

# VILLAGE GREEN HOMEOWNERS ASSOCIATION

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P.O. Box 14198 | Tucson, AZ 85732 | (P) 520-623-2324 | (F) 520-722-5039

## **Directions for Completing the Architectural Review Project Application and Implementing the Review Process**

1. Contact Lyndsie at Platinum Management for a copy of the Architectural Project Application form.
2. Fill out the Architectural Review Project Application form in full. Attach a Project sketch, any Architectural drawings, or photos of similar project concepts, which show location, dimensions, and architectural form.
3. To promote an attitude of sharing and neighborliness, and a sense of community among the residents of Village Green, the Architectural Committee encourages you to discuss your project with your neighbors. Approval by adjoining residence may be required when a structure's height might block views, become a visual obstruction or the project is using non-standard materials.
4. Obtain all necessary city permits from the proper agencies. Call "Blue Stake" for location of underground utilities.
5. Forward the completed application and all drawings to Platinum Management. To avoid delays in the process, return the completed application to Lyndsie Heck at Platinum Management. You may email the application to [Lyndsie@platinumonline.org](mailto:Lyndsie@platinumonline.org). The Village Green Platinum Management Team will forward the application and drawings to the Architectural Committee Chairperson. The Architectural Committee Chairperson will contact the homeowner to schedule a review of the proposed project.
6. The ARC Committee will complete the project review and if conditional approval is granted, the homeowner may proceed with the project. All projects must be completed within six months of ARC initial approval. If the ARC Committee rejects the project for any reason, the project review form will be forwarded to Platinum Management for review and recording, and if necessary, add to the agenda for discussion and the next board meeting.
7. ARC may give final approval of project at the time of project review in emergency situations, such as a damaged fence, or a project does not require an ARC Committed review/approval.
8. All work must be done in a good workmanship manner and must be substantially the same as the diagram and/or drawings submitted for approval.
9. After the project has been completed, the Homeowner shall contact Platinum Management to arrange for final inspection of the project. To prevent delays in the process, please do not contact the Architectural Committee Chairperson. Platinum Management will notify the Architectural Committee Chairperson. The Architectural Committee will review the project for completeness and compliance to the application specifications. The committee will then forward the results of the inspection to Platinum Management.
10. Final approval will only be granted after the following conditions have been satisfied. (1) The project has been fully completed, (2) a final inspection has been performed by the Architectural Committee (3) project meets all specifications listed on the application.
11. Platinum Management will keep the approved Architectural Project Application and Review form on file. A copy of the approved project application will be sent to the homeowner.

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## Architectural Project and Review Form

### Conditional Board Approval of Architectural Project

OK to Proceed with Project Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ✓ It is the sole responsibility of the homeowner to inquire and obtain all necessary jurisdictional permits, if applicable.
- ✓ A sketch of the project must be attached to this application to show location and dimensions.
- ✓ All Projects must be completed within six (6) months of Board approval.

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

LOT# \_\_\_\_\_ ADDRESS \_\_\_\_\_

EMAIL ADDRESS (if applicable) \_\_\_\_\_

NATURE OF PROJECT/IMPROVEMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Color Scheme \_\_\_\_\_

Location \_\_\_\_\_

Dimensions (SHEDS MUST INCLUDE HEIGHT AT HIGHEST PEAK) \_\_\_\_\_

Construction Materials \_\_\_\_\_

Supplier or Contractor \_\_\_\_\_

Final Inspection of Project Done by: \_\_\_\_\_

Finished Project Complies with all Requirements of Plan:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_