



**mccormick  
ranch  
property owners' association**

Date \_\_\_\_\_

**McCormick Ranch Architectural Request Form**

Property Owner \_\_\_\_\_ Telephone # \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Sub-Division \_\_\_\_\_ Lot # \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone # \_\_\_\_\_

**Do any of the following special conditions exist:**

Yes  No

**Sub Association Approval Required**

Yes  No

- Provided

Yes  No

(Contact information MUST be provided for the Sub-Association in the event we need to verify the approval.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your project require a:**

- City Building Permit

Yes  No

(MUST provide copy before construction begins.)

- Variance (Provide Copy)

Yes  No

- Public Notice (Provide Copy)

Yes  No

- MRPOA Disclosure Required

Yes  No

- If a Disclosure is Required, have you provided it

Yes  No

**Will your project obstruct the view of the lake or common area of another owner?**

Yes  No

**Do you live in a "Zero" lot line subdivision?**

Yes  No

- Include signed permission from the neighboring property owners?

Yes  No

**Type of Exterior Change:**

- New Construction

Yes  No

- Demolition w/ New Construction

Yes  No

- Demolition Permit

Yes  No

- Remodel

Yes  No

- Addition

Yes  No

**All items described in the *Summary of Association Rules and Architectural Control* booklet must be submitted with this application. If items are missing, your request may be tabled until the next meeting. The booklet is available online at [www.mrpoa.com](http://www.mrpoa.com), under the documents tab. It is the Property Owner's responsibility to make sure all items are submitted.**

**Submittals for any above must include all of the following:**

- Site plans (existing & proposed)  Yes  No
- Elevations (existing & proposed)  Yes  No
- Dimensions of improvements from other structures  Yes  No

**Paint Color Submittal:**

Yes  No

Pre-Approved Palette

Yes  No

Scheme # \_\_\_\_\_

Trim Option # \_\_\_\_\_

**(Samples must be 12" x 12" painted on samples)**

- Paint manufacturer name \_\_\_\_\_
- Base color sample  Yes  No Color name \_\_\_\_\_
- Trim color sample  Yes  No Color name \_\_\_\_\_
- Paint details called out on picture of house  
(Body, trim, garage door, etc.)  Yes  No

**Landscape Plans:**

Yes  No

- Site plans (existing & proposed)  Yes  No
- Gravel sample  Yes  No
- Paver/Stone sample  Yes  No

**Wall Height Change:**

Yes  No

- Site plans  Yes  No
- Change in height of existing structure
- Existing height \_\_\_\_\_
- Proposed height \_\_\_\_\_
- Neighbors Approval Letter  Yes  No

**Roofing Change:**

Yes  No

- Sample of actual roofing material  Yes  No

**Pictures of Property (Required on all submittals):**

Yes  No

**Other:**

Yes  No

- Please provide details

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**Please provide a brief narrative of the proposed exterior changes:**

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Estimated Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

Architectural Control Committee (ACC) approval is required for **ALL** changes which affect the exterior of the building(s) or the property. The McCormick Ranch Property Owners' Association (MRPOA) must receive this application and all required items (as outlined in the MRPOA's "*Summary of Association Rules and Architectural Control*") **no later than 12PM on the Friday immediately preceding the next regularly scheduled ACC meeting. All items must be submitted with the application in order for the committee to review it.**

**Incomplete submissions will not be reviewed.**

The ACC tentatively meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month at 1:00 PM at the MRPOA office.

Construction **must not** begin before receiving written MRPOA approval.

At any time deemed appropriate, MRPOA may inspect the construction and notify the Property Owner of any construction the ACC believes not to be in compliance with the approved plans. Construction will have to cease until the changes are approved. If changes are not approved, changes have to be made to meet the approved plans.

A written decision setting forth the decisions made by the MRPOA Architectural Control Committee will be sent to the applicant. Construction must not begin before receiving written MRPOA Architectural Control Committee approval. Upon written receipt of approval, commencement of construction shall begin within 90 days of the proposed start date, subject to obtaining all necessary permits required by governmental agencies. If the project is not started within the 90 days, it must be resubmitted to MRPOA for re-approval. The project must be completed within the time limit set forth by the ACC.

I understand that my submittal will be reviewed by the MRPOA Architectural Control Committee within 30 days after a **complete** application and submission is received by MRPOA.

I understand that in addition to the MRPOA CC&Rs, Architectural Policies, Guidelines and any stipulations as outlined in the forthcoming committee's written decision, I am required to meet all regulations set by the City of Scottsdale, Federal, State, or County governments.

I understand that I am solely responsible for the accuracy of all documentation submitted with an architectural application. Approval of an architectural application by the MRPOA Architectural Control Committee does not, in any manner, constitute approval or endorsement of the architectural and technical soundness of the proposed project, and neither the Architectural Committee nor the Board of Directors of MRPOA shall incur any liability with respect to any apparent or latent defects and errors in the plans, specifications or construction of proposed projects. I agree to pay any costs incurred by MRPOA if I fail to meet the standards as established by the MRPOA Architectural Control Committee and Board of Directors.

Property Owners denied approval under Article X of the recorded Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations and Easements shall have a Right of Appeal.

The Property Owner will be given thirty (30) days from the date of the denial letter in which to inform the Executive Director of the Association in writing that he/she elects to appeal the ACC decision.

Appeals will be heard by the POA Board of Directors at the first regularly scheduled meeting following notification by a property owner.

**I have read and understand the McCormick Ranch POA's "*Summary of Association Rules and Architectural Control.*"**

Yes  No

**I have read this application and agreement and understand its content and agree to abide by its provisions.**

Yes  No

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_