

Please email, fax or mail to:

EMAIL: [ARC@azcms.com](mailto:ARC@azcms.com) ; FAX: (480) 355-1191; Phone: (480) 355-1190;

MAIL: Old Stone Ranch HOA, c/o AZCMS, 15300 N. 90<sup>th</sup> Street, Suite 800, Scottsdale, AZ 85260.

Owner: \_\_\_\_\_ Lot #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Requested Construction, Installation, Addition, Alteration, Repair, Change, or Replacement:**

Please see the Architectural Design & Control Guidelines at the link below for **specific requirements**.  
<http://oldstoneranch.net/docs/community/OSR%20Rules%20&%20Guidelines.pdf>

(submit separate applications for each item)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Building/ Room Addition  | <input type="checkbox"/> Play Equipment      | <input type="checkbox"/> Solar Screen(s) |
| <input type="checkbox"/> Exterior Modifications   | <input type="checkbox"/> Pool/Spa            | <input type="checkbox"/> Wall            |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Roof                | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Landscaping/Irrigation   | <input type="checkbox"/> Satellite Dish      | _____                                    |
| <input type="checkbox"/> Ornamentation  | <input type="checkbox"/> Security/Storm Door | _____                                    |
| <input type="checkbox"/> Patio/Arbor/Deck   | <input type="checkbox"/> Shed                | _____                                    |
| <input type="checkbox"/> Exterior Painting (Please select an OSR approved color palette from the link and fill in the paint colors below. <a href="https://www.dunnedwards.com/colors/archive/color-ark_pro/old-stone-ranch/approved-color-palette">https://www.dunnedwards.com/colors/archive/color-ark_pro/old-stone-ranch/approved-color-palette</a> ) |  |  |

Color Palette	Main Body Color _____	Fascia/Eaves Color _____
Number _____	Trim Color _____	Accent Color _____

Description of Request: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Licensed in AZ:  YES  NO

**Complete Application – Owners must include the items specifically required by the Architectural Design & Control Guidelines. Please signify that the requested are included with the application by initialing next to each item prior to submitting your application. Applications will not be reviewed if all items are not provided. Examples of requested items are available upon request for guidance and understanding of these items.**

- \_\_\_\_\_ **1 - Application Form** – Completed APPLICATION FOR ARCHITECTURAL DESIGN REVIEW
- \_\_\_\_\_ **2 - Plot Plan** – A site plan showing dimensions, relation to existing house and property lines (setbacks). Measurements must be written on the plan and the pertinent parts should be drawn to scale.
- \_\_\_\_\_ **3 - Elevation Plan** – Plan drawings showing finished appearance of improvement in relation to existing dwelling. An accompanying photograph of the proposed location is required for structural additions to the lot.
- \_\_\_\_\_ **4 - Specifications** – Detailed description of materials to be used and color samples must be submitted.

**Application Review** – Completed applications must be received by the last day of the current month to be reviewed at the next scheduled Architectural Committee meeting. **The Architectural Committee reviews applications as they are received but may take up to sixty (60) days to approve, approve with conditions, or disapprove the application.**

**Owners Acknowledgements:**

I understand:

- An incomplete Application will be returned to the Owner for revision and resubmittal.
- That no work on this request shall commence until I have received approval of the Architectural Committee;
- Any construction or alteration to the subject property prior to approval of the Architectural Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the Homeowners Association (HOA) incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred .
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants, Conditions & Restrictions (CCR's) and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver or modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the CCR's for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Owner acknowledges and agrees that the Architectural Committee and HOA assume no liability resulting from the approval or disapproval of any plans submitted. The Architectural Committee and the HOA assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Architectural Committee's review, comments, and/or approvals do not relieve the Owner of their responsibility and obligation to comply with the CCR's and or the Architectural Design & Control Guidelines as applicable. The Owner agrees to grant the HOA access to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the Owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices.

**I certify that the above information is an accurate representation of the proposed items, that the work will conform to applicable codes, covenants and standards, and that the improvements will be completed in accordance with the approved application.**

**I understand the Owner Acknowledgements above and that work is not to begin until approval has been received from the Architectural Committee.**

**Incomplete applications will be rejected and that could delay approval by 1-2 months.**

**Owner Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR ASSOCIATION USE ONLY</b>	<i>DATE SUBMISSION RECEIVED:</i>
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/CONDITIONS <input type="checkbox"/> INCOMPLETE W/COMMENTS <input type="checkbox"/> DENIED W/REASONS	
Conditions/ Comments/ Reasons: _____ _____ _____ _____	
Old Stone Ranch Committee Member Signature _____	