

SONORA HOMEOWNER ASSOCIATION
Architectural Review Committee (ARC)
REQUEST FOR EXTERIOR CHANGE

ANY modification since the construction of your home (building and lot) requires approval

Mark appropriate category:	<input type="radio"/> Architectural	<input type="radio"/> Landscape
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DATE: _____ TELEPHONE: _____

NAME: _____

ADDRESS: _____ LOT #: _____

EMAIL: _____

Details of change or drawing requested: (please attach any additional pages)

Owner Signature: _____

Date: _____

For Board Use Only		
Date Received _____		
Request Approved _____	Request Denied _____	Returned for Modifications _____
ARC signature _____		Date _____

GUIDELINES FOR EXTERIOR CHANGE:

1. Any modification requires a Maricopa County permit attached to this request OR a copy of your contractor’s estimate/proposal including materials and project details (length of completion, cost of project including labor and materials, etc.).
2. Include drawings on a separate page of your project as if looking down from above your home.
3. Plans must include: color, size, shape, height, width, finishing materials, etc., specific to your modification.
4. All *Sonora Homeowner Rules* apply in formulating a request for architectural or landscape approval.
5. Incomplete forms will not be reviewed by committee and will be returned to owner.
6. NO WORK may be started until approval from Sonora Homeowners Association.
7. Always check before you dig (driveway/sidewalk) call 811.
8. A completed submission includes the original copy of this page with supporting documents/diagrams and a photocopy of all pages. The photocopy will be returned to you with authorizing signature for you to begin the proposed exterior change.
9. The approved R.E.C. Form is good for a period of one year. The R.E.C. form must be resubmitted if not acted upon in the one-year period.

NOTE: If all the above guidelines are not completed and approved, the *Sonora Homeowner Rules* provide specific details for fines that will be assessed by the Sonora Homeowners Association.

ARC Request Form -- Additional Homeowner Responsibilities

A homeowner adding any structure that will be attached to the house is responsible for the following:

- 1.) The structure must be painted to match one of the existing house colors and, if the house colors change in the future, the same requirement applies.
- 2.) The homeowner is responsible for all future maintenance of the structure. The HOA is not responsible for any maintenance of the structure, including painting.
- 3.) The HOA does not know if a County permit is required. It is the homeowner’s responsibility to contact the County to determine if a permit is required.

When do I need a permit? Per Maricopa County the following activities require a permit:

- Additions and alterations: patio enclosures, etc.,
- Residential work: decks, garages, patio coverings including canvas, fireplaces,
- Any activity that involves moving or installing any utility (water, gas, electric),
- Anything that might change the drainage of the lot,
- Landscape features: ornamental wall over 18”
- Any alteration on your property which is over 200 sq ft (removal/replacement driveway or sidewalk). Note: concrete coatings do not require a permit
- Maricopa County fines could range upwards to \$1000 for not obtaining a permit.

Important Contacts for projects:

Maricopa County Planning and Development	www.Maricopa.gov/planning	602.506.3301
Arizona Registrar of Contractors	www.azroc.gov	602.542.1525
Arizona Blue Stake	www.azbluestake.com	1.800.STAKEIT
PORA Consumer Services	www.porascw.org	623.514.1646

ATTACHMENT – RAISING HEIGHT OF BACKYARD REAR OR SIDE WALLS

ADDITIONAL REQUIREMENT:

- 1). ANY MARICOPA COUNTY BUILDING PERMITS REQUIRED FOR THE WALL EXTENSION IS THE RESPONSIBILITY OF THE HOMEOWNER TO OBTAIN BEFORE CONSTRUCTION BEGINS.

- 2). BECAUSE THESE ARE SHARED WALLS WITH NEIGHBORS TO THE REAR AND/OR NEIGHBORS TO THE SIDES, THE BOARD REQUIRES WRITTEN CONSENT FROM AFFECTED NEIGHBORS PRIOR TO CONSTRUCTION. WRITTEN CONSENT MUST ALSO CONSIST OF NEIGHBORS APPROVAL OF WALL COLOR.

SIGNATURE: _____

ADDRESS: _____

DATE: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____