

**BELCORTE HOMEOWNERS ASSOCIATION
ARCHITECTURAL VARIANCE REQUEST**

c/o HOA Management Solutions
8987 E Tanque Verde # 309-128 Tucson AZ 85749 (520) 760-7793

GUIDANCE for COMPLETING ARC REQUEST

- ✓ When submitting a request, in addition to completing this application form, the Homeowner must provide dimensional sketches, elevations, specification sheets, photographs, materials lists, colors and other items that will help the ARC to visualize what the proposed project will look like upon completion.
- ✓ Approval by the ARC does not waive the Owner's responsibility to obtain the required governmental permits. Obtaining governmental permits does not waive the requirement for ARC approval.
- ✓ All approvals shall expire 120 days after the date of approval. If the work approved has not been completed, resubmittal may be required.
- ✓ Per the CC&R's the outcome of your review must be in writing, verbal approvals/disapprovals are not permitted.
- ✓ Once all the project information has been received please allow 30 days for ARC to process your project application.
- ✓ Once your application is reviewed, you may receive notice that "ADDITIONAL DOCUMENTATION IS REQUIRED". Your application will enter a pending status until the additional documentation is submitted.
- ✓ No work or commitment of work may be made until written approval has been received. All work must be done in a timely manner and completed in a good workman like manner. Homeowner is responsible for all expenses during the project completion as well as maintenance for the project. Homeowner is responsible for all damage/ or injury which may result from this work and conduct of all persons, agents, contractors and employees who are connected with this work.
- ✓ Return completed form to: ArcReview@HoaManagementSolutions.com or mail to:
Belcorte Homeowners Association
8987 E. Tanque Verde #309-128
Tucson, AZ 85749

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<p>HOMEOWNER INFORMATION</p> <p>DATE SUBMITTED _____</p> <p>NAME _____</p> <p>PROPERTY ADDRESS _____</p> <p>MAILING ADDRESS _____</p> <p>E-mail _____</p> <p>PHONE _____</p> <p> ➤ HOME _____</p> <p> ➤ CELL _____</p> <p>LOT _____</p> <p>Homeowner Signature _____</p> <p>Contractor Name/Phone _____</p>	<p>PROJECT CATEGORY</p> <p><input type="checkbox"/> SECURITY DOOR</p> <p><input type="checkbox"/> SUN SHADE</p> <p><input type="checkbox"/> PATIO RAILING</p> <p><input type="checkbox"/> LIGHTING</p> <p><input type="checkbox"/> OTHER _____</p> <p>SUBMIT OVERHEADPLAN OF EXISTING AND PROPOSED.</p> <p>Is this an amendment to a previous request? _____ If yes, approximate date of previous request: _____/_____/_____</p>
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PROJECT DESCRIPTION

NEIGHBOR CONSENT FOR COMMON WALL ALTERATION

Neighbor NAME / SIGNATURE (Property Owners)	Neighbor ADDRESS	Concur	Object
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

ARC COMMITTEE DISPOSITION DATE ACTION TAKEN:

ARC MEMBER SIGNATURE	APPROVE	DIS-APPROVE	ADDITIONAL DOCUMENTATION IS REQUIRED
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____