

CATALINA PUEBLO ASSOCIATION

REQUEST FOR BOARD APPROVAL TO CONVERT A CARPORT TO A GARAGE

CC&R 8.1 OF THE CATALINA PUEBLO HOMEOWNERS ASSOCIATION STATES THAT BOARD APPROVAL IS REQUIRED FOR ANY EXTERIOR CHANGES TO EXISTING STRUCTURES, INCLUDING CARPORTS. IT IS ESSENTIAL THAT YOU CAREFULLY READ THE CARPORT CONVERSION GUIDELINES ADOPTED IN March 9, 2015 BEFORE FILLING OUT AND SUBMITTING THIS FORM REQUESTING APPROVAL. THE GUIDELINES ARE AVAILABLE IN TWO FORMS: ONLINE AT WWW.CATALINAPUEBLO.COM OR AS PRINTED COPY IN A BINDER WHICH MAY BE BORROWED FROM THE BOARD.

The following procedures must be followed. They are based on Articles 8 and 10 of the CC&Rs and Section 2 of the Rules as amended to encompass the Carport Conversion Guidelines.

1. Before Board approval is requested, your neighbors must be notified in writing as stated in the Process section of the Guidelines.
2. To facilitate prompt review of your request, the Landscape and Architecture Chair should receive it by the 15th of the month.
3. The project must comply with Pima County codes and zoning. The Board may grant conditional approval for the project at its initial review, but final approval cannot be granted until necessary permits are submitted.
4. Construction may not begin until final approval is granted. Once approved by the Board the plan cannot be modified unless all changes are submitted to the Board for additional approval.
5. The project may not present a safety risk to any person or place or compromise structural integrity.
6. The project must be completed within six months of the start date stated on the form. For exceptions, the owner must provide the Board with an explanation and new completion date. Posting a bond may be required.
7. At its discretion, the Board may apply penalties as indicated in the CC&Rs for any violation of the above requirements.

_____ Please initial here to indicate that you have read the information above and agree to follow the procedures listed and the Guidelines

INFORMATION SHEET

Homeowner(s) Name _____

Address _____

Email _____ Phone(s) _____

Project Start date _____ Expected completion date _____
(must be within six months of start date)

The information you are asked to provide in the following section is based on the requirements in the Carport Conversion Guidelines.

1. The roof style will be: _____

2. Provisions for adequate drainage:

3. Garage door height and color: _____

4. Width of the braced wall panel on each side of the door: _____

5. If the garage door will contain windows, describe them:

6. Walls will be constructed of: _____

7. Sidewalls will be relieved by:

8. Describe the type, design, and location of the architectural details to be incorporated:

Attachments that must be included with this document:

1. A copy of each notification sent to your neighbors.
2. Preliminary drawings to scale, with all exterior dimensions noted.
3. A color sketch that will allow reviewers to see what the finished enclosure would look like.
4. Detailed information about the proposed landscaping, including a sketch showing the type and location of the plants and any other landscaping features. (A professionally drawn plan is not required.)

Important note – VARIANCES: If you believe deviation from the Guidelines is necessary and appropriate, please attach a separate statement containing the specific variance(s) you are requesting, with supporting justification. The Board may consider granting a variance which seems reasonable and is in harmony with the community’s original architecture.

Homeowner Signature _____ Date: _____