

ARCHITECTURAL REQUEST (A.R.)

Name: _____ Contact Phone #: _____ Unit#: _____

Provide a Description of the Request below, including relevant location, dimensions, materials, colors, photographs, links to internet sites, etc. Attach a plan/drawing, picture, or sample of the proposed change. Attach **approved Permits & deposit check** as needed, see next page. **Identify proposed contractor(s)**. Submit completed form with attachments to Community Assistant or Property Manager.

Planned Start Date _____ Planned Completion Date _____

The homeowner agrees to comply with all city, county and state laws and must obtain, submit and post all necessary permits. Homeowner certifies he/she has read and will comply with all requirements of the HOA Rules and Regulations, Architectural Rules, and Approvals and Notifications provided on page 2.

Signature of Unit Owner _____ Date Signed _____

DISPOSITION

DECLINED with rationale: _____

APPROVED, subject to following Contingencies & Architectural Committee in-process & final inspections.

CONTINGENCIES (state if none): _____

CONTRACTOR APPROVAL _____ DATE _____

ARCHITECTURAL COMMITTEE _____ DATE _____

_____ DATE _____

----- APPROVALS and NOTIFICATIONS -----

As summarized from the Covenants, Conditions and Restrictions (generally Article 4.3): the following approvals and permits are required for approval of the Architectural Request. As stated earlier, the homeowner is responsible for compliance with applicable building codes and policies. **The homeowner is responsible to notify the Marquessa Concierge of contractor and related activity** so that building access may be enabled and/or reasonable protection for common areas (such as elevator padding) can be provided.

Altering/Renovating the following items **Do Not Require Approval** from the Marquessa:

Cabinets; Painting (Interior); Interior Flooring: Carpet (pad required); Counter Tops; Appliances; Water Valves not requiring whole floor shut-off.

Altering/Renovating the following items **Require Approval** from the Architectural Committee

Patio/Balcony Tile & Carpet (Waterproof underlayment required) - Windows or Exterior Sliding Doors; Exterior Painting; Window Coverings; Balcony or Patio Ceiling Fans; Interior Flooring: Tile, Wood (Sound suppressant material required); Plumbing or Water Valve changes requiring water shut-off to the floor; & Air Conditioners.

Altering/Renovating the following items **Require Documentation (indicated by "X")** Before Approval

Circle or Highlight Items to be Altered/Renovated

Item/Area(s) to be Altered, Relocated or Renovated:	Plan Submitted	Licensed Contractor	City of Scottsdale Permits*	HOA Architecture Committee & Board Approval	Registered Engineer
Trussed Air Space	X	X		X	
Interior Non-Structural	X	X		X	
Structures (common walls, trusses, floors)	X	X	X	X	X
Fire Sprinklers (incl. changes to head height & location)	X	X	X	X	
Electrical (Excluding Low-Voltage)	X	X	X	X	
HVAC	X	X	X	X	
Water & Sewer Piping	X	X	If Relocated	X	
Sinks, Showers & Tubs	X	X	If Relocated	X	

* All Permits (and this A.R. if permits are required) should be posted on exterior door of unit during construction.

REFUNDABLE DEPOSIT:

Costs exceeding \$10,000 = Deposit: \$1,000; Costs below \$10,000 = Deposit of \$250.
 Damages to common areas due to change related activity will be deducted from deposit.
 Damages in excess of deposit will be assessed at the cost of repair.

Licensed Contractor must have a General Liability Certificate of Insurance in the amount of \$2,000,000 aggregate and \$1,000,000 per event naming Scottsdale Marquessa Condominium Association as additional insured.

----- /Architecture Committee INSPECTIONS (add additional details/sheets as needed) -----

In-Process: Item: _____ By: _____ Date: _____
Final Inspection: By: _____ Date: _____ By: _____ Date: _____