

Catalina Foothills Estates No. 9

Architecture Review Guidelines and Form

Your home is subject to [Covenants, Conditions & Restrictions \(CCRs\)](#) which are intended to protect the unique attributes, appearance, and environment of Catalina Foothills Estates No. 9 (CAT9). These restrictions limit the architectural styles, colors, natural features, vegetation, and building heights so that we can maintain the “sense of place” and historical foundation of our picturesque Catalina Foothills originally developed by native Tucsonan John W. Murphey starting in the 1920’s.

Per the CCRs (see Section 4), any “*construction, installation, addition, alteration, repair, change or replacement of any Improvement*” on the lot must obtain Board approval. **Owners must obtain written approval from the Board PRIOR to starting construction. Requests for review shall be submitted on the ARCHITECTURE REVIEW FORM attached below.** As set forth in the CCRs, the Board has authority to engage an “Architectural Consultant” to review the requests and advise the Board. The Board may charge fees for such architects, consultants, and attorneys to cover the costs of reviewing requests and enforcing these guidelines. Approval by the Board in no way implies conformance with any government regulations or permitting requirements, all of which are the responsibility of the owner. Owners must read and understand the CCRs as part of the review process.

For the Catalina Foothills Estates No. 9
To start your request or for any questions please contact:

Attn: Jeff Landers
Phone: 615.715.4123
Email: Jeffcam@me.com
With copy to: Connistruse@gmail.com
Re: CAT 9 Architecture Reviews

Kevin Paulus, Board’s Architectural Consultant
Phone: 520.861.3478 (cell)
Email: Paulusarchitect@cox.net

STEP 1 - GATHER DOCUMENTS AND SUBMIT REVIEW FORM. Your plans must be reviewed and approved by the Architectural Consultant and the Board prior to the start of construction or installation.

- Compare the proposed project with the requirements in the CCRs.
- Review setbacks, vegetation, adjacent properties, and plans which may require Board approval.
- Fill out the **ARCHITECTURE REVIEW FORM (SEE BELOW)** to schedule a review, and send with all the plans, photos and drawings for Board review and approval.
- For smaller jobs, plans need not be fancy or elaborate, but the plans must be complete, clear, and comply with the CCRs.
- For any construction, please be prepared to provide two (2) sets of professional engineering plans or professional site plans (showing setbacks) (one for Board and one for Architectural Consultant).
- Submit photos, written neighbor consents and all backup documentation or your request may be denied and / or reverted for further action before the Board will consider the request.

STEP 2 – BOARD REVIEW - Any Board approvals are documented in the minutes of the Board meeting. The Board may require that the Approving Architect issue a written approval letter to the Board in order for the Board to approve the request.

- Contact the Board to request that your design review request be added to the board agenda.
- **Approved** - If the plans are approved, the Board will stamp the drawings approved and will retain a copy for the Association records.
- **Rejected** - If the plans are rejected, the owner can change the plans and resubmit.
- **Variance Request** - If the plans are disapproved, the owner may resubmit the plans for a variance or deviation. Variations require a compelling reason and support, neighborhood support and may require input from the Architectural Consultant. See the Variance Request Procedure section below
- **No action** -If the Board takes no action, the owner must re-submit any additional information necessary to obtain Board approval.
- Per the CCRs, if the Board fails to approve or disapprove an application within 60 days after receipt, the submittal is deemed denied.
- Once the Board approves the final design plans, the work may commence. Any changes to the plans require re-approval.
- The owner has the duty to keep the Board informed of the status of the improvements, and ensure AA review and written Board approval.

STEP 3 – PRIOR TO COMPLETION OF CONSTRUCTION. Owners who commence construction prior to Board approval do so in violation of the CCRs – this may result in additional architectural review fees and fines to pursue enforcement action by the Board.

- As part of the approval, the Board has the right to require an inspection to verify with the builder, owner, or owner's representatives that actual construction is in progress and is in strict compliance with the approved final design.
- Changes to the final design must be approved by the Board in advance in writing.
- Per the CCRs, owners must diligently pursue the construction work as soon as reasonably practicable.
- Owners must advise the Board when construction is complete.
- Owners must provide the Board copies of any as-built drawings.

VARIANCE REQUEST PROCEDURE: Owners may request a variance to the CCRs for exceptional circumstances for which the owner can provide sufficient justification and neighbor consents.

- Variances are discouraged. Variances receive the highest scrutiny from the Board in determining the impact to the neighborhood, CCRs and precedent set by allowing the variance.
- The owner has the obligation to submit to the Board the compelling reasons and sufficient justification for approving the variance request.
- Variance requests require letters or written confirmation from each of the potentially impacted neighbors demonstrating that they understand the variance and approve of the request.
- The Board has the right to require input and approval from the Board's Architectural Consultant.
- Variance requests not approved within 60 days of Board review at a regular meeting are deemed denied.

Catalina Foothills Estates No. 9

Architecture Review Form

Cat9.org Info@cat9.org

Your home is subject to **Covenants, Conditions & Restrictions (CCRs)** which are intended to protect the unique attributes, appearance and environment of Catalina Foothills Estates No. 9 (CAT9). You agreed to abide by these CCRs when you purchased your home. Please read the CCRs before planning any project and use this form to submit your review request to the Board. Per the CCRs, please allow at least 60 days' advance notice for review since the Board only meets once a month (See Cat9.org website for meeting dates).

TYPE OF REQUEST: Architecture review Variance review

Date:	
Name of Property Owner:	
Property Address:	
Lot Number:	
Email:	
Phone number:	

PROJECT OR REQUEST DETAILS:

Name of Project	
Describe improvements or variance requested:	
Describe any issues or complications with the project about which the Board should be aware:	
Name of Architect:	
Name of Contractor:	
Estimated Start Date:	
Estimated Completion Date:	
Current Project Phase	<input type="checkbox"/> Preliminary Design <input type="checkbox"/> Final Design

	<input type="checkbox"/> Construction <input type="checkbox"/> Construction Complete
Is this a resubmittal? If yes, indicate date of first request	
Describe to what extent you talked to or got consent from your neighbors about your plans or request: (required for variances)	

DOCUMENTATION SUBMITTED AND AVAILABLE: (* required submission for construction reviews)

<input type="checkbox"/> Site Plan *	<input type="checkbox"/> Land Survey
<input type="checkbox"/> Landscape and Vegetation Plan *	<input type="checkbox"/> Floor Plan
<input type="checkbox"/> Roof plan	<input type="checkbox"/> Material List and/or color samples board *
<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Photos
<input type="checkbox"/> Engineering Drawings	<input type="checkbox"/> Neighbor consents (required for variances)
<input type="checkbox"/> Other (please list): _____	

ACKNOWLEDGEMENT AND AGREEMENT

- I have read, understand, and agree to abide by the CCRs, Rules and applicable laws.
- Since variances are discouraged, I have sole responsibility for obtaining all neighbor consents to demonstrate justification for any variance request.
- I also have sole responsibility for obtaining all necessary government permits from the appropriate building and zoning authorities, and for providing copies to the Board.
- I understand that per the CCRs, no construction work can start until I have received written approval from the CAT9 Board.
- I understand that the Board may require inspections from the Board and/or the Board's Architectural Consultant at any reasonable time and as part of the design, construction and final review.

OWNER SIGNATURE: _____

Submit this form to:

Attn: Jeff Landers

Phone: 615.715.4123

Email: Jeffcam@me.com

With copy to: Connistruse@gmail.com

Re: CAT 9 Architecture Reviews