



## **DESIGN REVIEW APPLICATION**

While each community's governing documents vary, each in some way **require homeowners to receive approval from the association's Architectural Review Committee prior to any exterior construction or modification that may in some way affect or be visible to other member(s) of the community.** The design review process is an important way for your association to help maintain, protect, and enhance property values within the association by preserving the architectural integrity of the community. If you have ANY question whether or not your project requires approval, please help protect yourself and your community by submitting the following Design Review Application Form!

### **DIRECTIONS:**

Please describe the proposed changes or additions to your property by completing the remaining (2) pages of this application form in their entirety. When submitting this application form please be sure to include the following by providing additional pages to this application as needed:

- ☐ A copy of your property plat or site plan, indicating:
  1. Exact location of your proposed change or addition
  2. Distance to property lines from proposed change or addition
  3. Dimensions of property
  4. Relevant surrounding features
- ☐ A sketch of the proposed change or addition, indicating:
  1. Style / Design
  2. Dimensions
  3. Materials
  4. Color(s)
- ☐ Neighbor Acknowledgements from each property owner that may be affected by the proposed alterations
- ☐ Applications concerning painting requests must include (2) two color samples

Completed requests should be submitted to:

**Trestle Management Group**  
**4025 S. McClintock Drive, Suite #208**  
**Tempe, AZ 85282**  
**Phone (480) 422-0888**  
**Fax (480) 522-1221**  
**Email: [info@trestlemanagement.com](mailto:info@trestlemanagement.com)**



### **GENERAL INFORMATION**

Owner's Name _____	Community _____	Date _____
Property Address _____		Lot # _____
Mailing Address (if different) _____		
Home Phone _____	Cell Phone _____	Work Phone _____
E-mail Address _____		
Brief Description of your proposed project: _____ _____ _____		
Name of Company or Person(s) Performing Work: _____		
Phone Number _____	Estimated Start Date _____	Estimated Completion Date _____

### **NEIGHBOR ACKNOWLEDGEMENT**

Please provide acknowledgements of property owners who may be affected by the proposed project because they are adjacent to and/or have a view of the proposed project.

**NOTE TO NEIGHBORS:** Providing your signature below does not constitute nor indicate your approval or disapproval of the proposed project, it merely indicates your awareness of the applicant's intent. If you have any concerns with this application, please notify the Architectural Review Committee (in writing) within (5) five days of your signature date herein.

Signature _____	Address _____	Date _____
Signature _____	Address _____	Date _____
Signature _____	Address _____	Date _____
Signature _____	Address _____	Date _____



### **ADDITIONAL TERMS**

1. The applicant understands and agrees that no work in this request shall commence until written approval by the Design Review Committee is received. If alterations are made prior to approval and this application is not approved wholly or in part, the applicant understands that they may be required to return the property to its former condition at their own expense.
2. Once approved, construction must be completed within the approved construction time and must be done in a way that does not unreasonably interfere with neighboring properties.
3. Applicant understands that any approval is contingent upon construction or alterations being completed in a workman like manner.
4. Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction.
5. Construction must meet all zoning requirements, building codes, and laws of the county. The applicant understands that approval from the Design Review Committee shall not be construed as a waiver or modification of any such code or law.
6. Applicant understands that member(s) of the Architectural Review Committee and/or Board of Directors may be required to visit the property, either before and/or after the project, to make reasonable inspections of the proposed alteration(s).
7. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by the utility company and is required to provide for your safety. For location of underground telephone, cable TV, electric, gas, water, and sewer lines the owner shall contact Blue Stake at (602) 263-1100 at least (2) two working days prior to excavation. *Owner will be FINED if underground cables or conduits are damaged.*
8. Misrepresentation of any terms in this application, either oral or written, may void any approval by this committee.

I have read and agree to the additional terms listed above. Furthermore, I have read the design review committee guidelines contained in the association's governing documents and acknowledge that this proposed change or addition meets the requirements and standards specified in those guidelines.

Owner signature \_\_\_\_\_

Date \_\_\_\_\_

Upon receipt of a COMPLETE Design Review Application, Trestle Management Group will promptly forward the application to your association's Architectural Review Committee for their review. Upon receipt of the committee's decision, Trestle Management Group will promptly forward a decision letter to the applicant via ground mail. Please allow up to (30) days for the committee's review and receipt of their written response.

*If you have any questions regarding your Design Review Application, please contact Trestle Management Group through any of the communication channels provided on the first page of this application.*