

# CATALINA PUEBLO ASSOCIATION

## REQUEST FOR BOARD APPROVAL OF LANDSCAPE/ARCHITECTURE PROJECT

If you are considering a project that will change the exterior of your property, please initial and provide this page in addition to the form on page 2 to inform the HOA Board before beginning. Board approval is necessary for most such changes. Consulting the Board well in advance will ensure that your project is in compliance and help you avoid expensive problems and delays.

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### Changes requiring Board approval [CC&Rs 8.1]

- 1) *Any structural alteration, addition or change (including color) to the exterior of a home or any other existing structure, such as patio walls, carports and garages.*
  - 2) *Any new construction of a building, fence, wall, patio, driveway or other surfaced area.*
  - 3) *Any change in the existing grade or topography of a Lot.*
  - 4) *Any major changes to existing landscaping including but not limited to the planting or removal of trees, the removal of specimen cacti; the use of decorative boulders, stones and rock ground cover; and the installation of walls or berms. Board review is not required for landscaping located within patios enclosed by walls.*
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### Procedures to be followed (based on Articles 8 and 10 of the CC&Rs and Section 2 of the Rules):

1. Submitting your proposal by the 25<sup>th</sup> of the month will facilitate notification to the community and timely review by the Board.
2. The proposal must include this form, completed in full, plus plans and specifications and any additional information that will help the Board better understand the project (see page 2).
3. The design, materials and color must be consonant with the characteristic style and era of Catalina Pueblo.
4. When complete, the proposal will be presented to the board for approval. Work on the project may not begin until the proposal has been approved.
5. A written response from the Board can take up to 30 days from the presentation date, depending on whether additional information and/or a Pima County permit (see #6) is required. If discussion at a second Board meeting is needed, that meeting will be considered the presentation date.
6. **IMPORTANT: THE PROJECT MUST COMPLY WITH PIMA COUNTY CODES AND ZONING.** It is the homeowner's responsibility to determine if the proposed project requires a permit from Pima County; this information must be reported on page 2 of this form. Before a permit is obtained, the Board will consider the project and either grant initial approval, deny the application, or request further information. If initial approval is granted, final approval to begin construction will not be granted until necessary permits are obtained and submitted to the Board along with a copy of the permit application. If it is determined that no permits are required, the Board may forgo the initial approval stage and grant final approval.
7. Once approved by the Board, the plan cannot be modified unless all changes are submitted to the Board for additional approval.
8. The project may not present a safety risk to any person or place, nor compromise structural integrity.
9. The project must be completed within six months of the start date provided on the form. For exceptions, the homeowner must provide the board with an explanation and new completion date. Posting a bond may be required.
10. At its discretion, the Board may apply penalties as indicated in the CC&Rs for any violations of the above requirements.

\_\_\_\_\_ Please initial here to indicate that you have read the information above and agree to follow the procedures listed.

