

**THE FOOTHILLS CLUSTERS HOMEOWNERS ASSOCIATION  
P.O. BOX 64569  
TUCSON, AZ 85728**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Brief description of project:

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

Please attach a copy of your detailed plans, including:

- Measurements of all dimensions – length, width, and height
  - Views of the project (“elevations”) from all four directions (N, S, E, W). If adding square footage (e.g. room, garage) show the new structure along with the existing house so we can see how the entire finished building will look
  - Site map showing exact location of existing structure and new construction relative to lot lines
  - If Pima County requires a building permit, we will need to verify that you have obtained one
- In many cases, most of the above is included in your contractor’s building plans*

Also please obtain signatures of acknowledgement from all neighbors who:

- Share a property line
- Will be in line of sight of your proposed project
- May be affected by the construction process (vehicles parked in road, etc)

The following information must accompany all applications for renovation, construction, or structural repairs of any roof, building, slab, fence, wall, or other external structure to homes in our Association.

1. Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_
2. Max height above ground (feet): \_\_\_\_\_ Taller than existing structure? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Will paint and/or colored materials match the existing structure? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will walls be made of slump block colored to match the house? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Will any changes be made to the existing roof? Yes \_\_\_\_\_ No \_\_\_\_\_
6. If roofing is added or modified, will it be “desert tan” or darker color? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Will any cooling or other mechanical equipment be placed on the roof? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Will any utility, radio, electrical, or phone lines exist above the ground? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Will any antenna be visible? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Will any pumps, motors, or other electrical or non-electrical equipment be visible from the street, neighboring property, or Common Area? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Will any basketball hoops be visible from the street? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Will any native growth be removed? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Do you have a recent survey demonstrating that no portion of the new structure encroaches into neighboring properties, Common Area, etc? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Are you aware that the burden of adhering to legal boundary and use restrictions rests with you, as owner, and that HOA approval does not absolve you from responsibility or liability? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Has anyone expressed concern that you are building this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Next steps:

1. The Architectural Control Committee will review your application
2. The committee will meet with you on site to clarify any questions, verify placement, etc
3. The committee will present your application to the HOA Board at the next scheduled meeting (first Monday of each month – you are welcome to attend) and will notify you of the outcome
4. After construction and cleanup, the committee will meet on site to verify the project was built to the original, approved plan
5. We will send you a final sign-off and will place a copy in the HOA files for future reference

HOMEOWNER’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Acknowledgement Signature Page

**Neighbors cannot approve or disapprove any modification. If they are concerned, they must contact the Architectural Control Committee IMMEDIATELY, before the HOA Board approves or disapproves the project. The committee will then attempt to resolve the issue before the Board votes on it.** (Use additional sheets of paper if necessary.)

Neighbors in line of site of this project or who may be affected by its construction

*As a neighbor, I hereby acknowledge that I have seen the plans and have read the bold type above.*

SIGNATURE	ADDRESS	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Neighbors sharing a lot line with this property

*In addition to the above statement, I acknowledge that I have reviewed this project with respect to my lot line and am satisfied that there is no encroachment.*

SIGNATURE	ADDRESS	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foothills Master Association signoff for lots sharing a border with Common Area

*As a board member of the Foothills Master Association, I acknowledge that I have reviewed this project with respect to Common Area boundaries and am satisfied that there is no encroachment.*

SIGNATURE	ADDRESS	DATE
_____	_____	_____