

## Application for Major Architectural Change

- Use for any renovation, construction or structural change to the exterior of all homes in the Foothills Clusters.
- For painting, roofing and simple rooftop solar projects, use the appropriate short form.

Please visit [www.FoothillsClusters.com](http://www.FoothillsClusters.com) for details.  
Contact [ACC.Chair@FoothillsClusters.com](mailto:ACC.Chair@FoothillsClusters.com) with questions or comments.

Lot# \_\_\_\_\_ Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Brief Description of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

Please attach a copy of your detailed plans including:

- Measurement of all dimensions (length, width and height).
- Views of project (elevations) from all four directions (N, S, E, W).
- Setback dimensions to the front, sides and rear property lines.
- If adding square footage (e.g. room, garage) show the new structure along with the existing house so that the finished plan can be visualized. Indicate the existing house square footage and the new structure square footage on the plan set.
- Photos of any relevant details to be considered.
- Site map showing exact location of existing structure and location of new construction including distance to lot lines.
- A copy of the Pima County building permit, if applicable. If a building permit is required, the application can be submitted with or without the building permit, but a building permit must be provided before the application can be approved by the ACC. The requirements of the CC&R's and the ACC are often more restrictive than those of Pima County. In all cases, the requirements of the CC&R's and the ACC supersede those of the county.
- Signatures of acknowledgement from all neighbors who a) share a property line, b) who will be in line-of-sight of the proposed project, or c) may be affected by the construction process.

In many cases, your architect or contractor can include most of the above information in the building plans.

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. In addition, prior to submittal, please review the Foothills Clusters Architectural Guidelines and the CC&R's Articles V and VII at [www.foothillsclusters.com](http://www.foothillsclusters.com).

1. Have you reviewed the Architectural Control Committee Guidelines and the CC&R's Articles V and VII? \_\_\_\_\_
2. Is the maximum height of any proposed new structure 15' or lower? \_\_\_\_\_
3. Will the walls be made of slump block to match the house? \_\_\_\_\_ If No, describe what materials will be used. \_\_\_\_\_

If exterior paint will be applied, include an Architectural Change Application for Exterior Pain with this form.

4. Will the front, rear and side setback requirements for the new improvement be met as defined by the Architectural Guidelines and the CC&R's? \_\_\_\_\_
5. Will any native growth (cacti, shrubs or trees) be removed? \_\_\_\_\_ If yes, provide details:  
\_\_\_\_\_  
\_\_\_\_\_
6. Will changes be made to your current roof? \_\_\_\_\_ If yes, include an Architectural Change Application for Roofing Materials.
7. Do you have a recent survey demonstrating that no portion of the new structure encroaches into neighboring properties, setbacks or Common Areas? \_\_\_\_\_
8. Are you aware that the burden of adhering to legal boundary and use restrictions rests with you, as homeowner, and that the FCHOA approval does not absolve you from responsibility or liability? \_\_\_\_\_
9. Are you aware that it is the homeowner's responsibility to obtain all required permits from the county and provide a copy of the permit to the ACC? \_\_\_\_\_
10. Has anyone expressed concern that you are building this project? \_\_\_\_\_ If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Process Information: Upon receipt of your complete application with all necessary supporting documents, the ACC will review the application and schedule a site visit. The committee will approve or disapprove your complete application within 30 days of receipt. If there are deficiencies in the application or more time is needed to study it, the committee can disapprove the application but ask the homeowner to resubmit the application when all information is available to make a decision.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete Application Received by ACC \_\_\_\_\_ Date \_\_\_\_\_

Approved/Disapproved by ACC \_\_\_\_\_ Date \_\_\_\_\_

(Circle one)

## Acknowledgement Signature Page

**Neighbors cannot approve or disapprove any project. 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. If they are unable to do so, the matter will be brought before the full Board of Directors at the next regularly scheduled meeting.**

### **Neighbors in line-of-sight of this project or who may be affected by its construction:**

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

SIGNATURE

ADDRESS

DATE

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

### **Neighbors sharing a lot line with this property:**

In addition to the above bold-type statement, I acknowledge that I have reviewed this project with respect to my lot line and I am satisfied that there is not encroachment on my property.

SIGNATURE

ADDRESS

DATE

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

### **Foothills Homeowners Master Association sign-off for lots sharing a border with a Common Area:**

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

SIGNATURE

DATE

|       |       |
|-------|-------|
| _____ | _____ |
|-------|-------|