

# Architectural Variance Request Form (including Landscaping)

## Sunrise Valley Townhomes Homeowners Association ("Association")

### Section A: Homeowner's Section

Please complete Section A of this form. Then mail it to the address below or hand deliver it to the Chairperson for Architectural Review. ALL the questions MUST be answered (please print).

**Homeowner Name:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_

**Request Level:**  Level 1  Level 2  Level 3  Level 4  Level Unknown (let Chairperson decide)

**Description:** Please describe the proposed modification and/or variance ("Modification"). Include all relevant details including location, shape, colors, size, dimensions, etc. Attach formal drawing(s), photographs, sketches, etc., as necessary. Attach more sheets, as necessary,

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**Estimated dates** when the proposed Modification will: Begin: \_\_\_\_\_ End: \_\_\_\_\_

**Will a dumpster** be parked on your property?  Yes  No If yes, for how long? \_\_\_\_\_

**Will vehicular access** to your Property from or through a Common Area be required?  Yes  No

**IMPORTANT:** The proposed Modification must NOT be started until you receive written approval of this request for variance by the Association. If this request is approved, the Modification must be implemented exactly as described in this request. In addition, the Modification must be completed in its entirety within one year of the date that this request is approved, otherwise such approval shall become null and void. Please remember that all response deadlines specified in the CC&R's are measured from the date the Association received this request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Section B: Response from the Chairperson for Architectural Review

Date Received
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**This Modification is a:**  Level 1  Level 2  Level 3  Level 4

- This is a Level 1 Modification and does not require the approval of the Association. You may implement the Modification exactly as described hereinabove.
- This is a Level 2 Modification and the request for variance is approved by the Chairperson for Architectural Review. You may implement the Modification exactly as described hereinabove.
- This is a Level 3 Modification and it will be forwarded to the Board of Directors for their review and approval. The Board will notify you in writing if the request is approved, not approved, or more information is needed.
- This is a Level 4 Modification which requires modifying the Association's Governing Documents. This request will be forwarded to the Board of Directors to determine if the Modification complies with Arizona and/or Federal Law. The Board will notify you when this process is completed, at which time you will need to obtain the written approval of at least 45 Lots within the Association (see CC&R's Section §10.4.D) before proceeding.
- The request for variance is **denied** for the reason(s) below and/or attached. If additional information is requested, please resubmit the request with this information.

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Signed: \_\_\_\_\_ Response Date: \_\_\_\_\_  
Chairperson for Architectural Review (or designate)

**Send to: Sunrise Valley Townhomes HOA, 4505 N. Avenida Ronca, Tucson, AZ 85750-6344**

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