

GREETINGS FROM YOUR ARCHITECTURAL COMMITTEE

We have prepared the following package of forms, instructions and examples to help in preparing your Request For Change (RFC) to your property. Before you begin the process, please refer to the Architectural Committee Rules and the CC&R's, Article 3, to ensure your request is in compliance. These are available in the office.

WHEN ARE APPROVALS BY THE ARCHITECTURAL COMMITTEE REQUIRED?

When any new construction, exterior alteration, tree plantings or removals or any other action that changes the exterior appearance of your lot is wanted, an RFC is needed. More specific information can be found in the Architectural Committee Rules and the Covenants, Conditions & Restrictions (CC&R's). Also check with the Town of Prescott Valley to determine their requirements, if applicable.

WHEN DOES THE COMMITTEE MEET AND MAY I ATTEND THE MEETINGS?

The Committee/Resident meeting is scheduled on the 3rd Wednesday of each month at 9:00 a.m. in the Card Room. Since Requests For Changes (RFCs) are now processed within a few days and permits issued, this meeting is intended to be a general Q&A meeting. Should you have questions on your specific project, please refer to your Control # at the top of the permit and call the Inspector (names/numbers listed below) who issued your permit.

WHAT ARE MY LOT SETBACKS, EASEMENTS AND COVERAGE PERCENTAGE?

These are shown on the example page attached and should be followed. Be especially cognizant of any easements which affect your lot. A member of the Committee will assist you if you have any questions. The amount of coverage (under roof areas) cannot exceed 50% of the total area of the lot.

As a reminder, the proper completion of the forms is essential in determining that your request is in compliance. If any of the information is missing, this will delay the decision as the request will be returned to you for corrections and resubmission. If you have any questions, please contact any of the Architectural Committee members listed below. Our purpose is to insure that all owners benefit from the standards which will keep up the appearances of our community and maintain the values of our properties.

Sincerely,

Your Architectural Committee

Richard Crowell (Member)	928-910-2145
Randy Wolfenden (Member)	928-710-6999
Walter Ready	623-698-3001

Architectural Committee Email: archcomm38@gmail.com

Rev. 1/19/22

CONTROL# _____

REQUEST EXPIRATION DATE _____

ARCHITECTURAL COMMITTEE REQUEST FOR CHANGE FORM

(Instructions on Reverse Side)

Name _____ Phone # _____ Lot # _____

Villages Street Address _____

Current Mailing Address _____

E-Mail Address _____

Category of Work:

*Construction addition () Deletion () Roof () Shingle () or
Rolled () *Landscaping () Paint-color chips required () *Fencing () *Others ()

NOTE: If your request has an asterisk () attach a drawing of your lot showing as much detail as possible.
(Streets, driveways, locations of existing buildings, setback dimensions, and location of proposed changes.)*

A graph and example plan are attached for your convenience.

Describe in Detail Those Areas Checked Above:

Materials to be Used:

(Including color samples, 3X4 inches, preferably on wood)

ARCHITECTURAL COMMITTEE FINDING:

- () Approved as submitted
- () Approved subject to the following conditions: _____
- () Disapproved for the following reason(s): _____

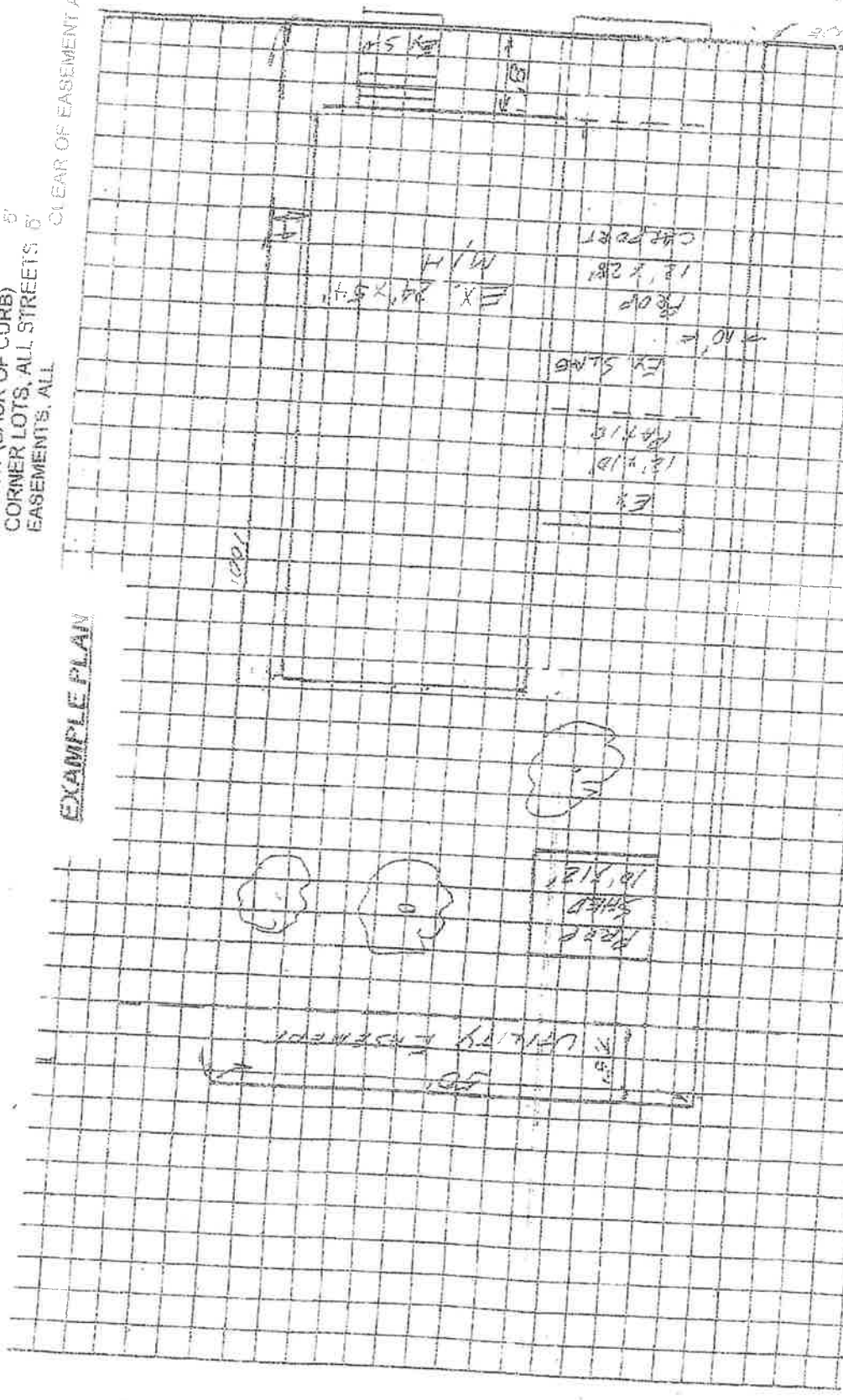
Date of action: _____	
Member: _____	Member: _____
Member: _____	Chairperson: _____

PLEASE MAKE SURE THE BACK OF THIS FORM IS SIGNED

ROOF AREA CALCULATION: 50% MAX BASED ON FOOTPRINT
 LOT AREA: _____ S.F.
 ALLOWABLE ROOF: _____ S.F.
 EXISTING ROOF: _____ S.F.
 NEW ROOF AREA: _____ S.F.
 TOTAL PROPOSED: _____ S.F.

EXAMPLE PLAN

SIDE 3'
 REAR 7' 6"
 FRONT (BACK OF CURB) 5'
 CORNER LOTS, ALL STREETS 5'
 EASEMENTS, ALL 10'
 CLEAR OF EASEMENT AREA



ROOF AREA CALCULATION: 50% MAX BASED ON FOOTPRINT
 LOT AREA: _____ S.F.
 ALLOWABLE ROOF: _____ S.F.
 EXISTING ROOF: _____ S.F.
 NEW ROOF AREA: _____ S.F.
 TOTAL PROPOSED: _____ S.F.

SCALE: 1 SQUARE = 3' X 3'

SAMPLE

SMITH STREET

STREET RAIL LINE

LOT NO. _____ DEPTH _____ FT WIDTH _____ FT

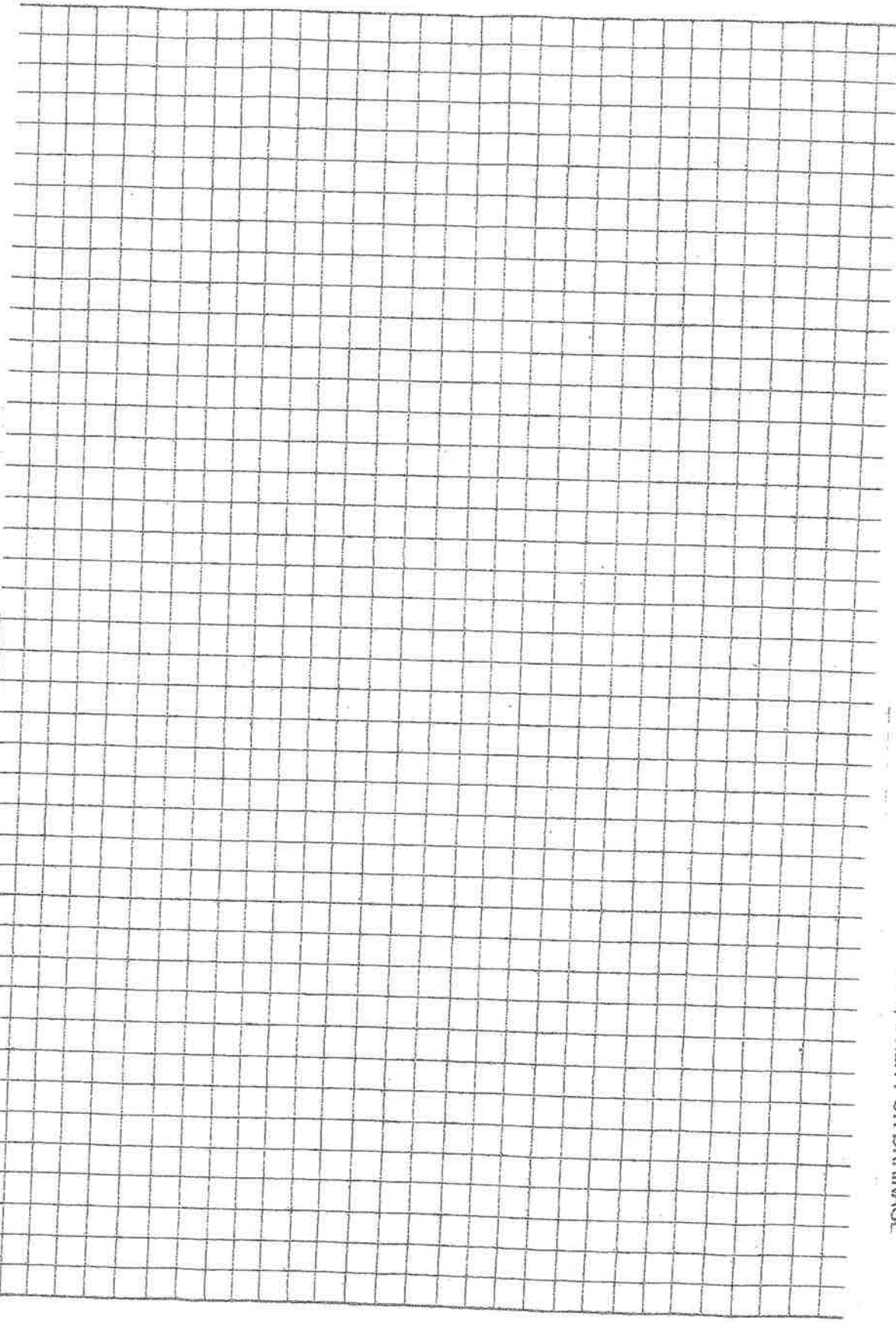
NOTE: MINIMUM SET BACKS:

RV'S/PARK MODELS

MOBILE HOME

SIDE	3'
REAR	7' 6"
FRONT (BACK OF CURB)	5'
CORNER LOTS, ALL STREETS, S.B.C.	
EASEMENTS, UTILITY OR DRAINAGE	

CLEAR OF EAS 10'



ROOF AREA CALCULATION: 50% MAX BASED ON FOOTPRINT

LOT AREA: _____ S.F.
 ALLOWABLE ROOF: _____ S.F.
 EXISTING ROOF: _____ S.F.
 NEW ROOF AREA: _____ S.F.
 TOTAL PROPOSED: _____ S.F.