



CAMELBACK CANYON ESTATES

44TH STREET & McDONALD DRIVE, PHOENIX

WWW.CAMELBACKCANYONESTATES.ORG

Architectural Review Committee (ARC) Checklist

This is a list of items that should be reviewed when completing an architecture review. The intent of this checklist is to ensure we maintain consistent standards and continuity when ARC committee members change. Omission of a topic from this list does not mean that the board may not address that topic in the course of the ARC review.

General Scope

This document is intended to be a general guide for the review of ARC requests and **shall not be construed to restrict the evaluation of an ARC request**. Any hardscape or structures that are visible from the street or above the fence line are in scope for architecture review.

NOTE: CCRs stipulate that if an ARC submittal is not approved within 30 days, approval is not required. Therefore, timeliness is important. Extensions may be documented in writing citing the reason for the delay to the homeowner.

Homeowner Name:				
Lot #:	Address:			
Issue Description		N/A	Yes	No
1	ARC Request – Has the homeowner completed the ARC Request form completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Contact Information – Confirm that CCE has accurate contact information for homeowner and on-site supervisor, and that they have property manager contact information. (Includes mobile phone, office phone, representative email, homeowner email.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Policies - Has the homeowner reviewed construction policies and followed the guidelines listed? (<i>Cite policy compliance in the approval statement.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Curb Appeal - Do any of the proposed changes negatively affect the aesthetic of the neighborhood? (Quality of materials, design aesthetic, complementing the tone and texture of the community.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Neighbor Impact - Do the changes physically affect any neighbor property? If yes, <u>written</u> feedback will be required from the affected neighbor. Ensure that feedback is from the property owner, not a household member. Be sure to advise the neighbor/s that their comments are input. The board will make the final decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Common Area Impact - Does the homeowner plan to access his property during construction from the common area? If yes, provide specific parameters, in writing, regarding use and restoration of the common area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Off-site Damage Impact – Is the homeowner aware of responsibility for off-site damage. Confirm homeowner is aware of the “ Off-Site Damage Policy ”. <i>NOTE: Dumpster siting/removal</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Schedule – Is the homeowner fully complying with the “ Construction Timing Policy ” governing the project schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Schedule – Is the homeowner fully complying with the “ Construction Activity Policy ” governing hours of construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Permits – Does the homeowner have or plan to obtain necessary permits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Fencing - Does the homeowner have / or plan to have appropriate construction fencing, including the screening? (See the “ Construction Fencing Policy ”). Fencing with screening is required if the home is not being lived in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Demolition – Does the homeowner plan demolition with approval from the City of Phoenix? If yes, confirm compliance with the “ Demolition Policy .”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Encroachment - Review aerial photographs to identify lot boundaries in relation to the environment. Are there any licenses from CCE? Several homes have driveways, walls, etc. that are actually on CCE property. This can be viewed on the plat map or by contacting our community manager. If yes, is there an opportunity to clean up the existing license requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Height Test - Do the proposed changes increase structure height at any point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Height Test - Are the proposed changes under the height guidelines outlined in our architecture standards? (Maximum height typically approved is 16.5 feet at the peak.) If yes, request poles be put up on each corner or apex of the structure with tape, etc. across from pole to pole, and solicit feedback from the neighbors in accordance with “ Construction Height Review Policy .”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ARCHITCTURAL REVIEW COMMITTEE (ARC) CHECKLIST, continued**

16	Construction Storage – Does the homeowner plan for on-site construction storage impede traffic flow and/or is it an attractive nuisance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Construction Sanitation – Does the homeowner plan to provide a port-a-jon? If yes, assure placement a maximum distance from neighbors, and screening (to the extent practical) from the street and neighbors. Homeowner to provide estimated duration of need for port-a-jon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Roofing Materials – Is the homeowner aware of the “Roofing Materials Policy” and planning roofing selections that comply with said policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Plant Materials – What is the likely impact of construction on the common area plants and natural surface? NOTE: In common area bushes and saplings within 15 ft. of property wall may be cleaned up and removed at owner’s discretion. See the “Common Area Landscaping Policy.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Walls, Exterior Lot – Are any lot walls to be colored “Desert Beige” or slump block per CC&Rs or the “Paint Colors” policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Walls, Exterior Building – Are the materials and finish of the house compatible with the community and in compliance with the CC&Rs and the “Paint Colors” policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Lighting - Is the proposed lighting plan appropriate to the surrounding? Encourage “dark sky” lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Landscaping – Is the proposed landscaping compatible with the neighborhood norms / standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Zoning – Lot zoning is either R-24 or R-35. Is the homeowner aware of the lot’s zoning? NOTE: Must comply with City Zoning Ordinance to get building permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Setbacks - Are the proposed changes within the setback requirements for the property as zoned? RE-24 30ft-40ft based on neighboring properties, side yard min 10 ft., rear yard ≥ 30 ft. depth, RE-35 25ft front setback, Lot coverage 25% primary structure, 30% total BOTH subject to City review, CCE review is for sightlines & aesthetics. Is there a need for additional setback based on the surrounding property configurations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Coverage - Are the proposed changes adding square footage to the property structures? RE-24 Lot coverage 30% all structures RE-35 Lot coverage 25% primary structure, 30% total. BOTH subject to City review, CCE review is for sightlines & aesthetics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Pool drain – Confirm pool drains into sewer line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Progress – Monitor construction progress and report to CCE board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Issues – Note any extra ordinary issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals are subject to compliance with all zoning regulations, building codes, swimming pool fencing, and CCE policies.				
Reviewed By:				Date:
Comments (<i>add a page for comments, if necessary</i>)				