

# STONEGATE COMMUNITY ASSOCIATION ARCHITECTURAL COMMITTEE DISCLOSURE AND FILING INSTRUCTIONS

## APPLICANT'S DISCLOSURE RESPONSIBILITIES

Stonegate requires disclosure to abutting property owners of an architectural application for any project visible from neighboring properties or public view. These projects include but are not limited to:

- construction or the addition of a new structure (including barbecues, play structures, etc)
- landscape modifications
- grade changes, pool, spa and raised planters attached to party walls
- upon submittal of exterior paint colors, staff will advise applicant if disclosure will be necessary

*Maintenance items such as replacing windows with like size and shape or dead landscape plant replacement is considered maintenance and disclosure is not required.*

**Disclosure to the abutting property owners does not constitute approval of your application. It is only notification of the application. The Architectural Committee determines whether your application is approved.**

## PROOF OF DISCLOSURE

**The Architectural Committee will not review an application until disclosure is completed in accordance with this disclosure form.**

**Verbal Notification** requires abutting property owner's signature on the back of this form.

**Or: Written Notification** requires that the abutting property owner be notified by *email, fax or certified mail, which requires a delivery receipt*. Written notification must include:

- (1) The type of architectural modification being submitted to the Architectural Committee;
- (2) The date of the meeting at which you anticipate your application will be reviewed;
- (3) Notification that any comments, questions or concerns should be directed to the Architectural Committee.
- (4) Notification that the plans are available for review at the Stonegate offices.

A copy of your letter **and** the delivery receipt must be attached with this form when you submit your project to the Architectural Committee.

## SUBMITTING YOUR APPLICATION

The Architectural Committee meets the first and third Wednesday morning of each month at 9AM. To file for an architectural or landscape change, this form plus your architectural application must be completed and returned to the Community Association **no later than 2PM the Monday preceding the meeting**. (If the application involves painting, you must include an 8"X10" draw-down to show each color.) Please direct questions regarding Stonegate's architectural rules to the Community Center staff, 480- 391-9760. You and any other interested parties may attend the meeting at which your application is to be considered.

**DISCLOSURE FORM ON THE REVERSE SIDE MUST BE COMPLETED  
AND ATTACHED TO YOUR ARCHITECTURAL APPLICATION.**

**APPLICANT'S DISCLOSURE STATEMENT**

I, \_\_\_\_\_ (print name),  
have informed all abutting property owners that I have applied to the  
Architectural Committee for approval of \_\_\_\_\_

The meeting will be held on \_\_\_\_\_.  
They are aware that if they have questions regarding this application request,  
they may contact the Stonegate Community Association at 480-391-9760.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ABUTTING PROPERTY OWNERS' RESPONSIBILITY**

**Date & Time of Architectural Committee Meeting** \_\_\_\_\_

Abutting property owners must advise the Architectural Committee of any concerns relating to an application before a decision is rendered. Abutting property owners or others must notify the Architectural Committee in writing if they wish to be informed of the decision.

Abutting property owner signature only acknowledges that you know about the applicant's request. It does not constitute approval or denial of the application. If you want a review of the applicant's plans, it is your responsibility to request it, and to advise the Architectural Committee of any concerns. If you have questions, please contact the Community Association at 480-391-9760.

Abutting Owner's Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

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Address: \_\_\_\_\_

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Address: \_\_\_\_\_

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Address: \_\_\_\_\_

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