

Mirage Heights Homeowners Association

Architectural Design Request for Approval Form

The Declaration of Covenants, Conditions, Restrictions, and Reservations (The CC&R's) require that a homeowner obtain the prior written approval of the Architectural Control Committee (Committee) for any exterior alterations or additions to property within Mirage Heights. To comply with the CC&R's, please complete the following form for any desired property improvements. Attach a detailed drawing, photos, brochures, samples, or other information requested for Committee review. This application, drawings and information will be retained for the Committee record.

HOMEOWNER INFORMATION

Name: _____ Unit # _____

Property Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Alternate Phone: _____

Email Address: _____

Prior to the Committee review, the homeowner must sign below to verify that:

1. Their Association fees are paid and current.
2. No fees and/or fines are owed to the Association.
3. There are no outstanding unresolved violations.
4. They understand and agree that **NO** work on this request shall commence until approval of the Committee has been received.

Homeowner Signature: _____

Date: _____

To expedite the Committee response to you, please provide your email address. To further expedite the review process, forward your request to:

Mirage Heights Homeowners Association
C/O Metro Property Services
150 E. Alamo Dr. #3
Chandler, AZ 85225
Phone: 480 967-7182 x 111
Fax: 480 921-9031
Email: elise@metrospaz.com

Architectural Design Request

Description of request: To help the Committee understand your desired change, please provide full details of your request. Please provide information on the purpose and/or reason, type, color, size of improvements, materials, and the location of the changes utilizing this form. Use additional 8 ½" x 11" paper if necessary. **Note: An accurate site plan, drawing, photograph or other information must be attached to this request form.**

Description of changes:

Contractor: _____

Address: _____

Telephone: _____

Materials:

Colors:

Dimensions:

Please include paint color or material samples as needed. The Committee review and approval is limited to and ONLY pertains to the ITEMS DESCRIBED ABOVE. Items not shown on the plan or listed above are not automatically approved as part of the submittal. Please ensure all requested changes are well documented. Requests for any additional information needed by the Committee will be communicated via email or phone call.

Committee Action
(to be completed by the Architectural Control Committee)

The Committee has taken the following action on this application:

_____ **REJECTED.** Application either fails to meet one or more of the requirements set forth in the Guidelines and Rules or is believed to be in some manner inconsistent with the character of the Mirage Heights Community.

_____ **REVIEWED THE APPLICATION.** The following revision(s) and additional submission(s) are required to meet the Mirage Heights Rules and Regulations.

_____ **REVIEWED AND CONDITIONALLY APPROVED.** The request is approved with the following changes required.

_____ **REVIEWED AND APPROVED.** The application submitted meets the requirements of the Mirage Heights Homeowners Association Rules and Regulations. The approval is subject to all City, County, and State permits, codes and regulations. Compliance with the said issues is the responsibility of the homeowner.

Reviewed By: _____

Date: _____