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
Jay Walsh (Member)	480-694-9328
Brigitte Walsh (Admin Asst)	480-694-9327

Architectural Committee Email: archcomm38@gmail.com

Rev. 8/4/21

CONTROL #_____ Request Expiration Date_____

For Office Use

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_____

LEASE MAKE SURE THAT THE BACK OF THIS FORM IS SIGNED.

INSTRUCTIONS: Complete the form in INK. 1. If illegible or incomplete, request will not be processed. 2. Form must be submitted, and approval obtained prior to commencing work on any project. 3. Attach drawings of proposed changes if applicable. 4. Submit completed form to the Villages' office **no later than 2:00 PM the Friday before the Architectural Meeting takes place the following week.** 5. Applicants are encouraged to attend the meeting to supply any additional information, if necessary.

APPROVAL: The Committee's approval, approval with modification, or disapproval will be indicated on the reverse of this form and mailed to you. **DO NOT** accept verbal authorization as permission to proceed. The Committee's approval pertains only to THE VILLAGES requirements. The applicant is responsible for obtaining any other necessary permits from appropriate authorities.

PROJECT REQUIREMENTS: 1. Project must be completed within 120 days from approval date unless an extension is requested and approved in writing. 2. Post the enclosed yellow "permit sign" in a visible window when you begin your project, until the project is completed. 3. Complete the "Request for Final Inspection" on the reverse of the yellow permit within 30 days of completion date and RETURN SAME to office. 4. It is the responsibility of the owner to make certain all permits required by Prescott Valley, Yavapai County, and/or the State of Arizona are issued and posted.

I HEREBY ACKNOWLEDGE AND AGREE THAT IN THE EVENT THE ASSOCIATION OR A UTILITY COMPANY EXERCISES ITS EASEMENT RIGHTS OVER THE UTILITY EASEMENT AREA OF MY LOT, ANY IMPROVEMENTS MADE BY ME OR BY ANY PRIOR OWNER OF MY LOT MAY BE REMOVED BY THE ASSOCIATION OR THE UTILITY COMPANY AS DETERMINED BY THE ASSOCIATION OR THE UTILITY COMPANY WILL BE RESPONSIBLE FOR REPAIRING OR REPLACING ANY SUCH IMPROVEMENTS. I UNDERSTAND THAT IT WILL BE MY RESPONSIBILITY TO PAY FOR REMOVAL, REPAIR AND REPLACEMENT OF ALL SUCH IMPROVEMENTS AT MY SOLE COST.

I _____, am the legal owner of Lot # _____ in the Villages at Lynx Creek and do hereby acknowledge the Architectural Guidelines regarding placement of lot improvements on easements:

Print Name: _____

Signature: _____

Dated this _____ day of _____, 20_____

ROOF AREA CALCULATION: 50% MAX BASED ON FOOTPRINT

LOT AREA: _____ S.F.

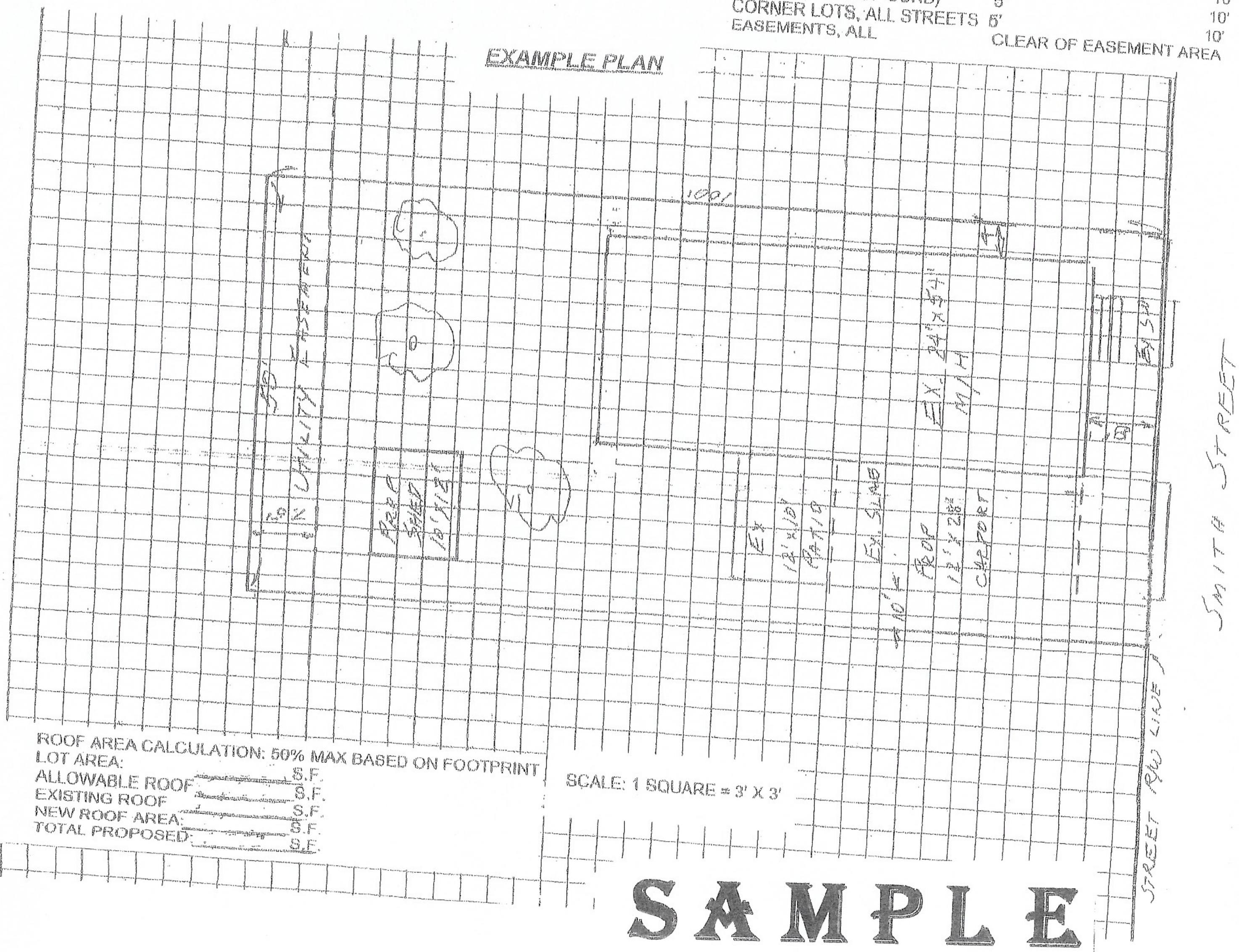
ALLOWABLE ROOF _____ S.F.

EXISTING ROOF: _____ S.F.

NEW ROOF AREA: _____ S.F.

TOTAL PROPOSED: _____ S.F.

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

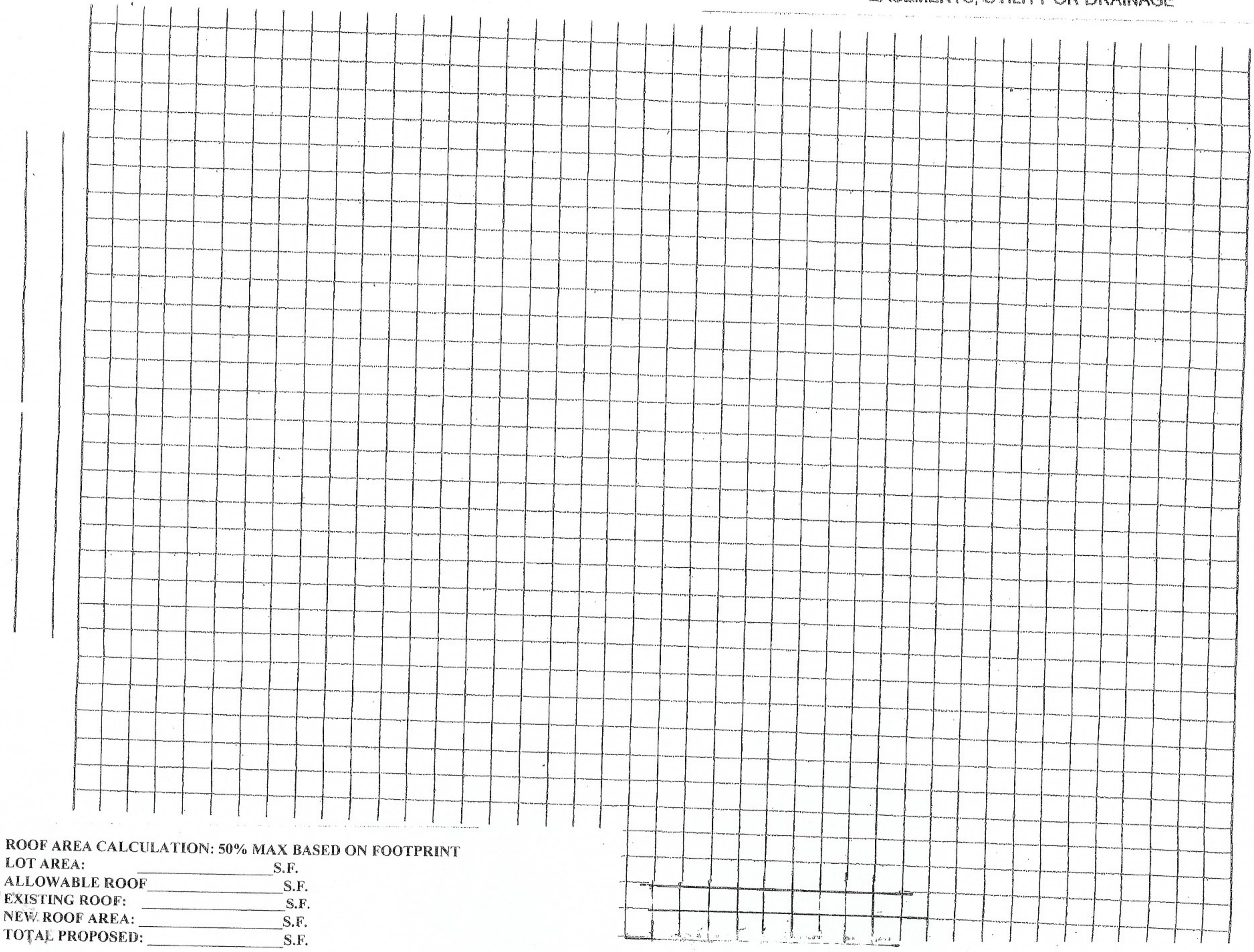
OWNER'S NAME (PRINT): _____

OWNER'S SIGNATURE: _____

LOT NO. _____ DEPTH _____FT WIDTH _____FT

NOTE: MINIMUM SET BACKS:

	RV'S/PARK MODELS	MOBILE HOMES
SIDE	3'	3'
REAR	7' 6"	10'
FRONT (BACK OF CURB)	5'	10'
CORNER LOTS, ALL STREETS	5' B. C.	
EASEMENTS, UTILITY OR DRAINAGE		10' CLEAR OF EASEMI



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.