

**OWNER INFORMATION:**

<b>Name</b>			
<b>Address</b>			
<b>Subdivision</b>		<b>Lot</b>	
		<b>Phone</b>	
<b>E-mail</b>			

**PROJECT INFORMATION: (Please provide ALL requested information.)**

1.  Front Yard       Side Yard       Backyard (lake view, common area)

**2. Nature of Request: (Check one.)**

- Initial submission.
- Review and consideration of exceptions to or deviations from the Design Guidelines.
- Appeal to the Board of Directors of a "not approved" Application.

**3. Project Type: (Check one or more of the following.)**

- |   |  |
|---|--|
| <input type="checkbox"/> New install  | <input type="checkbox"/> Lighting - Solar/Electrical |
| <input type="checkbox"/> Artificial turf (Requires additional application.) | <input type="checkbox"/> Shrubs                      |
| <input type="checkbox"/> Hardscape materials (benches, lawn art, etc.)      | <input type="checkbox"/> Trees                       |
| <input type="checkbox"/> Heading or curbing addition                        | <input type="checkbox"/> Xeriscape                   |
| <input type="checkbox"/> Ground Cover (turf, decomposed granite)            | <input type="checkbox"/> Other _____                 |

**4. Detailed Description of Project:** (Include any new obstructions to the current views of neighbors in description. Add a new page for additional space.)

5. Is this a zero lot line?:     Yes                       No

**6. Checklist: (Submit with application - per guidelines, all that apply.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Completed signed application  | <input type="checkbox"/> Outline of the lot with all existing walkways, driveways, hard scape, etc. |
| <input type="checkbox"/> Dimensions of the lot boundaries and elevations                                   | <input type="checkbox"/> Plant schedule specifying botanical and common names                       |
| <input type="checkbox"/> Easements, right-of-ways, setbacks  | <input type="checkbox"/> <b>Photograph of existing property</b>                                     |
| <input type="checkbox"/> Headers and borders with the material detailed                                    | <input type="checkbox"/> Photographs/Visual picture of proposed project                             |
| <input type="checkbox"/> Lighting plan   | <input type="checkbox"/> Wall locations and elevations with construction details                    |
| <input type="checkbox"/> Location and type of individual tree, shrub or ground cover                       |   |
| <input type="checkbox"/> Materials to be used including artificial rock and paver samples, brochures, etc. |   |

7. **Estimated Start Date:**

**Estimated Complete Date:**

**8. Owner/Agent/Contractor/Representative Information:**

<b>Name</b> <input style="width: 280px; height: 15px;" type="text"/>	<b>E-mail/Phone</b> <input style="width: 350px; height: 15px;" type="text"/>
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**OWNER AGREEMENT AND DISCLAIMER:**

Property Owners must submit an application to the appropriate Architectural Committee for any changes proposed to be made to the exterior of the Property Owner's property that will be visible from the street, common areas or neighboring properties, including but not limited to any changes to or the construction of any structure, changes to landscaping and repainting (including repainting with the existing colors). No installation or commencement of any work is permitted until approval is obtained.

By signing this application, I acknowledge these requirements and also attest to the accuracy of the information submitted, including but not limited to owner information and project description(s), and that I am solely responsible for the accuracy of the information. I agree to comply with all applicable City of Scottsdale, Maricopa County and Arizona State laws, and to obtain all necessary permits. I understand this application will be retained for Association records. Based on the item for submittal, if any information is missing that is required per the McCormick Ranch Rules and Regulations Booklet, the application will be considered incomplete and will not be reviewed until a complete application is submitted.

I understand that if the proposed construction or modification is approved, I will be responsible for scheduling all work in a timely manner, for completing the work within the time frame requested and for complying with the approval issued. If the project is not started or completed within the approved time frame, an updated timetable must be submitted in writing to the Executive Director and approved in writing by the Executive Director.

I understand and acknowledge that no work may commence prior to approval and I will be liable for all costs necessary to bring any nonconforming work into compliance with the recorded documents of the Association and Board approved Rules and Regulations. I understand that I am solely responsible for the accuracy of all documentation submitted with this application. I understand that as part of this review process my neighbors may be contacted regarding this application, and shown the application and all required information submitted. Approval of this application by the appropriate Architectural Committee does not in any manner constitute approval or endorsement of the architectural and technical soundness of the proposed project, and the appropriate Architectural Committee, Board of Directors or Staff of the Association shall not incur any liability with respect to any apparent or latent defects and errors in the plans, specification or construction of proposed project(s).

Property Owners denied approval under Article X of the recorded Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservation and Easements shall have the right to submit an appeal to the Executive Director in writing within thirty (30) from the date of denial. Appeals will be heard by the Association Board of Directors at the first regularly scheduled meeting following notification of appeal.

I certify that my assessments or Special Use Fees are paid in full and there are no other fees and/or fines owed to the Association for unapproved modifications. If applicable, I certify that I have received permission from my HOA.

Signature  Date

***Please submit this application with all the required attachments:***

MRPOA  
c/o Valerie Venable  
vvenable@mrpoa.com  
9248 N 94th St  
Scottsdale, AZ 85258

For Office Use Only:  
Date Rec'd \_\_\_\_\_  
Date Responded \_\_\_\_\_  
Date Final Inspection \_\_\_\_\_

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**Committee Decision:**

Approved  Approved as Noted  Not Approved (Denied)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_