

DREXEL MANOR HOA DESIGN MODIFICATION REQUEST

Date: _____

Owner:	Best number to reach you:	Email:
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Address:	Lot #
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DESCRIPTION OF MODIFICATION: (ATTACH ADDITIONAL SHEETS AS NEEDED FOR BLUEPRINTS, SKETCHES, SPECIFICATIONS, ILLUSTRATIONS, ETC.) (IT IS THE HOMEOWNERS RESPONSIBILITY TO SUBMIT PLANS AND ELEVATIONS).

Rec'd. By Arch.	Action:	Date:	By:
Date:	Approved:		
	Denied:		

Contingencies that apply for approval

Reason for Denial:

COMMENTS:

DREXEL MANOR HOA

ARCHITECTURAL REQUEST FORM

SUBMITTAL INSTRUCTIONS

Dear Homeowner:

Attached is an Architectural Request Form. Please consult the *CC&Rs* and *Design Guidelines* before making any modification plans. Complete the form with detailed information and provide clear and detailed descriptions of the changes or additions you wish to make to your property. **This form must be completed BEFORE undertaking any improvements to your property exterior in accordance with CC&R's Section 9.4.**

Be as specific as possible in your request. Make diagrams of your property and mark where and what the proposed project improvements entail. Include:

- Fence and wall dimensions (length, width, height)
- Diagram or display of intended placement on the lot of any structures, etc., including setbacks from lot line, etc.
- construction materials to be utilized
- paint colors, etc. to be utilized

The more information you can provide with the initial request submittal, the more likely you are to receive immediate approval for your improvement project. It is the responsibility of the homeowner to comply with all city and county law and to obtain all necessary permits.

When you have completed the form, **mail it along with any included diagrams to:**

Cadden Community Management

Attn: Maritza Sosa
1870 W. Prince Road, Ste. 47
Tucson, AZ 85705

The request will be forwarded to the Architectural Control Committee (ACC) and returned as soon as possible. If you have any questions concerning your Architectural Request Form submittal, please contact me at 520-297-0797 or by email at msosa@cadden.com

Thank you.

Maritza Sosa

Attachment: Architectural Request Form