

APPENDIX D

BUILDING PLAN SUBMISSION REQUIREMENTS

Property owners who are submitting plans to the Association for review and approval are reminded that the following items must be included in your packet:

- A complete site plan
- Lot survey, prepared by a certified Civil Engineer
- Roof, floor, mechanical and utility plans
- Exterior elevations
- Samples of all exterior materials (tile, trim, gates, fences, etc.)
- Landscaping plans
- Plans for the movement of protected plants
- A \$300.00 check, made payable to the Pima Acres Property Owners Association, for administrative fees and plan review expenses, and
- A signed "Acknowledgement Agreement" (see the next page of this booklet).

Once your deposit funds clear the bank, the Architectural Committee will begin reviewing the above materials. Since all costs related to plan review are deducted from the \$300.00 deposit, it is important that plans are completed and in accordance with the Association's governing documents. Please note that construction activity shall not commence upon any lot until the Association or its designated representative approves your plans in writing. Once approved, your architect or contractor submits the plans to the City of Scottsdale for 'red lining' and approval by City staff. The Association holds the deposit balance until construction of the home is finalized and the Association has completed an exterior site inspection. The inspection must show that there are not outstanding items to be addressed by the property owner.