



Application for Design Review

Architectural request

Under Article X of the CC&Rs and Section 4 of the Rules and Regulations, this application and supporting documents must be approved by the Architectural Committee before you make alterations or additions to your property. Approval covers style, exterior design, appearance, and location only, not engineering or compliance with zoning and building codes. The committee has 30 days after receipt to review it. The project must be finished within 45 days of approval, or ask the committee in writing for an extension. Return this form to the mailbox outside the office in the Recreation Center, or to the office on Tuesday or Thursday, 9 to 11 a.m.

Name of homeowner: _____

Phone: _____

Property address: _____

Email: _____

This application is for the following project:

I have included (check all that apply):

- | | | | | |
|--|--------------------------------------|--------------------------------------|-------------------------------------|---|
| ☐ Property plat | ☐ Description | ☐ Drawings | ☐ Dimensions | |
| ☐ Colors | ☐ Materials | ☐ City permit | ☐ Photos | ☐ Neighbor release |

A City of Peoria building permit is a separate requirement. See the notice on page 2.

I, the homeowner, agree to maintain the improvement if approved by the Architectural Committee and/or the Board of Directors. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement, with the homeowner bearing all costs.

Signature of homeowner: _____

Date: _____

FOR COMMITTEE USE

Date received: _____

☐ Approved

☐ Disapproved

Comments: _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____



Important Notice: City of Peoria Building Permits

Please read this before you start your project

While the HOA Architectural Committee may approve the aesthetic and design elements of your project, this does not replace the requirement for a City of Peoria building permit.

Per the city's building codes, attaching any structure directly to your home (such as a shade sail, pergola, patio cover, or lean-to) alters your home's structural framework. The city requires a Miscellaneous Residential Building Permit to ensure the project meets local safety and wind-load codes.

- **Attached structures:** Any shade structure connected to your house's walls, fascia, or roof requires a permit, regardless of size.
- **Detached structures:** Freestanding shade structures or gazebos over 200 square feet also require a permit.

What you need to do next:

1. Review the rules.

Check the city's guidelines on the Peoria Plan Review and Building Permits page:

peoriaaz.gov/business/development-services/plan-review-and-permits

2. Submit an application.

Homeowners or contractors can apply, track, and pay for permits online at the Peoria Development Services Portal:

devservices.peoriaaz.gov

3. Speed up your approval.

For simple projects like attached patio covers, you can skip the standard wait times. Book an appointment for a 30-minute review through the Peoria Over the Counter Plan Review guide. Same-day appointments and walk-ins are not available at this time:

peoriaaz.gov/business/development-services/plan-review-and-permits/building-plan-review-over-the-counter

4. Contact the city.

For direct help, call the Building Division at 623-773-7225 or email Building.Applications@peoriaaz.gov.

Note: Proceeding with construction without the required city permits can result in municipal code enforcement citations, fines, or a requirement to tear down the unpermitted structure at your own expense.