

Application for Major Architectural Change – Page 1 of 3

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

Please visit www.FoothillsClusters.com for details.
Contact ACC.Chair@FoothillsClusters.com with questions or comments.

Address _____ Project Title _____ Lot# _____

Owner(s) _____

Phone _____ Email _____

Brief Description of Project _____

Proposed Start Date _____ Anticipated Completion Date _____

Please attach a copy of your preliminary plans including:

- A scale site plan showing location of existing structure and location of proposed new construction including:
 - locations and dimensions (length, width and height) of the new construction proposed
 - distance from new construction to lot lines
 - narrative descriptions, photos and/or details to clarify the new work being proposed
 - a recent survey of the property if available
- If you are proposing to construct new structure such as additions, new rooms, garages, shade structures, outbuildings, etc. on the site plan please also include:
 - elevations of new construction from all four directions (N, S, E, W)
 - setback dimensions to the front, sides and rear property lines
 - show the new structure in plan view using darker lines along with the existing structure in plan view using lighter lines so that the proposed new structure is easily visualized and distinguished from existing
 - square footage of existing structure including overhangs and shade structures
 - square footage of proposed new structure including overhangs and shade structures
 - square footage of lot
 - total existing lot coverage percentage and total new lot coverage percentage proposed
- Do not include Pima County permits on your first submittal to the ACC. Homeowners are recommended to obtain ACC Preliminary Approval prior to starting the Pima County permitting process.
- 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. Please include attached "Neighbor Acknowledgement Signatures Page" along with your application to the ACC.

Application for Major Architectural Change – Page 2 of 3

Address _____ Project Title _____ Lot# _____

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. Prior to submittal, please read and review the Foothills Clusters Architectural Guidelines and the CC&R's Articles V and VII at www.foothillsclusters.com.

1. Have you reviewed the Architectural Control Committee Guidelines? _____
2. Have you reviewed the CC&R's Articles V and VII? _____
3. Is the maximum height of any proposed new structure 15' or lower? _____
4. Do the proposed front, rear and side setbacks of new construction meet the ACC Guidelines and CC&R's? _____
5. Do you have a recent survey demonstrating that no portion of the new structure encroaches into neighboring properties, setbacks per ACC Guidelines, or Common Areas? _____
6. 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? _____
7. Will changes be made to your current roof? _____ If yes, include an ACC Application for Roofing Materials.
8. Will changes be made to your exterior paint color? _____ If yes, include an ACC Application for Exterior Paint.
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 and final plan set to the ACC? _____
10. Will any native growth (cacti, shrubs or trees) be removed? _____ If yes, please describe:

11. Will the walls be made of slump block to match the house? _____ If no, please describe materials proposed:

12. Has anyone expressed concern that you are building this project? _____ If yes, please describe:

Please send your application and plans in PDF format via email to: ACC.Chair@FoothillsClusters.com

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

Homeowner's Signature _____ Date _____

Complete Application Received by ACC _____ Date _____

Application for Major Architectural Change – Page 3 of 3

Neighbor Acknowledgement Signature Page

Address _____ Project Title _____ Lot# _____

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 _____

Foothills Clusters Homeowners Association Architectural Control Committee
P.O. Box 64569, Tucson, Arizona 85728

Major Architectural Change – ACC Application Review Reply

To be filled out by ACC Only

Address _____ Project Title _____ Lot# _____

The ACC has reviewed your application and determined the following:

PRELIMINARILY APPROVED by ACC: This approval is a preliminary approval provided to you as a courtesy in advance of your permit application with Pima County. This preliminary approval makes no representation or warranty whatsoever as to the structural integrity, quality, adequacy, or fitness for any given purpose of the proposed project. It pertains only to aesthetic considerations and compliance with the Association’s governing documents, which are the matters subject to the ACC’s review. This preliminary approval also does not guarantee any compliance with applicable laws, ordinances, regulations, or building codes, nor does it guarantee you will receive a permit or other required governmental approvals to proceed with the work. In the event you make any changes affecting the new construction’s exterior visual appearance, dimensions, or location on the site whatsoever to your plans and specifications, whether to obtain a permit or other governmental approval or otherwise, after the date of this preliminary approval, then you must immediately provide the Association with an updated set of plans and specifications depicting those changes. All new construction exterior visual appearance, dimensional, or site location changes must be approved by the ACC before work may commence. Preliminary approval does not represent or guarantee the Association will approve any changes you may subsequently make to your plans and specifications.

Any work that does not strictly conform to the plans and specifications approved by the Association is expressly not approved, and commencement of such work will subject you to immediate enforcement action, including, but not limited to, injunctive relief to halt work and restore the property to its prior condition. Accordingly, after you obtain your permit and before any work begins on your property, you will need to provide the ACC with your most current set of plans and specifications so that it can review them and issue a final plan approval, if those plans and specifications are approvable, authorizing you to commence work. Any work that begins without final plan approval may subject you to the enforcement action described above. The Association, the ACC, and any of their respective directors, officers, members, managers, representatives, or agents, are not liable or responsible for any costs, damages, fees, penalties, claims, assessments, or other charges you may incur as a result of any of Association and ACC decisions on your plans, even if those decisions require you to modify a permit application or re-apply for a permit or other governmental approval.

Preliminary Approval Valid For: _____ months. Other ACC Stipulations (if any): _____

Preliminary Approval by ACC: _____ **Date:** _____

APPROVED by ACC: The application has been approved. Owner is responsible to obtain any required permits. Following Pima County permitting please provide a copy of the County approved plans and County permit to ACC. Following construction and County Final Inspection please advise the ACC that the project is ready for a final ACC observation and the file will be complete.

Approved by ACC: _____ **Date:** _____

DISAPPROVED by ACC: The application has been disapproved for the following reasons:

Disapproved by ACC: _____ **Date:** _____