



ARCHITECTURAL SUBMITTAL CHECKLIST

FOLLOWING ARE THE STEPS FOR COMPLETING SUBMITTALS FOR REVIEW:

- Step 1: Complete an Architectural Review Application.
- Step 2: Attach supplemental documentation:
 - Photos of item (preferably in color)
 - Photo of relevant areas to changes/modifications (preferably in color)
- Step 3: Provide material samples (stone, paint colors, pavers, tile, etc.)
- Step 4: Submit two complete sets of plans
 - Plans should be to scale
 - Include location of any existing structures (play equipment, pool, etc.)
 - Note distance in feet from all structures and property lines
- Step 4: Provide Compliance Worksheet for landscape modifications
 - Landscape plans cannot be properly reviewed unless a plant list and/or legend appears somewhere on the plans.
 - The number of plants on the drawing must match the number on the Compliance Worksheet.
- Step 5: Owner will be notified in writing of the review results within two weeks of Architectural Review Committee review date.

Please contact Max Schwartz at mschwartz@ccmcnet.com or 480-563-9708 with any questions or to schedule an appointment to discuss an Architectural Review submittal.

Architectural Review Committee meetings are held on the first and third Tuesday of the month. Applications, along with supplemental documentation and samples, should be submitted by 5 p.m. the Wednesday before the scheduled meeting date for consideration.

FOR OFFICE USE ONLY

Lot No: _____

Acct No: _____

Neighborhood: _____

Date Submitted: _____

Date Reviewed: _____



REQUEST FOR ARCHITECTURAL APPROVAL

Per section 3.2 of the CC&Rs, all exterior changes must be approved in advance by the Architectural Review Committee. Only items disclosed on the application will be considered for approval or denial.

OWNER _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

DESIGNATED AGENT OF OWNER (MANAGER, LEASING AGENT, OTHER), IF ANY:

NAME _____ FIRM _____

PHONE _____ EMAIL _____

Please return plans and correspondence to: Homeowner Designated Agent

PROPOSED MODIFICATION:			
<input type="checkbox"/> Exterior Paint	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Doors/Windows
<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Gutters	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Pavers/Concrete
<input type="checkbox"/> Pergola	<input type="checkbox"/> Gate/Fencing	<input type="checkbox"/> Stone	<input type="checkbox"/> Garage Door
<input type="checkbox"/> Recreational Equipment (trampoline, basketball hoop, playground, etc.)			
<input type="checkbox"/> Other: _____			

CONTRACTOR _____

PHONE _____ EMAIL _____



ABOUT THE PROJECT:

Describe the nature of the project (attach pages as necessary)

Location (attach sketch/drawing)

Dimensions (include height)

Distance from fences and easements

Colors

Shape

Materials

Builder

Other (specify)

I agree to maintain the improvement if approval is granted by the Architectural Committee. I also agree to comply with all city, county and state laws and to obtain all necessary permits.

I understand that if the proposed modification is approved, I will be responsible for scheduling and completing work in a timely manner and for complying with the approval issued. Approvals are valid for 90 days within which time construction must commence. Construction must continue diligently and without hiatus until completed. If scope of work is not completed within 90 days of the approval letter, the Architectural Committee may revoke your approval in which you will have to resubmit.

I understand that no work may commence prior to the approval of the Architectural Review Committee. I understand that the Association may require removal or modification of any improvement(s) made prior to or contrary to the Architectural Review Committee's formal decision.

OWNER SIGNATURE

DATE

Submit this form to:

Grayhawk Community Association ARC
c/o Max Schwartz
7940 E. Thompson Peak Pkwy., Ste. 102, Scottsdale, AZ 85255
Email: mschwartz@ccmnet.com
Fax: 480-563-9709
Phone: 480-563-9708

GRAYHAWK COMMUNITY ASSOCIATION



RESIDENTIAL LANDSCAPE DESIGN REVIEW - COMPLIANCE WORKSHEET

OWNER _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

Non-Turf Landscape Area (Total front yard area not including paving or turf): _____ s.f.

PLANT TYPE	SIZE REQUIRED	RATE REQUIRED	QUANTITY REQUIRED	QUANTITY PROVIDED	DIFFERENCE
Shrubs	5 gallon	1:100 sf			
Accents	5 gallon	1:150 sf			
Ground Cover	1 gallon	1:100 sf			
Tree	36" box	1/Lot	1		
Tree	15 gallon	1/Lot	1		

PLEASE NOTE: unpaved, non-turf areas are to be covered with 2" of predominantly gold colored decomposed granite that closely resembles the natural decomposed granite ground cover found throughout Grayhawk.

MAXIMUM TURF AREA

YARD AREA	30% OF YARD AREA	AREA PROVIDED	IN COMPLIANCE (Y/N)
sf	sf	sf	

Turf area (includes synthetic turf) must be set back a minimum for 5' from the sidewalk.
Turf must be a minimum of 10' in width.

NOTES: _____
