

# CASA REQUENA HOMEOWNERS ASSOCIATION

## APPLICATION FOR DESIGN REVIEW

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All applications for changes to the exterior of your residence must be submitted to Casa Requena Homeowners Association's Architectural Committee/Board of Directors. Casa Requena 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 Casa Requena 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:

Community Manager

c/o Casa Requena Homeowners Association

16625 S Desert Foothills Pkwy • Phoenix, AZ 85048

Phone: (480) 759-4945 • Fax: (480) 759-8683

EMAIL: [casarequena@wearevision.com](mailto:casarequena@wearevision.com) • WEBSITE: [www.wearevision.com](http://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 Casa Requena Homeowners Association for review and approval of the following item(s):

- |  |                                |
|--|--------------------------------|
| _____ 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 spa                            |                                |
| _____ Other _____                                      |                                |

(SEE REVERSE SIDE)

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

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**

**Casa Requena 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): \_\_\_\_\_  
\_\_\_\_\_
- Request you resubmit your application and provide: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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