

## CAMELBACK CANYON ESTATES HOA ARCHITECTURAL REVIEW COMMITTEE CHECKLIST

**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.

Lot #:		Address:	
Date:		Homeowner Name:	
1.1	Documents	ARC Request	Confirm request is complete. Determine primary contact for updates. Get color / material samples / photos.
1.2	Documents	Policies	Confirm HO / developer has related policies.
1.3	Documents	Permit Status	Confirm that HO / developer has / will get permit √ Demolition permit √ Construction permit <i>NOTE: Permit date can be used to adjust dates for Construction Timing Policy.</i>
1.4	Documents	Permit Status-Walls	Block wall permit (3 ft. and over) √ PHX checks only height, general location, drainage runoff √ Block walls > 7 ft. require structural engineering analysis sealed by professional engineer prior to permit √ Retaining wall on a slope requires a permit √ Maintain visibility triangle at not more than 3 ft. high for a distance of 15 ft. long at corners.
1.5	Documents	Block Wall Evaluation	Confirm status of lot wall per most recent block wall study. Encourage repair / replacement as appropriate.
1.6	Documents	Encroachment Status	Confirm encroachment status to mitigate if possible.
1.7	Documents	Future ARC Requests	Note items not yet determined with initial submission (e.g. mailboxes, hardscape, paint color, etc.) will require new submission.
1.8	Communication	Monthly updates	Notify HO / developer of need for brief monthly updates to the board via email.
2.1	Views	Clear views of mountain	Review impact on neighbors.
2.2	Views	Height change test	Require test per policy, initiate request for input.
2.3	Views	Community input	Review community input.
2.4	Views	Hardscape	Check neighboring sight lines.
3.1	Design	Compatible with community	Aesthetics
3.2	Design	Compliance with policies	Color, roofing,
3.3	Design	Setbacks	Plat maps-utility easements should remain clear. Plat maps-5 ft. setback on all property lines. Plat maps-pools no closer than 7 ft. to property line.
3.4	Design	Square footage	Main building & accessory buildings no more than 5038 sf per plat
3.5	Design	Height	Building not to exceed 2 stories, up to 30 ft. per plat
3.6	Design	Exterior Lighting	Encourage "dark sky" lighting
3.7	Design	Roofing	Confirm roofing policy compliance
4.1	Construction	Schedule	Request benchmark schedule. To be used for tracking project for board updates.
4.2	Construction	Fencing	Policy compliance
4.3	Construction	Sanitation	Locate away from neighbors, screen if possible
4.4	Construction	Common area impact	Review potential for common are damage
4.5	Construction	Dumpster placement	If on street, require plywood under wheels
5.2	Other	Encourage pool drain into sewer	Some properties drain pools into common areas and/or streets. Encourage correction if appropriate.