

**PINE COUNTRY HOMEOWNERS' ASSOCIATION**  
**Architectural Review Application for**  
**Garage, Workshop, House Addition, Outbuilding**  
(See instruction page)

Lot #:  Property Address:

Owner Name(s):

Owner Phone:  Owner Email:

Contractor Name:  Contact:

Contact Phone:  Contact Email:

I (the owner) have received, read, and agree to abide by the Pine Country Homeowners' Association Architectural Design Guidelines.

-----**Fees**-----

A refundable \$200 review fee is due. Make the check payable to Pine Country Homeowners' Association. In the memo field include your Lot Number, HOAMCO Account Number, and the phrase "Refundable ARC fee"

**Mail Check to:**  
HOAMCO  
Attn: Gloria Bushnell  
PO Box 4212  
Show Low, AZ 85902

**At completion of project Send Refund to:**

-----**Required Details**-----

Complete set of plans/drawings included. Includes site plan and 4 elevations:

Site Plan shows the project and house footprint, driveway, property lines, setbacks, direction / which way is north.

Siding type, manufacturer, manufacturer color name/code:

Trim type material and manufacturer color name/code:

Roofing material, manufacturer, manufacturer's style and color:

Gutter color:  Doors paint manufacturer, color/code:

Window Manufacturer and Frame Color:

-----**Architectural Review**-----

**ARC Comments:**

- Approver
- Denied

Approved/Denied by:  Date:

-----**Board Appeal and Request for Variance**-----

**Reason for appeal/variance:**

**Board Signature by:**

**Date:**

Board Approved

Board Denied

# Architecture Review Application Instructions

## Garage, Workshop, House Addition, Outbuilding

### Documents and details Required for Architecture Team Review.

When all required documents are ready, Email them as attachments to: [HCPIIARC@Gmail.com](mailto:HCPIIARC@Gmail.com) .

### Required Documents

#### 1. Completed Form for Garage, Workshop, House Addition, Outbuilding on website, then save to your computer.

You must include:

- a. Type of siding, manufacturer, manufacture's color name or if painted the paint/stain manufacturer, color name and code
- b. Type of trim, manufacturer, manufacture's color name or if painted the paint/stain manufacturer, color name and code
- c. Type of roofing material, manufacturer, manufacturer's style, color
- d. Gutters color
- e. Doors paint/stain color, manufacturer's
- f. Window manufacturer and frame color

#### 2. All engineering documents to include the 4 elevations

#### 3. Plot map showing:

- a. Foot print of house
- b. Placement of the project to property lines and roads (show distances)
- c. Setbacks
- d. Driveway
- e. Orientation (which way is north).

### Summary of the relevant rules in CC&Rs, Architecture Guidelines, and Rules and Regulations. You are expected to review these documents for additional details.

When building a house it is important to read and understand these documents. There are too many rules and guidelines to list them all here. Reading and following these documents will greatly reduce the risk of having to do costly rework. The following are a few key rules which are sometimes missed by the builder/owner.

- Just because you have seen it done in the development, it does not mean it will be approved today the rules may have changed.
- Propane tanks must be buried.
- Setbacks are 15 feet on sides and back, 30 feet on front.
- When it comes to colors, earth tones of browns and grays are generally the best choices
- Maximum of 3 door garages
- A dumpster must be on site and water must be connected and available.