

Civano I Neighborhood I Design Review Committee Submittal Form

Lot number: _____ (to be filled in by Owner)
Date of submittal: _____ (to be filled in by Owner)

Property Alterations / Improvement Application Submittal Instructions

Please use this form to submit your request for property alterations and improvements.

Applications must be submitted by the last business day of the month to be included on the following month's agenda. The Design Review Committee (DRC) meets the second Thursday of each month.

DRC review and approval 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 ground surface, drainage or plant life.

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

- Design Principles and Guidelines (DG)
- Specific Plan
- Landscape Design Guidelines and Plant Lists
- Design Review Committee Policies, Procedures and Pre-Approvals (PPP's)

In general, you may also wish to check the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for the Community of Civano. These documents are available at the C1N1 Association Manager's Office or at www.civano1.com.

Submitting Your Application:

You may deliver your application to the C1N1 Association Manager's Office at 10501 E. 7 Generations Way or you can mail your application to:

Civano Manager
C/O Cadden Community Management
1870 W. Prince Road, Suite 47
Tucson, AZ 85705.

Or, you may return it via e-mail to:
hoa@civano1.com

Or fax: (520) 546-6795.

If you choose e-mail or fax, please be sure any drawings or photographs will be transmitted clearly. The DRC cannot act on unreadable documentation. Should you have any questions; the C1N1 Association Manager can be reached at (520) 546-3862.

If your application requires a fee (see the DRC PPP's), please submit the payment with the application. Checks may be made out to Civano 1 HOA.

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Statements of Understanding

I understand that:

- I am required to complete all pages of this DRC application and review process before I proceed.
- This completed application shall be submitted to Cadden Community Management before the last business day of a month, for the next Design Review Committee meeting on the second Thursday of the proceeding month.
- I shall receive a formal letter of notification to proceed from the Civano 1 Neighborhood 1 Homeowners Association Board before any improvements occur. In some instances, revisions to the application may be required before final approval is granted.
- **NOTE 1: DRC approval does not constitute approval of the local building departments and I may be required to obtain a building permit for my project.**
- **NOTE 2: Obtaining a building permit from The City of Tucson does not constitute approval of the DRC.**
- The HOA member applicant is encouraged to be present at the DRC meeting to discuss/explain the alterations/improvements. If the HOA member applicant does not wish to attend the DRC meeting, then the DRC will make a decision based upon submitted documentation provided it is complete and ready for review.
- The DRC is subject to the provisions of the Architectural Design Guidelines and the recorded governing documents and all DRC approvals will be made based upon their content.
- The DRC and the Homeowners' Association will not be held liable from any and all resultant claims nor held responsible for the design, engineering or construction of improvements on your lot.
- In addition, as more fully described in the CC&Rs, the Homeowners' Association has no responsibility for damages arising from soil conditions and changes to grading and drainage patterns of my lot.
- I agree to complete improvements as outlined in this application. Upon the completion of my improvement, I hereby authorize C1N1 representatives to enter onto my property for exterior inspection at a mutually agreed upon time.
- I further understand that failure to complete a project, once started, within the allotted time may constitute a violation of the CC&Rs of C1N1, and subject to a covenants hearing and I may be subject to monetary sanctions.

Homeowner(s) Signature & Date: _____

This application is not complete and will not be reviewed until ALL necessary information requested by the DRC is submitted to the committee. This includes, but is not limited to, plans and specifications showing the nature, kind, shape, height, materials, colors and location of alterations/improvements. Neighbor Signatures showing that you have contacted your neighbors about the planned project must be included.

Please remember to obtain any required permits that may be required from the City of Tucson and DRC approvals before any alterations/improvements begin.

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Neighbor Signature Form

Signatures of adjoining and opposite property owners are required when a proposed alteration/improvement is submitted. **This signature does not constitute approval or disapproval.** This signature is confirmation that the neighbor is aware of the project.

HOA MEMBER/NEIGHBOR:

"I have read this 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 unable to attend the meeting a written comment (for or against) may be forwarded either by mail or email to Cadden Community Management before the last business day of the month to be attached to this application for review at the DRC meeting.

My name: _____

My address: _____ My Lot # _____

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LAST PAGE
THANK YOU!