TROON VILLAGE ARCHITECTURAL REVIEW REQUEST – FORM 4

SMALL EXTERIOR CHANGES: *Architectural or landscape projects with a total cost of less than $5,000.00 and that change the exterior appearance of the home or property.*

Owner Name:	**Sub Association:** **Lot #:**
Email:	**Home Phone #:** **Cell #:**
Property Location … ***Address:*** ***City/State/Zip:***	**Owner Mailing Address …** *(If different than the property location)* ***Address:*** ***City/State/Zip:***
Architect's Name: ***Company:*** ***E-mail:*** ***Cell #:***	**Contractor's Name:** ***Company:*** ***Email:*** ***Cell #:***

SUBMITTAL REQUIREMENTS:

✔ Submittal Documents Required:

☐	Completed Application Form (This Form)	☐	Aerial Photo of Site (11"x17" – County, City or Google Earth)
☐	Non-refundable Review Fee ($100)	☐	Photos of Existing Conditions
☐	Written Scope of Work/Project Description	☐	Colors and Materials Information / Product Samples
☐	Construction Schedule	☐	Construction Plans: (1) Full Size Paper Copy
☐	Floor Plans / Site Plans / Landscape Plans	☐	Construction Plans: (1) 11"x17" PDF Copy
☐	Exterior Elevations	☐	Additional Descriptive Plans or Documents

For questions click this link to TVA's Architectural Standards & Procedures, www.troonvillageassociation.com. For specific submittal requirement questions contact Roger Tornow at troonarc@tornowassociates.com or 480-607-5090.

OTHER REQUIREMENTS & INFORMATION:

1. **ALL CHECKS ARE TO BE MADE PAYABLE TO: TROON VILLAGE ASSOCIATION**.
2. **ADDITIONAL FEES MAY APPLY IF RE-SUBMITTALS ARE REQUIRED AFTER THREE REVIEWS.**
3. Submit all the required documents to: Roger Tornow - Tornow Associates, PC, 455 E. Marigold Lane, Tempe, AZ 85281

OWNER AFFIDAVIT:

I understand and agree that:

- **I certify that the total cost of the project is less than $5,000.00.**
- **No work may begin until I receive written approval** from the Troon Village Association (TVA) Architectural Review Committee (ARC), and, if applicable, approval from my sub association. TVA may stop work on my construction project, which could include denying my contractor and construction personnel access to the community, if:
  - a) I start work prior to receiving written approval for work being performed,
  - b) I make unauthorized changes to approved plans, or
  - c) I otherwise violate TVA's governing documents relating to my construction project.
- I am fully responsible for any additional costs or delays arising from such a work stoppage and I assume liability for any damage to TVA and other Owner's property or personal injury that occurs due to the work requested. I understand that starting work without approval or other violations also may subject me to significant fines.
- TVA, its ARC, and their representatives have the right to come onto my Lot for the purpose of inspecting my construction project upon providing me at least 12 hours notice via telephone or in writing (including e-mail), and the persons performing such inspections shall not be liable for trespass.
- If TVA incurs additional costs due to my violation of the TVA Architectural Standards or any other governing document of TVA in relation to my construction project, then I will be fully responsible for reimbursing TVA for the costs incurred and failure to pay such costs can result in a lien against my Lot for the amount of such costs.
- It is my responsibility to contact the Property Manager for my specific sub association to request a copy of their Construction Guidelines. It is my responsibility to complete all required documentation and return it to the Property Manager prior to construction start.

ARC's written approvals expire six (6) months after date of issuance; work must commence prior to expiration.

Owner Name *(print)*:	**Date:**
Owner Signature*:	***PLEASE KEEP A COPY OF YOUR SUBMITTAL***

Note: Owner must sign form