

**Civano 1 Neighborhood 1 (C1N1)**  
**IMPROVEMENT or MODIFICATION SUBMITTAL CHECKLIST FORM**  
**Revised Approved**

**Property Alterations/Improvements Application Submittal**  
**Information and Instructions**

Please use this form to submit your request for external property alterations and improvements which require Design Review Committee (DRC) review and approval. Some planned changes to your property may be pre-approved so consult the current Design Guidelines Manual. If you are only considering exterior painting, there is a separate form and process; please see the 'Application Form for Exterior Painting'. If you are seeking to construct a new home, please contact the Manager of the Civano 1: Neighborhood 1 Association, Inc. (the "Association")

If your change requires DRC review, we are providing this checklist to help ensure that your review and approval is a quick and smooth process.

Before submitting your application please refer to the Civano governing documents:

- ) Design Guidelines Manual & Landscape Design Manual
- ) Covenants, Conditions & Restrictions (CC&Rs) for the Community of Civano

These documents are available at the Association Manager's office or at [www.civano1.com](http://www.civano1.com).

Please keep the following in mind: =

- ) You are responsible for ensuring your application is readable and complete.
- ) We recommend that you plan on attending the DRC meeting at which your request will be considered, in case there are any questions or clarifications necessary. Your lack of attendance may delay the DRC's decision on your submittal.
- ) **DRC approval does not constitute approval by the local building departments and you may be required to obtain a building permit for your project. Refer to the City of Tucson's website for more information, or call the City's Development Services at (520) 791-5550.**
- ) Complete applications must be submitted by the last business day of the month to be included on the following month's DRC agenda. The DRC meets the second Thursday of the month.

Submitting Your Application: you may submit your request for DRC review and approval as follows:

- ) In person to: Civano 1 Neighborhood 1 (C1N1) Association Manager's Office at 10501 E. Seven Generations Way #109
- ) By mail to: Civano Manager  
10501 E. Seven Generations Way, #109  
Tucson, AZ 85747
- ) By email to: [hoa@civano1.com](mailto:hoa@civano1.com)
- ) By fax to: 520-546-6795



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OWNER(S) NAME: \_\_\_\_\_ LOT# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

**Statement of Understanding**

I understand that:

- ) I am required to complete, submit and obtain approval by the DRC before I proceed. (You will receive a formal letter of notification to proceed from the Association's Manager. Revisions to the application may be required before final approval is granted.
- ) My COMPLETED application will be placed on the DRC agenda the month following my completed submittal date. The DRC meets on the second Thursday of the month.
- ) A COMPLETED application includes, but is not limited to this checklist, plans and specifications showing the nature, kind, shape, height, materials, colors and location of alterations/improvements as well as the suggested neighbor signatures showing that you have contacted them about the planned project.
- ) **DRC approval does not constitute approval by the local building departments and I may be required to obtain a building permit for my project.**
- ) **Obtaining a building permit from the City of Tucson does not constitute approval of the DRC.**
- ) I have been encouraged to be present at the DRC meeting at which my submittal will be considered, to discuss/explain my planned alterations/improvements. If I choose to not attend the DRC meeting, the DRC will make a decision based upon submitted documentation only.
- ) The DRC is subject to the provisions of the Design Guidelines and the governing documents, all DRC approvals will be made based upon these documents.
- ) Per Section 4.11 of the Covenants, Conditions & Restrictions (CC&Rs), neither the DRC nor the Association shall be liable for any claim arising from the approval or disapproval of my submitted plans and specifications.
- ) In addition, as more fully described in the Civano Design Manual, the Association and DRC have no responsibility for damages arising from soil conditions and changes to grading and drainage patterns of the lot.
- ) I agree to complete improvements as outlined in this application. Upon the completion of my improvement, I hereby authorize Association representatives to enter onto my property for exterior inspection at a mutually agreed upon time.
- ) I further understand that my failure to complete a project, once started, within the allotted time may constitute a violation of the C1N1 Design Manual, that may subject me to a covenants hearing and the imposition of monetary penalties, or referral to the Association's attorney for legal action.

Homeowner(s) Signature & Date: \_\_\_\_\_

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**Neighbor Signature Form**

Signatures of adjoining and opposite property owners are encouraged 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.

**ASSOCIATION 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 the Association’s Office before the last business day of the month. All written comments shall be attached to this application for review at the DRC meeting.

My name/signature: \_\_\_\_\_

My address: \_\_\_\_\_ My lot#: \_\_\_\_\_

**ASSOCIATION 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 Civano HOA Office before the last business day of the month. All written comments shall be attached to this application for review at the DRC meeting.

My name/signature: \_\_\_\_\_

My address: \_\_\_\_\_ My lot#: \_\_\_\_\_

**ASSOCIATION MEMBER/NEIGHBOR:**

**“I have read this Improvement Application” and “I do/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 the Association Office before the last business day of the month. All written comments shall be attached to this application for review at the DRC meeting.

My name/signature: \_\_\_\_\_

My address: \_\_\_\_\_ My lot#: \_\_\_\_\_