

4645 East Cotton Gin Loop  
Phoenix, AZ 85040  
Telephone: (602) 437-4777 Fax: (602) 437-4770

**ARCHITECTURAL REQUEST**

Please make sure to include all information on your proposed request. Please submit a sketch, drawing, photos or brochures sample of the materials used in the proposed change along with paint color samples (if applicable).

Once you mail, email, deliver, or otherwise submit your improvement for review by the Architectural Committee to City Property, you will receive an "Acknowledgement" of receipt of your submittal by City Property within 5 business days. If you do not receive this "Acknowledgement" letter within 5 business days, contact us immediately as your submittal is deemed "Denied" by the architectural Committee. Do not start work without approval as you may be required to remove changes of improvements at your own cost.

*IF OWNER IS NOT FURNISHED WITH ACKNOWLEDGEMENT OF THIS REQUEST (FROM THE ASSOCIATION) WITHIN FIVE (5) DAYS OF SUBMITTAL, THE REQUEST IS DEEMED DENIED.*

Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact/response: [ ] Mail [ ] Email

Description of Architectural request in detail including:

Description of Project: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Location: \_\_\_\_\_

Colors: \_\_\_\_\_

Vendor/Contractor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The Homeowner agrees to maintain the improvement if approved by the Architectural Committee. The homeowner agrees to comply with all city, county and state laws and must obtain all necessary permits.

\_\_\_\_\_  
Signature of Lot Owner

\_\_\_\_\_  
Date signed

OFFICE USE ONLY  
\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

Request ID #: \_\_\_\_\_

\_\_\_\_\_  
**Sierra Tempe Units 1, 2 and 3 Homeowners Association**

\_\_\_\_\_  
Date