



**Starlight Pines Homeowners Association
Architectural Committee**

2740 Arapaho Dr., Happy Jack, AZ 86024-8245
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APPENDIX C

Architectural Change Request Application Form

<Owner's Name:> _____ <Lot Number:> _____

<Property Address:> _____

<Owner's Mailing Address:> _____

<City:> _____ <State:> _____ <Zip:> _____

Phone: Day _____ Evening _____

Cell _____ Pager _____

E-Mail Address: _____

****DO NOT WRITE IN THIS BOX****

Date Received: _____

Inspection Date: _____

Date Approved: _____

Date Disapproved: _____

Remarks & Initials: _____

I certify that:

1. All Regular Annual Assessments are current for this property.
2. The applicant is the Owner of the Property and assumes all responsibility for approval.
3. All requested information for the project will be supplied to the Architectural Committee, and no work will commence until the Architectural Committee has issued written approval.

Give full details or purpose and/or reason, type, color, size or improvement and materials, location, etc. Provide building plans, a site plan or hand sketch and/or pictures and/or samples as necessary.

_____ Estimated Date of Project Completion: _____

Homeowner's Signature

Date

Community Manager or Architectural Committee Member's Signature

Date

(Continued)

SPHOA *Architectural Committee Rules*

Revisions approved by the Board of Directors on May 14, 2011; October 11, 2014; April 11, 2015; November 12, 2016.

Current version updated and approved by the Board of Directors on September 09, 2023

Architectural Change Request Application Form, continued

Architectural Change Request Application will be reviewed within thirty (30) days.

The Architectural Change Request Application for Lot Number _____ has been:

- Approved Disapproved (See reasons below.) Approved with the following stipulations.

As the owner of this property, I accept the responsibility to adhere to all County, State, and/or Federal requirements for my project. I agree to obtain building permits, licenses, and/or other requirements of any agency governing my property if I have received the approval of the Board of Directors. I will make sure the AC has a copy of all permits and/or licenses for the lot file that is maintained in the SPHOA business office. I will also display any and all required documents on the exterior of the building during construction and through completion.

Owner's Signature

Date

Disapproved for the following reason(s):

- Architectural change does not meet the need or requirements of the Starlight Pines CC&Rs, the SPHOA Architectural Committee, or the SPHOA Property Rules.
- This request is declined because it may pose a possible threat to well-being and/or safety.
- The request lacks information to render a favorable decision.
- More information is requested regarding: _____
Please re-submit your request within _____ days.
- The request may threaten the structure of the property.
- Other objection:

Architectural Committee Member's Signature

Date

Architectural Committee Member's Signature

Date

Architectural Change Request Application, End Page 2 of 2

SPHOA *Architectural Committee Rules*

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