

DATE REC'D AT  
FirstService  
\_\_\_\_\_



This request falls under:  
 Standard Guidelines  
 Special Guidelines as noted below by parcel or Sub-Association.

**REQUEST FOR ARCHITECTURAL APPROVAL**

The Covenants, Conditions and Restrictions (CC&R's) require that an owner obtain the prior written approval from the Desert Ridge Community Association Design Review Committee for any exterior alteration or addition to property within the Desert Ridge Community Association.

To comply with the CC&R's, please complete the form below. Attach a detailed drawing or blueprint of the proposed alteration and/or addition. The submittal must specify dimensions, materials to be used and colors. This application and the attachments will be retained for the Association records. **The DRC (Design Review Committee) will respond to this request within 30 days from the date that the completed submittal for this request was received at the Management office with all applicable attachments.** Incomplete submittals will be returned to the homeowner with a request for more information.

HOMEOWNER INFORMATION

**NAME:** \_\_\_\_\_ **PARCEL:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**SUB-ASSOCIATION / SPECIAL GUIDELINES:** \_\_\_\_\_  
(e.g. Sanctuary, Lockwood Estates, Ironwood Greens, Expedition Point, Glen Eagle, Bella Monte, Leroux Springs, Aviano, Fireside)

**PROPERTY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:**   AZ   **ZIPCODE:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **OTHER PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
(if different from above address)

**VIEW LOT:** (check one)     FULL VIEW     PARTIAL VIEW     NON-VIEW

Prior to committee review, the homeowner's signature is required below to verify that:

- The homeowner of record understands and agrees that **NO** work on this request shall commence until approval for this request has been granted by the Design Review Committee.
- The homeowner understands that they must have no outstanding assessments and/or fines in order for this submittal to be considered by the Design Review Committee.

**HOMEOWNER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REQUEST FOR ARCHITECTURAL/PROPERTY CHANGE OR ADDITION APPROVAL**

Description of Request – Please provide full details regarding the purpose and/or reason, type, color, size/dimensions of improvement, materials, and location on the property. Use additional 8½” x 11” paper if necessary. Please refer to your community guidelines for specific setbacks on play equipment, barbecues, pools/spas, storage sheds, etc. LRV must be supplied for all proposed colors along with the paint manufacturer’s color name and number.

**NOTE: AN ACCURATE SITE PLAN MUST BE SUBMITTED SHOWING THE HOME AND EXISTING FEATURES WITH THE LOCATION OF THE PROPOSED WORK AS WELL AS SETBACKS FROM PROPERTY LINES AND OTHER PERTINENT INFORMATION. BROCHURES, DIMENSIONED DRAWINGS, PICTURES ETC. ARE ALSO REQUIRED. FOR PLAY STRUCTURES AND EQUIPMENT, PLEASE INCLUDE SPECIFIC DIMENSIONS, MAKE/MODEL AND PICTURES OF THE STRUCTURE.**

**DESCRIPTION OF REQUEST:**

Is this a variance request? If so, please explain.

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**CONTRACTOR:**

Address:

City/State/Zip:

Phone:

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**MATERIAL(S)\*:**

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**COLOR(S)\*:**

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\* (Include samples *and* color photos of the samples for file purposes.)

**DIMENSIONS:**

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**SUBMIT TO:**

**Desert Ridge Community Association  
c/o FirstService Residential  
5415 East High Street, Suite #220  
Building A10, Phoenix, AZ 85054  
Phone: (480) 551-4300 Fax: (480) 551-6000  
Email: [Desertridge.az@fsresidential.com](mailto:Desertridge.az@fsresidential.com)**

**The DRC’s review/approval is limited to and only pertains to the ITEMS DESCRIBED ABOVE.**

PROPERTY ADDRESS: \_\_\_\_\_

REQUEST: \_\_\_\_\_

### COMMITTEE ACTION

**The Design Review Committee has taken the following action on this application:**

\_\_\_\_\_ **DENIED.** Request does not meet the Desert Ridge Community Association Guidelines or Desert Ridge Sub-Association Guidelines.

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\_\_\_\_\_ **REVIEWED & DENIED; SUBMITTAL INCOMPLETE.** The following revision(s) and additional submission(s) are required to properly evaluate your request:

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\_\_\_\_\_ **APPROVED WITH CONDITIONS.** The request is approved subject to the following stipulations:

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\_\_\_\_\_ **APPROVED.** The request meets the requirements of the Desert Ridge Community Association Guidelines or Desert Ridge Sub-Association Guidelines. This approval is subject to all applicable City, County and State permits, codes and regulations. Compliance with codes and public regulations is the responsibility of the homeowner.

**DRC REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_