
Architectural Review Committee - Landscape & Architectural Request

**The ARC meets as needed on the first Friday of each month,
8-9:00am. at Madera Vista**

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

Homeowner Name: _____ Lot No. _____

Address: _____ Phone Number: _____

Email: _____

Describe Nature of Work Request. Include additional sheets as needed: _____

List of Supporting Attachments (e.g. dimensioned site plan with proposed changes, including plant names; building, pergola, or fence materials; plans, and elevations with dimensions; evidence of required Pima County permits; color samples, paint names, and numbers). Include additional sheets as needed: _____

Name of Contractor or Person who will accomplish the work: _____

Contractor's or Responsible Person's Daytime Phone No. _____

Important Background Information: CC&R and Architectural & Design Guidelines

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, including plants, walls, fences, and lighting. Approved Color Chip Sets are available from the ARC Chairperson.

1. No work of any type requiring ARC approval shall commence prior to the Lot Owner receiving notification of ARC approval. Commencing Work without approval will result in fines and potential requests to change completed work.
2. All requests for ARC approval shall be in writing with supporting documentation that shows the details of the proposed work (see above under List of Supporting Attachments). All requests for installation of trees must include the anticipated mature height of the tree requested. No verbal ARC requests will be accepted. The preferred method for **existing homeowners** to submit requests is via Pay HOA. Requests may also be mailed, emailed, or hand delivered to PR HOA Management or the ARC Chairperson, Submit completed requests with all supporting documents required to indicate the detailed nature of the proposed work. 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 30 days of receipt of all requested material needed by the ARC to make a decision.
3. All work must be completed and a request for inspection must be submitted to the ARC within 12 months of approval date. If work is not completed within 12 months, a new request must be submitted.

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