

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

APPLICATION FOR ARCHITECTURAL CONTROL PREVIEW

Revised 5/10/2016

Note: Top portion must be completely filled out and appropriately signed prior to submission by mail, e-mail, fax or given to Office personnel Tuesdays from 8:30 – 11:00; or placed into the office secure Drop Box slot for processing.

Lot Owner: (Please Print) \_\_\_\_\_

Authorized Agent: (Please Print) \_\_\_\_\_

Lot Number: \_\_\_\_\_ Street Address: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

This request is for required HOA preview of ... ( Please -- Select only ONE item per form: )

- \_\_\_ : Exterior Alteration of a House \_\_\_ : Patio Cover or Enclosure \_\_\_ : Changes to a carport
\_\_\_ : Changes to driveway / parking \_\_\_ : Altered colors / Painting \_\_\_ : Changes to drainage
\_\_\_ : Outer building / storage shed \_\_\_ : Property Line Fence or Wall \_\_\_ : Other

Please further Describe [ Materials / Colors / Dimensions / etc. \_\_\_\_\_

Please, ... ATTACH any additional description; required color samples, drawings, plans, permits, etc. when submitting this form.

By my dated signature below, I certify that: I've contacted the City Planning Department @ 602-262-7811 to verify any need for Permits; If required, a city permit shall be displayed and a copy with the permit number given to Architectural Control; If this is for any structure adjoining the Association's Common Areas, I have also attached the required Licensed Surveyor's Report; I have reviewed and agree with all conditions as listed on page 2 of this request; I have not scheduled any work to begin prior to receiving such approval and am aware that approval may take up to three weeks. If approved, this Form's permissions are valid for 90 days from the date of return.

Owner / Agent Signature: \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

----- Area below for Board Use Only ----- [See form processing Policy & Procedure.] -----

Received: DATE \_\_\_/\_\_\_/\_\_\_ Acknowledgement: delivered/sent on: DATE \_\_\_/\_\_\_/\_\_\_

By: \_\_\_\_\_ Via: Drop-Off / Fax / E-mail / USPS By: \_\_\_\_\_

Architectural Review Decision:

\_\_\_: Approved \_\_\_: Disapproved [ Note: If this request is Disapproved, annotate the reason(s) below ]

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

(Committee and/or Director Signatures ) \_\_\_\_\_

Log #: \_\_\_\_\_

Processed Form Returned to owner/agent on: DATE : \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

# NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

## APPLICATION FOR ARCHITECTURAL CONTROL PREVIEW

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### Statement of Authorities:

**ARTICLE IV**, page 1 & 2 of the **Articles of Incorporation** states that, *"the specific purposes for which this Association is formed are to provide for the maintenance, preservation and architectural control of the resident's Lots and Common Area"*

**ARTICLE V**, ARCHITECTURAL CONTROL, Section 1 of the **Declaration of Restrictions** [CC&R's] states, *"No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board or its designated committee fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with."*

### Permissions & Penalties:

**Approval** by the Association does NOT waive the necessity of obtaining the required Phoenix City permits. **Obtaining** a City permit does NOT waive the necessity of obtaining Association approval. **Failure to submit** an Architectural Application or beginning work on a project prior to Association Preview may result in a fine. Failure to obtain a required City Permit is a totally separate City of Phoenix fine & penalty issue.

The following **examples** are approved as being in harmony with Northtown's structures and topography:

#### ■ **Fences / Walls:**

- (a) Maximum six feet tall of either block, wood or block with wrought iron or wood inserts on lot line fences.
- (b) Approvable fence is ONLY from the front house line to the rear of the lot and NOT over 12 inches in front yards.
- (c) The homeowner is responsible for ascertaining correct property lines and avoiding violations of neighbors' or Common area property. Owners are required to also submit a Licensed Surveyor's Report for fences, walls or any other structure abutting Association Common Areas with such a request.

#### ■ **Sheds / Room Additions:**

- (a) Sheds that would be visible from the streets must be suitably screened to a height of at least five (5) feet.
- (b) Additions and extension to utility rooms are to be ONLY to the rear of the structure that is already in existence.
- (c) Additions (excluding screened walls) shall have exteriors of the same or similar material as the rest of the house.

■ **Carports / Driveways:** Carports may NOT be converted to a living area (Article V, Sec. 3, D) and are for "...the intended purpose of storing vehicles." Driveways/Parking may only be widened to the nearest side lot line. New driveways crossing a curb or sidewalk will require a survey, a City Permit and approval by the Board of Directors.

■ **Exterior Colors:** Northtown's continued use of subdued, lighter, solid desert pastels of earth tone colors with a second complimenting trim tone would remain in harmony with our structures and surrounding desert landscape.

- (a) The following colors are generally NOT acceptable in Northtown on any building, fence, wall, or other structure: Blacks, Oranges, Purples, Reds nor any Metallic, neither bright nor otherwise highly reflective surface result.
- (b) Common wall Lots [duplex, six-plex, etc.] shall be of matching colors as agreed to in writing by those owners.

**Notices:** The above selected few examples are NOT complete. For further details and additional information, please refer to Northtown's Declarations of Restrictions ["CC&R's"] ... with emphasis on Articles II, V, VI and VII.

**City Planning personnel @ 602-262-7811** are trained to listen to your brief project description and freely advise of any limits, restrictions, requirements or need for permits. They can help you to AVOID after-the-fact found violations.

**Note:** The Architectural Control Committee and/or governing directors will not knowingly approve a project in violation of any Community Documents or City, County, or State building or zoning codes. Homeowner has the right to appeal, in writing, to the Board of Directors if this application is not approved within 30 days of such disapproval.