

Walnut Ridge Estates HOA

Design Review Form

OFFICE USE ONLY

Rec'd by: _____ Date Rec'd: _____ Account #: _____

Scanned [] BW [] Letter to owner []

*Please review the included Standards which are taken from the CC&Rs, as released by the Walnut Ridge Architectural Control Committee. Prior to performing any exterior modifications and/or improvements to your home or lot, you must complete, sign, date, and return this form (and any required attachments) to: Walnut Ridge HOA Architectural Control Committee, c/o Continental Country Club, 2380 N. Oakmont Dr., Flagstaff, AZ 86004. The Architectural Control Committee has the authority to charge a fee(s) when the request requires services of a consultant. Please see the reverse side of this form for general information gathered from the CC&Rs in relation to modifications and/or improvements to the outside of your property. **Please note: City Permits must be obtained prior to work commencement for any modifications/improvements requiring city approval.***

Owner's Name: _____ Property Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Required: Start Date: _____ End Date: _____

Type of modification and/or improvement (check all that apply):

- Remodel/Addition New Construction
- All other improvements (e.g. privacy fence, repainting, deck replacement, tree removal, etc.)

Please provide a detailed description of the work to be completed, using additional pages as necessary. A birds-eye sketch of improvements/modifications in relation to setbacks (in feet) is required for most reviews. Include type of material to be used, color(s), dimensions of structure, location on lot, etc., as applicable.

I understand that any work performed prior to approval from the Architectural Control Committee (ACC) shall be subject to fines, and Walnut Ridge Estates HOA reserves the right to require restoration of the property to its prior condition. Any alterations to this request must be resubmitted for review by the ACC. If any work is performed other than that which has been approved by the ACC, approval will be voided, fines may be imposed, and restoration of the property to its prior condition may be required. All work must be completed within the allotted timeframe, or an extension request must be received 30 days prior to the approved completion date.

Homeowner Signature: _____ **Date:** _____

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ACC Action: Approved Approved WITH CONDITIONS Denied

COMMENTS: _____

Signature(s) of ACC Member(s): _____ Date: _____

_____ Date: _____

This form must be completed and a response must be obtained from the Architectural Control Committee (ACC) *prior* to the commencement of work. Please be sure to provide complete information with your request, such as: color and material samples (via color swatch, brochure, photo, etc.), distance to property lines, architectural drawings, sketches, blueprints, etc. **Please note: both a bird’s eye view (with information regarding setbacks) and an elevation must be provided for remodeling/addition projects, as well as new construction projects.** If you have any questions or concerns, please contact your Property Manager (Continental Country Club) at 928.526.5125. *The following excerpts are provided based on the Declaration of Covenants, Conditions and Restrictions of Walnut Ridge Estates at Fairfield Country Club Estates in conjunction with the Walnut Ridge Architectural Control Committee Standards. Please consult these sources of information for a complete description, or for more information not specifically listed below.*

Setback Requirements shall be in accord with City of Flagstaff Ordinance and Walnut Ridge Estates Governing Documents:

	Front	Rear	Sides
Walnut Ridge Estates	20’	10’	10’

Sample Standards:

- Fencing shall be optional and must be approved prior to construction. In addition, the following must be followed:
 - A Design Review Form must be submitted which details the following:
 - A drawing/sketch showing the location of the fence with respect to property lines and to the house. (Does not have to be to scale.)
 - Furnish description of proposed fence including
 - Distance between rails (for split rail fence)
 - Length of board (for board fence)
 - Distance from top of fence to ground (for all fences)
 - If there is an existing fence, advise disposition
 - Show location of gate(s)
 - All support posts, cross braces and gate(s) hardware must face into property owner’s yard.
 - No chain link fencing will be allowed, nor will any metal gate be permitted.
- Tree Removal
 - Approval is required for the removal of native trees whose trunks are greater than 6” in diameter.
 - Permission to remove dead trees or trees less than 6” in diameter which are bowed, leaning, severely misshapen, diseased, or sparsely needled is not required.
 - Tree removal in conjunction with new construction or room additions must be addressed in the blueprints.
- Natural, earth-tone colors are encouraged for building exteriors. A Design Review Form *must* be submitted, even if the house is being repainted the same color.
- Construction of additional parking slabs must be submitted to the ACC *prior* to construction. Parking areas may be constructed of poured concrete, pavers, or compacted gravel.

Please submit completed form, associated documents, and review fee to:

Walnut Ridge HOA Architectural Control Committee
 c/o Continental Country Club
 2380 N. Oakmont Dr.
 Flagstaff, AZ 86004