

# VOLTERRA COMMUNITY ASSOCIATION APPLICATION FOR DESIGN REVIEW

All applications for changes to the exterior of your residence must be submitted to the Volterra Community Association's Architectural Design Review Committee/Board of Directors. The Association's Covenants, Conditions and Restrictions (CC&Rs) require that a homeowner obtain the prior written approval for any structural change, alteration or addition to a property within the community.

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms. **EACH REQUEST REQUIRES ITS OWN APPLICATION.** Applications without the checklist that pertains to the modification will be considered incomplete and will be automatically denied.

**To comply with the CC&Rs, please submit this application with all the required attachments to:**

Volterra Community Association  
c/o Vision Community Management  
16625 S Desert Foothills Pkwy • Phoenix, AZ 85048  
Phone: (480) 759-4945 • Fax: (480) 759-8683  
Email: Volterra@WeAreVision.com • Website: www.wearevision.com

If you have not received any form of communication from the Committee or the Association after (45) days, please call Vision Community Management for an update.

Homeowner's Name: \_\_\_\_\_

Homeowner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Lot #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Volterra Community Association for review and approval of the following item(s):

\_\_\_ Painting of Residence - Scheme # \_\_\_\_\_

Body: \_\_\_\_\_ Trim: \_\_\_\_\_ Shutters: \_\_\_\_\_

Pop-Outs: \_\_\_\_\_ Garage: \_\_\_\_\_ Front Door: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_ Installation of Landscaping

\_\_\_ Revamping of landscaping

\_\_\_ Addition of: \_\_\_\_\_ to/on the residence (building)

\_\_\_ Addition of: \_\_\_\_\_ to/on the lot (property/land)

\_\_\_ Installation of a pool/spa

\_\_\_ Other (please specify): \_\_\_\_\_

Attached please find plans and/or specifications of the above marked items for application, which includes (if appropriate):

- Dimensions (height, width, length)                       Sample of color(s) to be used
- Drawings     Plant type and location
- Samples or descriptions of materials to be used       Type of material
- Photographs or sample elevations for a visual picture of the proposed project
- Person doing installation/work: \_\_\_\_\_
- Licensed contractor:  Yes     No
- Expected completion date: \_\_\_\_\_

Please notify me at \_\_\_\_\_ if you have any questions. I understand that should the application not be complete in order to determine approval or disapproval, the Architectural Committee or Board will disapprove the Application and return it to me with a statement for the disapproval. The owner agrees to comply with all applicable City, County, and State laws and to obtain all necessary permits. This application and the drawing will be retained for the Association's records.

COMPLETION DATE EXTENSIONS are available if required. If this application is requesting an extension what is that date: \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

**Volterra Community Association Architectural Committee or Board of Directors**

- Approves the above application
- Approves the above application with the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Disapproves the above application for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received	Mailed to Committee	Received from Committee	Mailed to Homeowner
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# **VOLTERRA COMMUNITY ASSOCIATION**

## **Architectural Approval Request Check List**

### **Gazebos/Shade Structures/ Patio Roof Extensions**

- Plot Plan indicating distance of structure from lot lines.
- Elevation drawing, indicating height, width and length of structure.
- Materials list (if purchased kit, manufacturer and model#).
- Color samples.
- Copy of City permit for structures larger than 200sq feet and any size structure attached to the main residence.
- Completed application form indicating start and completion date of project.
- Neighbor Acknowledgement
- I have read the corresponding section in the Architectural Guidelines.

Incomplete applications will automatically be denied. Photographs are helpful, but will not replace plot plans, drawings and measurements. Each project requires a separate application form. Please attach checklist to application. Applications without checklist are considered incomplete.

# VOLTERRA COMMUNITY ASSOCIATION

## Architectural Approval Request Check List

### Driveway Extension

- Plot Plan- showing location of driveway and proposed extension
- Measurements
  - Entire lot width at front of lot (if pie shaped, setback is at front of garage)
  - Width of existing driveway
  - Width of driveway extension
- Neighbor letter
- Photograph of front yard with driveway
- Completed application form indicating start and completion date of project.
- I have read the corresponding section in the Architectural Guidelines.

Incomplete applications will automatically be denied. Photographs are helpful, but will not replace plot plans, drawings and measurements. Each project requires a separate application form. Please attach checklist to application. Applications without checklist are considered incomplete.

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## Architectural Approval Request Check List

### Neighbor Acknowledgement Form

The neighbor acknowledgement below hereby approve the Architectural Design Request to \_\_\_\_\_ (Project Description) submitted by \_\_\_\_\_ (Homeowner) at the property located at \_\_\_\_\_.

#### Adjacent homeowner(s) acknowledgement and approval:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_