

Portillo Ridge Homeowners' Association

P.O. Box 592, Green Valley, AZ 85622

Website: www.portilloridgehoa.org ~ Email: portilloridgehoa@yahoo.com

Architectural Review Committee - Landscape & Architectural Request

Date Submitted: _____ Work Start Date: _____ ARC Log No. _____

Homeowner Name: _____ Lot No. _____

Address: _____ Phone No. _____

Email Address: _____

Nature of Work Request: _____

Supporting Attachments: _____

Work will be accomplished by: _____

Phone No: _____ ROC Lic. No: _____

-----Selected Architectural Guideline Sections-----

1.1. The Architectural Review Committee (ARC) must approve all proposed **exterior** changes on a Lot, as per Section 4.1 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Portillo Ridge (the "Declaration"). This includes (but is not limited to) changes in color of a structure, size of footprint of a structure, and major landscape changes that affect new or existing landscaping, including plants, walls, fences, and lighting.

1.2. No work of any type requiring ARC approval shall commence prior to the Lot Owner receiving written notification of ARC approval.

1.3. All requests for ARC approval shall be in writing **with supporting documentation that shows the details (plans and specifications) of the proposed work.** All requests for installation of trees must include the anticipated mature height of the tree requested. No verbal requests will be accepted. Requests may be mailed, emailed, or hand delivered to any ARC member. Requests may also be submitted in person at any regular ARC meeting (personal delivery is recommended if there are any complicated issues involved). The ARC shall approve or disapprove, in writing, all plans submitted within 45 days of receipt by the ARC.

----- FOR ARC USE ONLY -----

Affected neighbor notification, if needed

Name:	Name:
Lot Number:	Lot Number:
Comments:	Comments:

Received: _____ Discussed: _____ Notified: _____

Any deviations or changes from the submitted plans will require additional approval from the ARC. As with all homeowners, you are required to follow all current and future landscaping and architectural requirements listed in both the CC&Rs and Architectural Design Guidelines.