

Civano I Neighborhood I
MAY 2016 PROVISIONAL IMPROVEMENT or MODIFICATION
SUBMITTAL CHECKLIST

OWNER NAME: _____ LOT # _____
DATE OF SUBMITTAL: _____

1. Design Review Committee (DRC) approval is required whenever a **CHANGE, MODIFICATION OR IMPROVEMENT** is made to the exterior of a home or lot in Civano. In order to assist the Committee in the approval process you are required to provide specific information so there are no delays.¹
2. The Committee has provided the following **IMPROVEMENT or MODIFICATION SUBMITTAL CHECKLIST** to assist you in your Application Request to ensure that your review and approval is a smooth and quick process.

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STOP!

REVIEW OF 2016 DESIGN REVIEW MANUAL PREAPPROVALS:

- I HAVE REVIEWED THE *PREAPPROVALS* IN THE 2016 DESIGN REVIEW MANUAL, LOCATED ON THE HOA WEBSITE UNDER DOCUMENTS, PERTINENT TO MY APPLICATION AND HAVE DETERMINED THAT ITEMS SUBMITTED DO REQUIRE DESIGN REVIEW COMMITTEE APPROVAL.

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Please initial each box acknowledging that you have read the information and provided the required documentation, materials and information with your submittal.

NAME, LOT, DATE and PAGE # are on ALL pages of applications.

- I have noted how I would like to be contacted:

▪ Email: _____

¹ In accordance with the AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CIVANO I: NEIGHBORHOOD I dtd 1/04/2000. ¶4.7 Obligation to Obtain Approval and 2016 Civano 1 Design Review Manual dtd 05/17/2016. ¶1. Guidelines.

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- Phone: _____
- Mail: _____

The following is a detailed description of the Improvement or modification I would like the DRC to review and approve: (attach additional descriptive sheets as necessary.)

Planned Completion Date _____

I have included all Plans and specifications for all construction modifications showing materials, height, width and paint color(s), photos, material/fabric samples.

I have included the Site plan for the lot, showing the modification in its proposed locations along with all other improvements on the lot (house, driveway, pool, etc); (all pertinent info for antenna.).

I have noted the Building orientation (relative to desired solar, wind and shade patterns).

I have included information on all building materials (relative to insulation, thermal mass, absorptive and reflective qualities).

I ACKNOWLEDGE THAT if painting is to be conducted I will include a Civano 1 Neighborhood 1 Paint Submittal checklist with all required documentation.

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- I have noted the Location and type of plant materials (relative to shading and solar access and wind patterns and compatibility with indigenous, drought-tolerant species). If plants are a part of the Modification, see the Landscaping Guidelines.

- I have included any Active and passive solar design strategies;

- I have shown all landscape passive water harvesting design to include swales, berms, etc.

- I have included documentation of energy usage projections which are in accordance with the Association standards for all building and site-related energy and water consumption and conservation. (See Revised Civano Impact System, Building Energy Demand and Energy and Water Use Documents on www.civano1.com).

- I ACKNOWLEDGE THAT** if an improvement affects drainage patterns I must submit plans that will show proper drainage after installation of improvement.

- I ACKNOWLEDGE THAT** I have conducted the required governing document review and have included a copy of my Planned Area Land Use District. All Applicants, **BEFORE** submitting applications, must review the following documentation to ensure that all improvements, modifications, and modifications meet the Civano requirements as outlined in the Civano governing documents. All Applicants must include a copy of their Planned Area Land Use District which can be found in the Design Review Manual on the HOA website. Documents noted in the following paragraphs will help you determine which Civano district you reside in and what requirements are particular to your individual Civano District. Please Note that Civano North Ridge should refer to the City of Tucson Land Use Codes. All required documents (with the exception of the City of Tucson Land Use Code) can be found on the HOA website at www.civano1.com. See "Documents" on left hand side. **Please mark the District that applies to the location of your home.**

- Civano Planned Area Development (PAD), Revised April 7, 2005;

- Civano 1 Neighborhood 1 CC&Rs and Design Guidelines and all subsequent Amendments;

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- Civano Revised Memorandum of Understanding, December 8, 2003.
- Civano Revised Impact System, December 8, 2003;
- Civano Revised Development Plan, December 8, 2003.
- Planned Area Land Use Districts, Exhibit 40, pg 163, 2016 Community of Civano Neighborhood One Design Review Manual.
- Center District, Article 3.3, pg 154, 2016 Community of Civano Neighborhood One Design Review Manual.
- General District, Article 3.3.2, pg 155, 2016 Community of Civano Neighborhood One Design Review Manual.
- Neighborhood Edge District, Article 3.3.3 pg 157, 2016 Community of Civano Neighborhood One Design Review Manual.
- Villas Lot Layout, Article 3.3.3.1, pg 159, 2016 Community of Civano Neighborhood One Design Review Manual.
- City of Tucson Land Use Codes (North Ridge)
- I HAVE INCLUDED 3 NEIGHBORS' SIGNATURES:** The Design Review Committee, during the review process, will consider the impact of owner-installed architectural modifications on neighboring views and open space corridors. (Signature form at last page of submittal.)
 - If your architectural modification is to build a new structure or other feature projecting from the original footprint of your existing home or building, you are required to secure, on the Application, the signatures of the owners of the immediately adjoining and opposite properties. Signatures are mandatory in this situation and application will not be accepted if they are missing.
 - In accordance with CINI CC&Rs, paragraph 4.8, such signatures will serve to notify your neighbors of an impending architectural change

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and will certify that the bordering homeowners are aware of the projected architectural change and have the right to attend the Design Review Committee meeting and to offer comments.

- Neighbors' Signatures **DO NOT** signify approval or disapproval of your project. Approval or disapproval will come from the Design Review Committee.
- As a definition, the "original footprint" includes the foundation of your home or structure and any attached garage. A non-connected garage, although not in the "original footprint," will be taken into consideration by the DRC, if appropriate. Any attached concrete pad, such as an open patio, is not considered within the "original footprint" unless you may be proposing to cover or enclosure such pad that would then visibly project into a neighboring view or open space corridor. "Projections" are not limited to add-on structures, but may include awnings and other possible temporary or permanent appendages.

HELP AND ASSISTANCE:

- I ACKNOWLEDGE THAT** On occasion it may be necessary to request formal and informal interpretations from the Zoning Administrator related to the Civano PAD Districts (see Civano PAD, pgs 154-159 and Exhibit 40, pg 163) or the City of Tucson Land Use Codes. These circumstances may relate to interpretations of the provisions of the City of Tucson Land Use Code or to interpretations or intent of the narrative of the Civano PAD. These questions may be oral or in writing and shall be to the Civano Project Manager, by the DRC or the property owner. The Civano Project Manager is John Beall and can be contacted by calling 520-837-6966 or John.Beall@tucsonaz.gov.

RESOURCE WEBSITES:

- Civano Homeowners Association Website: www.civano1.com
- Civano 1 Neighborhood 1 2016 Design Review Manual:
www.civano1.com (Documents – left hand side of home page)
- Civano PAD: www.civano1.com
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- Pima County Land Use Codes:
<https://www.tucsonaz.gov/pdsd/land-use-code>
- Pima County Zoning Code Quick Summary Guide:
<http://www.webcms.pima.gov/cms/One.aspx?portalId=169&pageId=68853>

APPLICATION REVIEW:

- I ACKNOWLEDGE THAT** I am required to attend the Design Review Committee application review unless the Association Manager has been notified that I will not be attending due to scheduling conflicts or for personal reasons. I will be notified of the date and time by phone call, email or mail by the Association Manager.
- I ACKNOWLEDGE THAT** if I am submitting an application for **NEW CONSTRUCTION** I may be required to pay a fee for the review process.
- I ACKNOWLEDGE THAT** if I am submitting an application for **NEW CONSTRUCTION** the DRC will determine if I am required to submit my documentation to one of the design professionals who have been certified by the Board to have a thorough understanding of the requirements and goals of building in Civano.² (Call the HOA Office at 520-546-3862 for more information.)
- I ACKNOWLEDGE THAT** I will receive a formal notification of the decision by the Design Review Committee.
- I UNDERSTAND AND ACKNOWLEDGE THAT** when it is determined by the DRC that plans meet the intent, spirit, goals and concepts of the Revised Master Development Plan and the Civano Planned Area Development or subsequent amendments thereto and all governing documents, it shall approve said plans in writing. With the DRC's written approval, these plans may then be submitted for final review and approval by the appropriate governmental agency. Nothing herein shall be deemed to inhibit discussion or preliminary review and approval processing with appropriate governmental jurisdiction prior to obtaining the DRC's approval

² 2016 Community of Civano Neighborhood One Design Review Manual Section 8 New Construction Review Requirements.

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I ACKNOWLEDGE THAT I am solely responsible for obtaining all required permits and approvals from applicable public agencies such as county or city. All improvements are subject to all appropriate permits and inspections.

I ACKNOWLEDGE THAT it shall be my sole responsibility to comply with all applicable government regulations, ordinances and procedures and to adequately coordinate such required governmental reviews with these Guidelines.

LIABILITY:

I ACKNOWLEDGE THAT neither the Association, the Board nor the Review Committee (nor any member thereof) shall be liable to the Association, any owner or any other party for any damage, loss or prejudice suffered or claimed on account of the approval or disapproval of any plans, drawings or specifications, whether or not defective; the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications; the development of any Lot or Parcel; or the execution and filing of any estoppel certificate or statement, whether or not the facts are correct. (See Master Declaration paragraph 4.9, and Master Declaration First Amendment Rerecorded, paragraph 5, CINI CC&Rs, paragraph 4.11 and Civano 1 Guidelines.)

APPEALS:

I ACKNOWLEDGE THAT Any homeowner aggrieved by a decision of the DRC may appeal the decision to the Board in accordance with the following procedure (see Master Declaration, paragraph 4.10 and CINI CC&Rs, paragraph 4.12):

- Homeowner must submit a letter by registered mail to the Board detailing the reason for the appeal within 10 working days of receipt of the DRC decision.
- The Board of Directors shall review the decision at the next scheduled homeowner's association meeting and either approve it, reject it or modify it.
- Homeowner to receive Board's decision through US Postal service within 5 days of the Board's decision.

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- The decision of the Board is final and binding and shall modify the decision of the Review Committee to the extent specified by the Board.

AGREEMENT TO COMPLETE IMPROVEMENTS:

- I ACKNOWLEDGE THAT**, by my signature and date, that I have read, understand and agree to all requirements as outlined in this application, I agree to complete all improvements as outlined in this application within the time specified. I further acknowledge and understand that failure to complete the improvement within the specified time may constitute a violation of the Civano 1 governing documents and I could be subject to violation notice and fine.

- I UNDERSTAND AND ACKNOWLEDGE THAT** if the improvement project on my Lot or Parcel is not in compliance with all Civano governing documents and the City of Tucson permitting requirements, the DRC may recommend that the Association levy a Reimbursement Assessment on the homeowner and lot in accordance with CINI CC&Rs 8.6.

- I AGREE** to allow a member of the Design Review Committee and/or the Association manager upon the exterior of the Applicant's lot for inspection of improvement on a mutually agreed upon time. (See CINI CC&Rs, paragraph 4.14)

ACKNOWLEDGEMENT AND ACCEPTANCE:

- I ACKNOWLEDGE, UNDERSTAND AND AGREE**, by my signature, to all requirements of the DRC Design Review submittal and governing documents as outlined above.

- I ATTEST** that this improvement project is in compliance with the requirements as outlined in the Civano Master PAD and the applicable Civano Area Planned Land Use District. In the case of a North Ridge applicant, the improvement project shall be in compliance with the Civano Master PAD and the City of Tucson Land Use Codes.

- I ACKNOWLEDGE** that applications must be submitted by the last business day of the month to be included on the following month's agenda.

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The design review committee (DRC) meets the second Thursday of each month. No exceptions will be made to this requirement.

Submit application to:

Civano Manager
10501 E Seven Generations Way, #109
Tucson, AZ 85747
520-546-3862/520-546-6795 (fax)
Email:
hoa@civano1.com

DRC FOLLOW UP ON APPROVED APPLICATIONS

I ACKNOWLEDGE that as a final step in the review process, the HOA Manager will ensure that the actual modifications or improvements have been completed in strict compliance with the approved final application as recorded in the official minutes of the design review committee and mailed to each applicant.

I ATTEST, by my signature, that I am the owner of the subject property.

Homeowner(s) Signature & Date: _____

DATE OF COMPLETION OF PROJECT: _____

Neighbor Signature Form

Signatures of adjoining and opposite property owners are required when a proposed alteration/improvement is submitted. This signature does not constitute approval or disapproval. This signature is confirmation that the neighbor is aware of the project. This signature **DOES NOT** signify approval/disapproval of project.

HOA MEMBER/NEIGHBOR:

"I have read this Improvement Application" and "I wish/do not wish (cross-out one) to attend the Design Review Committee (DRC) meeting when this Application is reviewed."

If unable to attend the meeting a written comment (for or against) may be forwarded either by mail or email to Cadden Community Management before the last business day of the month to be attached to this application for review at the DRC meeting.

My name: _____

My address: _____ My Lot # _____

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LAST PAGE
THANK YOU!