



## Design Review Submittal Form

This form is available to fill out electronically. To do so, first ***DOWNLOAD*** the form to your computer and complete all items. Remember to provide as much detail as possible. Be sure to ***SAVE*** the form after completing. Add your completed form to all necessary photos and materials to be submitted to the Design Review Committee for review.

**Please note:** The Landscape Planning Form **must** be included with landscaping submittals but is not required for other types of submittals.



# Design Review Submittal Form

c/o Trestle Management Group 450 N Dobson Rd, Ste 201 Mesa, AZ 85201

Phone: 480-422-0888 Email: [designreview@trestle.com](mailto:designreview@trestle.com)

[www.foothillscommunityassoc.com](http://www.foothillscommunityassoc.com)

The Design Review Committee will meet to review submissions the 2<sup>nd</sup> Thursday of each month.

This Design Review Form is due by 5:00 pm on Wednesday of the preceding week, for consideration in that month's meeting.

The Covenants, Conditions and Restrictions (CC&Rs) require that an owner obtain the prior written approval of the Design Review Committee (DRC) for any exterior alteration or addition to property within the Foothills Community Association. To comply with the CC&Rs please complete the form below. Any omissions may cause unnecessary delays. This document and all supporting materials will be retained for the Foothills Community Association DRC's records.

Owners Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_ Phone \_\_\_\_\_

Check to opt in to the Foothills Community Association email list to receive community announcements and newsletter.

Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ License # \_\_\_\_\_ Permit # \_\_\_\_\_

Description of work to be performed:  New  Re-Submittal

Time period in which work is to be completed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Approvals are Valid for 90 Days and all work associated with the submittal must be completed within 120 Days from Approval Date.

Materials to be used: \_\_\_\_\_

Color scheme: \_\_\_\_\_ Dimensions of Structure: \_\_\_\_\_

Additional information: \_\_\_\_\_

- DRAWINGS MUST BE TO SCALE - Please attach a copy of drawings or blueprints of your submittal. Please indicate all materials, dimensions, colors and the exact location of the proposed work to be completed. Drawings or brochures of similar projects may also be submitted. Major construction projects must include elevation drawings.
- ALL SUBMITTALS MUST INCLUDE a before picture of your home. For paint and awning submittals please include the current color scheme if known.
- Please be advised the Committee may take up to sixty (60) days after receipt to forward a decision.

I agree to: maintain all improvements, comply with all applicable City and State laws, obtain all required permits and wait to receive written approval from the Design Review Committee before starting any work.

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

The DRC's review and approval is limited to the items described above. The fact that the information not specifically requested is shown on the plan does not mean that it is approved as part of the submittal. All requests will be reviewed individually. Mail/email completed form to the above address. Fax submittals will not be accepted.

**FOR DRC USE ONLY**

Approved  Not Approved  Approved with Provisions  Returned for more Information

Provisions \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## LANDSCAPE PLANNING

Incorrect landscape planning and construction will subject the demising walls between properties to water damage and the structural integrity of the wall will become compromised. The cost of the repair/replacement of the wall will then be the responsibility of the property owner causing the damage per section 4.2 (p) Party Walls of the Foothills Community Association CC&Rs.

The correct method is defined in the Design Review Guidelines, Section 3.3 Landscape Planning:

*... All turf, plant materials, and sprinkler components should be kept a minimum of 24 inches away from any demising wall of the home and any exterior concrete, including patios, driveways, and walks (other than sidewalks). No plastic liner or ground cover of any type should be installed within 36 inches of the foundation of exterior concrete. Trees and bushes that will become large and/or have extensive root systems should be planted a minimum of 4 to 6 feet away from the foundation, exterior concrete, and fences. Irrigation systems should be run in front of trees, shrubs, etc. rather than on the wall side.*

It is the responsibility of the homeowner to supervise the activity of the landscape contractor to adhere to these guidelines.

I have read the Design Review Guidelines and agree to adhere to them.

Homeowner Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_