful in understanding your goal, so including views from different angles is a good idea.

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⑥ Read and sign this application below:

I understand that the Architectural Committee (AC) will act on this request within forty-five (45) days of its receipt of my Application. I also understand that the AC may not be able to make a valid judgment if the required information is not included in this Application and it may be returned to me for additional information. I will agree to comply with all applicable city and state laws and obtain all necessary permits prior to the start of the construction of any approved modification. I agree not to begin any work on this project until I have received written notification of its approval from the Architectural Committee and I understand that no approvals will be given verbally.

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Homeowner/Lot Owner Signature

Date of Request

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⑦ Either deliver your request to the HOA office in Tortosa or mail it to:

Tortosa Homeowners Association  
c/o CCMC  
8360 E. Via De Ventura, Suite L-100  
Scottsdale AZ 85258-3172  
Phone: 480-921-7500

**\*Important Note:** Only Design Submittal Applications containing all the documents specified in this application and in the Architectural Committee Rules will be reviewed. Applications that are incomplete or are complete but do not include enough information for the Committee to make an informed decision will be returned to the Applicant. Approval by the Architectural Committee shall not be deemed a warranty or representation as to the quality of any approved modification's construction, installation, addition, alteration, repair, change or other work, or that work conforms to any applicable building codes or other federal, state or local law, statute, ordinance, rule or regulation.

**FOR OFFICE USE ONLY**

Date Application received by CCMC \_\_\_\_\_

Date Application reviewed by AC \_\_\_\_\_