

**CATALINA PUEBLO ASSOCIATION**  
**REQUEST FOR APPROVAL OF CONSTRUCTION OR LANDSCAPE PROJECT**

**Do you want to change your house, or landscape outside your patio walls?  
Your plan may require special board review and approval.**

**Step 1:**

- Before you spend any money on architects or landscape designers, contact the board Architecture or Landscape chairs to discuss your ideas.
- The names of current chairs are listed on the back of your neighborhood directory and also on the last page of the neighborhood newsletter.
- If a formal application and board review will be required, the chair can help you through the process. Meeting with the committee chair first will reduce the chances of having to revise and re-submit your idea.

**Step 2:**

- Before meeting, read the relevant sections of our Rules
- (posted online at <https://catalinapueblo.com/>)
- Before meeting with them, they can email you an excerpt of the relevant and applicable Rules to review.

**Step 3:**

- **If** you are advised that a formal application is needed, use the form on the following page.
- Application forms are reviewed by the relevant chair and their resident advisory committee, and with their collective advice forwarded to board with a recommendation to approve, decline, or ask for revisions.
- Assume six weeks before a response from the full board. Proposals are typically reviewed at the next scheduled board meeting.
- Note: Projects must also comply with Pima County codes and zoning. It is the homeowner's responsibility to determine this. If a permit is required, a copy must be provided with your application.
- Approved projects must be done according to the submitted plan. Changes require re-submittal.
- Approved projects must be completed within six months of the start date provided on the form. Homeowner may apply for extensions, with explanation.

**Permits:** If your project will require a county permit, start your research here:  
<https://www.pima.gov/1125/Do-I-Need-a-Permit>

**See form on next page.**

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Please provide all information requested to avoid delays to review of your project.

Architecture project \_\_\_\_; Landscape project \_\_\_\_

Date \_\_\_\_\_ Project Name \_\_\_\_\_

Homeowner Name \_\_\_\_\_

Street Address \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

This project complies with all CPA CC&Rs and Rules:  Yes  No

We request a variance from some CPA CC&Rs and Rules:  Yes  No

This project requires a Pima County Permit:  Yes  No

Please provide a full description of your project below, including relevance to community design, colors, materials you plan to use. Note if there are any prototypes similar to yours in Catalina Pueblo. **Attach additional pages as needed.** Also attach any clarifying materials (plans, sketches, photos, etc.) that will help the board make a decision.

Proposed project start date \_\_\_\_\_

Proposed project completion date (six-month project limit from approval date) \_\_\_\_\_

Homeowner Signature \_\_\_\_\_

Board Notes: Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_