

## Sabino Town & Country Estates: Request For Architectural Review

Prior to submitting this form, please review *STCE Covenants, Conditions and Restrictions (CC&Rs) Section V, Architectural Standards (pp. 10-14), and Section VI, Architectural Control (p. 15).*

Date Submitted: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Requested By: \_\_\_\_\_

Plans Submitted: ( ) YES ( ) NO

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

Plans Prepared By: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

The Lot Owner must submit with this completed form a written description and drawing(s) clearly showing the location, nature and extent of change or addition to the existing residence.

Please provide the following documents for review:

- Project name and description.
- Detailed drawings that show scale, dimension and location of project within Lot Owner's property.
- Detailed drawings that show any changes to the exterior features of the Lot Owner's home that will be visible from neighboring lots and streets. Please include architectural plans, if available.
- Detailed plans for the screening of proposed change or addition that will be visible from neighboring lots and streets, if applicable.
- For a rooftop solar panel project, please provide a plan showing the locations of solar panels on the roof and whether the roof is flat or pitched. This drawing should be provided by the solar panel installer.

These documents will be kept as references after the project has been approved.

It is the Lot Owner's entire responsibility to see that the proposed project meets all current Pima County building codes and any other Pima County Requirements. The Lot Owner is entirely responsible for obtaining any required Pima County building permits. If Pima County Development Services requires any changes to the project that causes its external appearance or location to change, you must contact the Architectural Review Committee (ARC) **prior to beginning construction** to ensure the required changes are CC&R compliant.

*Lot Owner's signature below certifies that the proposed project meets the conditions described in the above paragraphs as well as in Section V, Architectural Standards (pp. 10-14), and Section VI, Architectural Controls (p. 15), of the STCE CC&Rs.*

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_ (Print)

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### Architectural Review Committee (ARC) Response

Date Received: \_\_\_\_\_ (for ARC use)

Approved: ( ) YES ( ) NO

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

Review Comments:

Approved By: \_\_\_\_\_

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

Notes:

- *The purpose of the ARC is to verify that a proposed change, addition or alteration to an existing residence and any new construction is compliant with STCE CC&Rs.*
- *The ARC is comprised entirely of volunteer members of Sabino Town & Country Estates. The ARC's role is to ensure CC&R compliance. It is not its role to act as licensed building professionals.*
- *Please send documents to: STCE ARC, P.O. Box 31234, Tucson, AZ 85751, or hand deliver to the STCE Board of Directors' ARC representative, who can be contacted at [stceboard@gmail.com](mailto:stceboard@gmail.com).*
- *An ARC representative will contact you on receipt of documents. Upon confirmation of document receipt, please allow 30 days for notification of the ARC decision. Construction may not begin until ARC approval is obtained.*
- *If your documents were sent by mail and if you have not received confirmation of ARC receipt within 10 business days of mailing, please email [stceboard@gmail.com](mailto:stceboard@gmail.com) requesting a status update.*
- *The ARC strongly supports using Arizona licensed contractors for all proposed projects.*
- ***Lastly, and perhaps most importantly, please make a reasonable effort to inform adjacent neighbors of your project as well as the proposed start and end dates of any construction.***