



### ***Submittal Form for Architectural Review Committee***

Owner Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of proposed work, including materials and colors:

Attach 2 drawings with lot dimensions showing location of the proposed work. If structural additions tie to the roofline, indicate elevation of the proposed structure. Plans need not be professionally drawn but they should clearly show the proposed improvements and their location on the property.

Contractor's name and phone: \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

You are responsible for obtaining Pima County Building Permits

Permit obtained: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

The Architectural Review Committee (ARC) meets on the first Tuesday of each month. Please submit your application to our managing agent at least one week prior to the ARC meeting.

Unless otherwise specified by the homeowner, the start date of the project will be the date on which this project was approved by the ARC, and the completion date should be no later than one-year post approval date.

If this submission is being made to correct a compliance violation, the project should be completed ASAP or by a date set by the Board of Directors.

Concerns of neighboring property owners may be considered during the review of plans but they are not the deciding factor in the ARC's final decision.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward the completed form to

HBS Management Solutions 6258 E. Grant Rd, Tucson, AZ 85712

Attn: Roberta Bonillas or email to [roberta@hbsmanagementsolutions.com](mailto:roberta@hbsmanagementsolutions.com).

If further correspondence regarding your submission can be done by email, please provide email address here \_\_\_\_\_.