

EMPIRE VISTA HOA ARCHITECTURAL REVIEW INSTRUCTIONS

Dear Homeowner:

Attached is an Architectural Request Form. Please consult the *CC&R's* 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 and approved 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, email or mail it along with any included diagrams to:

Cadden Community Management
Attn: Martha Jones
1870 W. Prince Road, Suite 47
Tucson, AZ 85705

The request will be forwarded to the Architectural Review Committee (ARC) and returned as soon as possible. The ARC makes every attempt to consider applications and arrive at a decision within 30 days from submittal.

If you have any questions concerning your Architectural Request Form submittal, please contact me at (520) 297-0797 or by email at mjones@cadden.com.
Thank you.

Attachment: Architectural Request Form

**EMPIRE VISTA HOA
ARCHITECTURAL REVIEW FORM**

Date:			
Owner:	Day Phone #":	Home Phone #	
Address:			Lot #
Description of modification (please include all dimensions, colors, materials to be used):			
Date received by ARC:	Action: <input type="radio"/> Approved <input type="radio"/> Denied	Date:	By:
Contingencies that apply for approval:			
Reason for Denial:			
Comments:			