

# INSTRUCTIONS FOR COMPLETING AN ARCHITECTURAL IMPROVEMENT APPLICATION (WITH LINKS TO PROPER APPLICATION) CIVANO 1:NEIGHBORHOOD 1 ASSOCIATION, INC.

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## Instructions

Please use this Architectural Improvement Application to submit your request for property alterations and improvements. Design Review Committee (DRC) review and approval of your application is required whenever you, as a homeowner, construct, reconstruct, refinish, alter or maintain any Improvement upon a Lot, or make any change in the natural or existing surface, drainage or plant life.

### Before Submitting Your Application

The DRC recommends, before submitting your application that you refer to four essential Civano governing documents:

- \* [Specific Plan: Design Principles and Guidelines \(DG\)](#)
- \* [Landscape Design Guidelines](#)
- \* [Architectural Design Review: Policies, Procedures And Pre-Approvals](#)

In general, you may also wish to consult [Civano's Declaration of Covenants, Conditions And Restrictions \(CC&Rs\)](#).

### Information To Provide With Your Application

Please be as detailed as possible in order to show locations, dimensions and other details. Suggested attachments include a sketch of the improvements, any site plans, architectural renderings or color samples. Also, if not indicated on the drawings, please provide a separate Bill of Materials listing the type and dimensions of new structural members.

### **Submitting Your Application If Attachments Are Necessary**

Submit any attachments, including site plans, architectural renderings, color samples, and sketches, via hard copy along with your completed Architectural Improvement Application—to:

Association Manager  
Civano I Neighborhood I Association, Inc.  
c/o Cadden Community Management  
1870 W. Prince Rd., Suite 47  
Tucson, AZ 85705

If you are submitting attachments, please use the Printable Application or request an application from the Association Manager at (520) 546-3862.

### **Completing Your Application Online**

If attachments are unnecessary, you can complete the Architectural Improvement Application online and simply click the "Send Now" button.

### **Printing And Mailing Your Completed Application**

Mail your application to:

Association Manager  
Civano I Neighborhood I Association, Inc.  
c/o Cadden Community Management  
1870 W. Prince Rd., Suite 47  
Tucson, AZ 85705

### **Using E-Mail and Fax**

You may scan and return your Architectural Improvement Application via e-mail to [hoa@civano.com](mailto:hoa@civano.com) or by fax at 520.722.6486. If you choose to apply by e-mail or fax,

please be sure any drawings or photographs will be transmitted clearly. The DRC cannot act on unreadable documentation.

### When Your Neighbors' Signature is Necessary

Signatures of adjoining and opposite neighbors are mandatory when a proposed improvement will project from the "original footprint." Neighbors' signatures must be originals and should be mailed with your application. For a definition of "original footprint" and related details, please read "A Special Note on a Special Situation" below.

### A Special Note On A Special Situation

The Design Review Committee (DRC), during the review process, will consider the impact of owner-installed architectural modifications on neighboring views and open space corridors. If your Architectural Improvement Application is to build a new structure or other feature projecting from the original footprint of your existing home or building, you are required to secure, on the Application, the signatures of the owners of the immediately adjoining and opposite properties. One signature per property is sufficient.

Such signatures will serve only to notify your neighbors of an impending architectural change and will certify, without drawing conclusions, that **"I have read this Architectural Improvement Application" and "I wish/do not wish (cross-out one) to attend the Design Review Committee (DRC) meeting when this Application is reviewed."** If any of your neighbors wish to attend, the DRC will notify that neighbor of the meeting date set.

As a definition, the "original footprint" includes the foundation of your home or structure and any attached garage. A non-connected garage, although not in the "original footprint," will be taken into consideration by the DRC, if appropriate. Any attached concrete pad, such as an open patio, is not considered within the "original footprint" as you or other applicants may be proposing to cover or enclose such pads that would then visibly project into a neighboring view or open space corridor. "Projections" are not limited to add-on structures, but may include awnings and other possible temporary or permanent appendages. In reviewing Architectural Improvement Applications that will result in projections from the "original footprint," the DRC will also be guided by the CINI Specific Plan, particularly those requirements pertaining to Building Heights, Perimeter Yard Requirements, Building Coverage and Perimeter Walls. These topics are discussed on pages 28 through 30 in the Specific Plan adopted on October 20, 1997, as City of Tucson Ordinance #8970.

Signatures of adjoining and opposite neighbors are mandatory when a proposed improvement will project from the "original footprint." Since original signatures are

mandatory, if this is the case for your Architectural Improvement Application, please download the Printable Application and submit it via mail.

### **If You Wish To Attend Your Application Review**

Design Review Committee attendance is not mandatory, but you are welcome to attend. To learn the date when your application will be reviewed, please note your desire to attend. The Association Manager will either call you or let you know by mail, depending when your application is received.