**Vistoso Pointe Home Owner Association**

**ARCHITECTURAL & LANDSCAPE REVIEW SUBMITTAL FORM**

Date \_\_\_\_\_\_\_\_ Forms may be mailed to VPHOA, PO BOX 68282, Oro Valley, AZ 85737 or submitted by email to [vistosopointe32@gmail.com](mailto:vistosopointe32@gmail.com)

Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot #: \_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_License #: \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Description of work to be done: (attach a drawing if work involves design changes)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date work is to begin: \_\_\_\_\_\_\_\_\_\_\_\_ Estimated completion date: \_\_\_\_\_\_\_

4. Type of materials to be used:

5. Color(s) to be used:

If you are adding anything to the exterior of your home (including landscape modifications), an accurate drawing should be included showing your lot dimensions and the location of the proposed structure/equipment/landscape improvements. For room additions, or anything that must tie into the roofline, an elevation of the proposed structure may be requested. All work must be completed in a timely manner.

All projects are reviewed against the Design Guidelines for the Vistoso Pointe HOA and may be found on the website at www.vistosopointehoa.org.

Anything which is not already identified within the Design Guidelines may still be submitted for, but please allow 30-days for processing. Anything which would require a variance from any of the governing documents may be submitted for but will also require 30-days for processing.

If you are submitting to repaint your home, administrative approvals are easily obtained as long as you are using colors from the approved paint palette. Colors not in the currently approved paint palette will be sent forward to the ARC for review. This committee is made up of owner volunteers and they review all projects against the Design Guidelines for Common Projects.

Once we have processed your submittal, you will receive an email confirmation that it has been received and is under review. Timelines are in direct proportion to the project you have submitted varying from 7-days to 30-days. You will receive all future correspondence relating to your project via email.

The Architectural Review Committee requests will be reviewed as soon as possible. Requests will be approved, denied or returned for additional information after review.