



**CAMELBACK CANYON ESTATES**

44TH STREET & McDONALD DRIVE, PHOENIX

WWW.CAMELBACKCANYONESTATES.ORG

**ARCHITECTURAL REVIEW REQUEST**

This request and approval is required for any changes, alterations, demolition or improvement to an existing, replacement or new building, fence, roof, wall or other structure, including any hardscaping (including driveways). Changes in planting do not require approval, but you must receive approval for changes to hardscape that is visible to the community (e.g. front yard walking paths and walls, backyard pergolas, etc.). Please refer to all existing policies and processes related to construction and changes to property in our community.

Please provide the requested information as completely as possible. All samples or drawings supplied as part of your application become property of the HOA.

You may ask our Property Manager (PM) any questions about the process. *(See bottom of this form.)* After completing the form, please email, mail or deliver it and supporting information to our Property Manager. **It may take up to 30 days from when your request is received to process it.** All information requested below is required by our CC&Rs (please consult the CC&Rs for specific language).

<b>HOMEOWNER &amp; PROPERTY INFORMATION</b>			
Date:		Mobile phone:	
Owner name:		Home phone:	
Address:		Lot #:	
Owner's email:			
<b>CONTRACTOR INFORMATION</b>			
Contractor:		Mobile phone:	
Address:		Work phone:	
Authorized Representative:		ROC #:	
Title:			
Contractor's email:			
<b>DESCRIPTON OF THE WORK TO BE PERFORMED, INCLUDING LOCATIONS AND HEIGHTS:</b>			
Are you requesting a height change?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please read height change guidelines outlined in the "Architectural Review Process" document.</i>			
Approximate cost of work:			
Time period to be completed:			
Description of work to be performed:			
<p><b>Materials to be used:</b> You must specify <u>roof materials</u> (if any), <u>building materials</u>, <u>finishes</u>, <u>etc.</u> Please supply samples of materials, color swatches, design sketches and/or architectural plans, etc. <u>Color swatches must indicate the manufacturer and color name.</u> Samples become property of the HOA. If you are building new or undertaking a major remodel and are initially seeking site plan, floor plan and elevation approval, you may submit such request and submit a separate request for approval of exterior finish materials later (but before construction).</p>			

<i>Define materials and finishes here:</i>	
<b>Color scheme:</b>	<i>For approved colors please see the "Architectural Review Process" document.</i>

Please include plans or an accurate drawing of your lot showing the exact location of the proposed work. Drawings and/or brochures of similar work may also be submitted. **Major construction projects must include elevation drawings.**

- I agree to:
- Maintain all improvements
  - Comply with our community's CC&Rs and construction policies and all applicable city/state laws.
  - Obtain all required permits.
  - Initiate work **ONLY** after I have received approval, in writing, from the HOA.
  - Follow all construction related policies associated with the approval process and construction.
  - Submit any changes to approved plans for re-approval prior to proceeding with construction.

I confirm that I have reviewed CCE policies that relate to construction and that I will comply with those policies.			
Signature:		Date:	

Please note that violating the above agreements and/or the CC&Rs may result in fines.

All submitted requests will be reviewed as soon as possible by the Architectural Committee AND the HOA board. All requests are reviewed individually. Please submit this form, your samples and supporting documents to the management company representative Paul Ortiz, at [paul@cpihoa.com](mailto:paul@cpihoa.com)

**Cornerstone Properties, Inc.**  
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For ARC use only, please do not write below this line:

Received:		Returned for more information:	
Action log-Start Date:		COO-Completion date required:	
Signed:		Date:	