

**REQUEST FOR ALTERATIONS TO PROPERTY**

**To:** Architectural Committee - Calle Lejos Estates, Peoria, Arizona

**From:** Owner's Name: \_\_\_\_\_ Phone:( \_\_\_\_ )\_\_\_\_\_
Mailing Address: \_\_\_\_\_
City: \_\_\_\_\_ ZIP \_\_\_\_\_
Lot# \_\_\_\_ Calle Lejos Estates Address: \_\_\_\_\_

**I hereby request approval for the following alterations to my existing property:**

\_\_\_\_\_  
**Preliminary Design Submittal ( )**  
**Final Design Submittal ( )**

**Notes to the property Owner:**

SEE THE REVERSE SIDE OF THIS FORM FOR A CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED WITH THIS REQUEST.

CITY OF PEORIA BUILDING PERMITS, VARIANCES, AND MARICOPA COUNTY DUST CONTROL PERMITS MAY BE REQUIRED. TO DETERMINE IF EITHER IS REQUIRED, CONTACT THE CITY OF PEORIA, AND MARICOPA COUNTY.

DO NOT OBTAIN BUILDING PERMITS OR VARIANCES BEFORE YOUR REQUEST FOR CONSTRUCTION HAS BEEN APPROVED, BY THE CALLE LEJOS ESTATES ARCHITECTURAL COMMITTEE.

As the **owner** of the property, I agree that I have read the Architectural Guidelines and "CC&Rs", mentioned on the reverse side of this form, regarding construction. I also agree that I will comply with all applicable city, state, and county laws and obtain all necessary permits. I agree that information relating to items other than the alterations proposed, that may have appeared on the submitted plans, does not constitute an approval of those items.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ARCHITECTURAL COMMITTEE RESPONSE**

The ARCHITECTURAL COMMITTEE received this request Date: \_\_\_\_\_  
The above request has been **APPROVED** ( ) Date: \_\_\_\_\_  
The above request has been **APPROVED / AS NOTED** ( ) Date: \_\_\_\_\_  
The above request has been **DISAPPROVED / RESUBMIT** ( ) Date: \_\_\_\_\_  
See the Architectural Committee comments on attached sheet and/or plans.

Harry Chavles, Architectural Committee Member \_\_\_\_\_

James M. Day, Architectural Committee Member \_\_\_\_\_

Greg Stultz, Architectural Committee Member \_\_\_\_\_

## **ALTERATIONS TO EXISTING PROPERTY CHECKLIST**

Checklist for the minimum items required, for new home construction submittals, to Calle Lejos Estates Architectural Committee.

Please review the ARCHITECTURAL GUIDELINES OF Calle Lejos Estates and “CC&Rs” with special attention to ARTICLE 3 USE RESTRICTIONS, 3.1 Architectural Control, before planning your alterations!

These items are the **minimum** items required with your submittal. If you have other items that you feel may help the committee when considering your new home submittal, please feel free to include them.

### **PRELIMINARY DESIGN REVIEW SUBMITTAL**

- ( ) **Provide two (2) sets of prints of the following** (one will be returned with the review);
- ( ) **Site plan at 1”=20’ scale (minimum) including:**  
Owners name and phone number. Lot number and address. Location of structures, driveways, walkways, patios, fences, gates, A/C units, utilities etc. Location and dimensions of building setbacks and easements. Complete site dimensions.
- ( ) **Alteration Plans at ¼”=1’- 0” scale (minimum)**
- ( ) **Views of all Exterior Elevations at ¼” = 1’- 0” scale (minimum) including:**  
Description of all exterior materials. Building heights. Location of exterior A/C units, fully screened from view. Exterior location utility equipment. Roof slope and location and description of vents.
- ( ) **Conceptual Grading Plan at 1” = 20’ scale (minimum)**  
Retention basins shown. This plan may be part of the Site Plan.
- ( ) **Exterior materials and color selection including (provide samples)**  
Color and style of roofing material. Style of exterior finish including type of stucco, finish brick, etc. Exterior colors for all surfaces including body of house, trim, and roof vents. Driveway and walkway finish.

**Do not begin Construction Drawings before your request has been approved.**

### **FINAL DESIGN SUBMITTAL**

- ( ) **Provide two (2) sets of prints of the following** (one will be returned with the review);
- ( ) **A statement defining all changes from the Preliminary Design Review Submittal.**
- ( ) **Site Plan at 1” = 20’ scale (minimum) final.**
- ( ) **Alteration Plans and Specifications (complete).**
- ( ) **Construction phasing and timeline schedule.**
- ( ) **Name, address, telephone number and license of the General Contractor.**

**Do not obtain Construction Permits and Variances before your request has been approved.**