

Appendix A – Project Review Application Forms and Instructions

Instructions to Homeowner

Complete the Project Review Application (“PRA”) form (see below). Send the completed form with any required supporting documentation by email to ProjectReview@CFE7.org.

The Project Review Application and supporting documentation will be reviewed by the Project Review Committee (PRC). Upon approval, your application will be emailed back to you with name and signature of the committee member approving the application. In the event the PRA is declined, the application will be returned with a full explanation of the reasons why, and suggestions on how the project could be altered to bring it into compliance with our CCRs. This communication will be followed up with a hard copy, sent to you through USPS mail.

Major projects (including but not limited to extensive home renovations) may require hard copy of blueprints and/or architectural drafting packages that cannot be electronically submitted.

Homeowners may still submit an electronic PRA as the first step in the project application process. The Project Review Committee will provide additional instructions for the submittal of any required hard copy materials, which will be combined with your application, in support of the project review process (refer to Supporting Documentation section below). Any required hardcopy material could be also submitted by USPS mail to the following address:

Catalina Foothills Estates No. 7
Project Review Committee
P. O. Box 64173
Tucson, AZ 85728-4173

If you have any questions, please call the Board Secretary. See the Association's website (cfe7.org) for the current phone number.

Approval of any project by the Project Review Committee DOES NOT WAIVE THE REQUIREMENT OF OBTAINING ANY REQUIRED GOVERNMENTAL PERMITS. In turn, obtaining governmental permits DOES NOT WAIVE THE NEED FOR APPROVAL BY THE PROJECT REVIEW COMMITTEE OR BOARD PRIOR TO CONSTRUCTION.

FAILURE TO OBTAIN THE NECESSARY APPROVALS PRIOR TO CONSTRUCTION: (1) CONSTITUTES A VIOLATION OF THE DECLARATIONS; (2) MAY REQUIRE MODIFICATION OR REMOVAL OF UNAUTHORIZED WORK AT THE EXPENSE OF THE HOMEOWNER(S); AND (3) MAY INCLUDE PAYMENT OF THE ASSOCIATION’S ATTORNEY FEES IF LEGAL ACTION IS INSTITUTED TO SEEK COMPLIANCE.

Homeowner's Check List

Project Conformance to Covenants

Make sure your project conforms to the Covenants and the Architectural, Landscape, and Land Use Guidelines in this document. Problems are commonly found with setback, height, and native vegetation protection.

The Application

1. Make sure the application is legible and completely filled out, i.e., lot number, owner's name and contact information, date of application, description of planned changes, color samples, etc.
2. Include two copies (one Homeowner copy and one File copy) of the application and supporting documentation, if required.
3. Include one self-addressed, stamped envelope in which the Homeowner copy of application and supporting documentation can be returned.

Supporting Documentation

For applications that require drawings and plans:

1. ALL DRAWINGS MUST BE DRAWN TO SCALE, e.g., 1"=20', 1/4"=1'0".
2. Site Plan showing all property lines, lot dimensions, setback lines, existing and proposed improvements, date, north arrow, etc.
3. Floor Plan clearly delineating existing improvements and proposed new work.
4. Floor Plan is fully-dimensioned.
5. Include a note on drawings directing that exposed metal surfaces (e.g., flashing, vents, flues, conduit) will be painted to match adjacent surfaces.
6. For projects where new structures, additions, and walls are proposed, the homeowner must stake on the site all corners, lines, and heights of any such improvements as well as the property and setback lines adjacent to those improvements.

PROJECT REVIEW APPLICATION
CATALINA FOOTHILLS ESTATES ASSOCIATION NO. 7

HOMEOWNER COPY

LOT NUMBER: _____

Property Owner: _____

Property Address: _____

Contact Phone: _____ Contact Email: _____

Project Dates:

Expected Start: _____ Expected Finish: _____

Builder/Contractor Name and Address:

Description Of Work:

Construction shall be in compliance with the Declarations of Protective Covenants and Architectural, Landscape, and Land Use Guidelines. Plans/drawings must be stamped and signed by the Chairman of the Project Review Committee (PRC) prior to the commencement of any construction. Homeowner will contact the PRC for final site review upon completion of work.

Signature of Owner: _____ Date: _____

Received by Catalina Foothills Estates No. 7 Association

Date: _____ By: _____ Project Review Committee

() Approved As Noted By: _____ Date: _____

() Denied By: _____ Date: _____

Reason:

Final Review By: _____ Date: _____

PROJECT REVIEW APPLICATION
CATALINA FOOTHILLS ESTATES ASSOCIATION NO. 7

FILE COPY

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