

PORTOFINO HOMEOWNERS ASSOCIATION APPLICATION FOR DESIGN REVIEW

All applications for changes to the exterior of your residence must be submitted to the Portofino Homeowners Association's Architectural Committee/Board of Directors. The Portofino Homeowners Association's Covenants, Conditions and Restrictions (CC&R's) require that a homeowner obtain the prior written approval for any exterior alteration or addition to property within the Portofino Community.

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms.

To comply with the CC&R's, please submit this application with all the required attachments to:

Portofino
16625 S. Desert Foothills Parkway • Phoenix, AZ 85048
Phone: (480) 759-4945 • Fax: (480) 759-8683
portofino@wearevision.com
WEBSITE: www.wearevision.com

The time period for approval begins when this application is received by the Committee. The Committee has up to (30) days to approve, approve with conditions, or disapprove the application. If you have not received any form of communication from the Committee or the Association after (30) days, please call the Community Manager for a status update.

Homeowner's Name _____

Homeowner's Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Lot # or Lot Address _____

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Portofino for review and approval of the following item(s):

_____ Painting of residence _____ Outer building _____ Walls/fences

_____ Installation of landscaping _____ revamping of landscaping

_____ Addition of _____ to/on the residence (building)

_____ Addition of _____ to/on the lot (property/land)

_____ Installation of a pool/spa

_____ Other _____

(SEE REVERSE SIDE)

PORTOFINO HOMEOWNERS ASSOCIATION

Attached please find plans and/or specifications of the above marked items for application, which includes (if appropriate):

- _____ Dimensions (height, width, length)
- _____ Drawings
- _____ Type of material
- _____ Samples or descriptions of materials to be used
- _____ Any photographs or sample elevations for a visual picture of the proposed project.
- _____ Person doing installation/work _____
- Licensed contractor? _____ Yes _____ No
- Expected Completion Date: _____
- _____ Sample of Color(s) to be used
- _____ Plant type and location
- _____ Property plat
(Requirement for pools, buildings, fences, etc.)

Please notify me at _____ if you have any questions. I understand that should the application not be complete in order to determine approval or disapproval, the Architectural Committee or Board will disapprove the Application and return it to me with a statement for the disapproval. The owner agrees to comply with all applicable City, County, and State laws and to obtain all necessary permits. This application and the drawing will be retained for the Association's records.

COMPLETION DATE EXTENSIONS are available if required. If this application is requesting an extension what is that Date: _____

Homeowner's Signature _____ Date: _____

FOR ASSOCIATION USE ONLY

Portofino Homeowners Association Architectural Committee or Board of Directors

- _____ Approves the above Application
- _____ Approves the above Application with the following Conditions: _____

- _____ Disapproves the above Application with the following Reason(s): _____

SIGNATURE: _____ DATE: _____

Date App. Received	Mailed to Committee	Rec'd From Committee	Mailed to Homeowner
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