

**The Estates at Cienega Creek Preserve Architectural
Request Submittal Form**

Welcome,

As explained in the CC&R's, exterior improvements or modifications to your property require approval by our Design & Landscape Review Committee. We want to help you make this an easy process to fill out the proper paperwork and get it approved in a timely manner.

The following pages are the form we use for applying for such approval. The information on the form should include the following items with your request:

The Architectural Request Submittal form completed and signed along with some scale drawings and pictures.

A picture of where the project is to be placed on your lot

A Plat Plan – A site plan indicating the dimensions relating to the existing dwelling and property lines setbacks, etc., and the improvement to be installed. This is a bird's eye view of your lot.

Front, Back, Top and Side Views – If appropriate, showing finished appearance of the improvements in relation to the existing dwelling and property lines. Viewed from all sides and viewed from the top.

Specifications – Description detailing materials to be used, including color samples attached; drawing or brochure of structure indicating dimensions and color.

To avoid delay of committee action, please include all information the committee will need to make a decision. Attach additional pages if needed.

Your request will either, be approved, denied or returned for noted additional information needed after review. The Committee meets twice a month to review ARC requests and will attempt to make decisions on those request at those meetings sometimes more information is required, so please make sure your request is complete.

We are here to help you should you have any questions.

Please feel free to contact us by email at smcadams@cadden.com or by phone (520) 297-0797

Thank you,

The Design & Landscape Review Committee

Once the form is completed, please forward to us by email, fax or USPS:

E-mail: smcadams@cadden.com

Fax: (520) 742-2618

Mail: Cadden Community Management, 1870 West Prince Road, Suite 47, Tucson, AZ 85705

The Estates at Cienega Creek Preserve Homeowners Association

Simple ARC Request Form

Please submit your request to:

The Estates at Cienega Creek Preserve HOA Architectural Review Committee Cadden
Community Management, 1870 West Prince Road, Suite 47, Tucson, AZ 85705
or email to: smcadams@cadden.com

→ PLEASE KEEP A COPY OF THIS FORM IN YOUR FILE FOR FUTURE USE ←

Owner's Name: _____

Owner's Address: _____ Lot #: _____

Owner's Phone Number: _____ E-Mail Address: _____

Signature: _____ Date of Submission: _____

Type of Project:

- Landscaping Trees Shed Window Screens Pool Hot Tub
 Fence/Wall Gate lighting Security Door Painting Other

General Description of Project / Request (include all associated items and locations)

Proposed Start Date: _____ Proposed Completion Date: _____

Supporting Documentation Attached

- Plat Plan Showing Locations of Modifications / Improvements on Lot (Bird's Eye View)
 Elevations Showing Side views & Plot Showing Top View
 Pictures, Material List, Catalogue Cut-Sheets and or Samples Planned for Use
Other _____

Contractor if applicable: _____ License #: _____

Address: _____ Phone: _____

Describe the Project in as Much Detail as Possible:

Owners on each side of the home should be informed if the improvement can be seen from any point of their yard or home and provide approval.

I Agree

_____ , _____ , _____

ALL NECESSARY PERMITS NEED TO BE OBTAINED BY THE OWNER OR CONTRACTOR

NOTE: *The ARC or Board of Directors may request further information as required to ensure that the request is acceptable based upon the restrictions, regulations, and guidelines established by the covenants and architectural standards for this community.*

To Be Completed By the ARC / Board of Directors

Received date: _____

Reviewed date: _____

Disposition:

Approved

Not Approved

Approved with Conditions

Approved with Conditions: _____

Please Provide the Following Additional Information: _____

Remarks: _____
