

## **Instructions for Major Architectural Modification in Pointe Tapatio** *(Worksheet for your use; not for submission request)*

**NOTE:** There is a *non-refundable application fee* of \$250.00 for all approved Major Projects.

**STEP 1:** Review the ***Major Architectural Modifications of the Pointe Tapatio Rules and Regulations.***

**STEP 2:** Use the *PTCA Major Architectural Modification* form if your project includes any of the following:

- Expansion of Home's Footprint**
- Second Story Addition to Home**
- Swimming Pool or Spa Addition or Remodel** *(exceeding \$10,000)*
- Other Major Architectural Project**

\*\*Use the *PTCA Minor Architectural Modification* form for projects that do not modify the home's existing structure or involve any new construction on the property.

**STEP 3:** Prepare the following information to attach to your submission:

- What is the estimated project cost? \_\_\_\_\_
  
  - A cashier's check for the non-refundable application \$250 fee made payable to the PTCA.
  
  - A written signed approval of proposed modification(s) by ALL neighbors whose property adjoins the applicant's (i.e. all four sides).
  
  - A refundable \$1,000 deposit cashier's check for project clean-up made payable to PTCA.
  
  - A performance bond or cash-in-escrow for the full amount of the construction cost as proof of financial capability.
  
  - Engineering plans and specifications for the project to include:
    - Plans are to include a site plan, elevations drawing(s), floor plan, grading/drainage plan, foundation details, framing/electrical/plumbing details, and specifications for all materials.
    - A construction schedule for the work to be performed. No construction shall exceed ninety (90) days.
    - Plans for structural additions (i.e. second story or other structure) must bear the seal of an Arizona registered professional engineer or architect.
    - A written plan for staging dumpsters, equipment, etc. on the interior private streets.
    - The name and ROC license number(s) of the contractor(s) performing the work
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**STEP 4:** Complete, sign, and submit the *PTCA Major Architectural Modification Form* with the supporting documentation from Step 2 to the DRC c/o Pointe Tapatio Property Manager through **ONE** of the following:

1. **Email:** dtatman@pdsaz.com
2. **Fax:** 623-298-3328
  
3. **Mail:** Pointe Tapatio Community Manager  
c/o Planned Development Services  
14100 N. 83<sup>rd</sup> Ave., Ste. 200  
Peoria, AZ 85381

**STEP 4:** Receive written approval of your application from the DRC prior to initiating any work.

***\*\*\*DO NOT PROCEED TO STEP 5 UNTIL APPROVAL HAS BEEN OBTAINED FROM THE DRC AND THE PTCA BOARD OF DIRECTORS.***

**STEP 5:** A building permit from the City of Phoenix will be needed after approval has been obtained from the Design Review Committee and the PTCA Board of Directors.

**STEP 6:** Notify the DRC once the project is ready for final inspection.

# Design Review Committee (DRC) PTCA MAJOR ARCHITECTURAL APPLICATION FORM

Please refer to *Major Architectural Modifications of the Pointe Tapatio Rules and Regulations* prior to completing this form.

**This form needs to be completed, submitted and approved prior to obtaining a building permit from the City of Phoenix and commencing work.** Attach all of the required documents, the application fee, cashier's checks and performance bond or cash-in-escrow for the full amount of the construction cost. The project review process may take 30 days, and must be approved by a majority of the PTCA Board of Directors acting upon the written recommendation of the DRC. The PTCA Board may at its discretion, elect to request additional review(s) and/or additional information. Once approved, a homeowner completes the work as specified, then notifies the DRC. The project will be considered complete when a final inspection has taken place and the work has been approved by the DRC. Contact PTCA Property Manager for further information and consultation.

Check  the box next to each modification you are choosing:

- Expansion of Home's Footprint**
- Second Story Addition to Home**
- Swimming Pool or Spa Addition or Remodel** (*exceeding \$10,000*)
- Other Major Architectural Project**

**Additional Information/Comments:**

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**Please attach the following to this application:**

- What is the estimated project cost? \_\_\_\_\_
- A cashier's check for the non-refundable application fee made out to the PTCA.
- A written signed approval of proposed modification(s) by ALL neighbors whose property adjoins the applicant's (i.e. all four sides).
- A refundable \$1,000 deposit cashier's check for project clean-up made out to PTCA.
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