

**ANASAZI HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
DEVELOPMENT PLAN APPLICATION**

The following pages include the information required to apply for approval of a Development Plan in the Anasazi Trails and Meadows subdivisions.

The requirements for Development Plans reside in the AHOA CCRs and in the ACC Rules. Please review these sections, at a minimum, for design and construction rules and compliance requirements:

- CCRs – Articles 1-7
- ACC Rules – sections 1-2, 4-7, 9-11 and Appendix A

Please complete the form in its entirety, including digital initials on each page and digital signatures. The Application will be accepted when the ACC has received a completed Application package of ALL required documents and other submissions listed on page 4. The ACC requires submission of 1 full-size paper copy and 1 identical set in PDF format of the Application package.

PLEASE PAY ATTENTION TO THESE INSTRUCTIONS:

Whether you are accessing the file from the website, or if you have received the file in an email, [download the file and open it in Microsoft Word](#). If the file opens with a security warning for files from the internet, click on “Enable Editing”.

The Application is provided in “fill-in” format, allowing for preparation, sending and storage of the document electronically. [Fill-in fields should be shaded, but if not visible, roll over an area near a colon with your mouse and the fill-in will appear.](#)

Please contact the ACC if you experience problems with the application.

When you are finished, please [save the file by ADDING your subdivision \(AT or AM\) and Lot number to the file name](#) and forward by email to the ACC.

Lot owner initials:

Builder initials:

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APPLICATION SUBMISSION INFORMATION			
Date (drop down):	Lot #:	Subdivision: Trails <input type="checkbox"/>	Meadows <input type="checkbox"/>
Development Type: New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>	Outbuilding <input type="checkbox"/>
APPLICANT AND CONTACT INFORMATION			
LOT OWNER(S) OF RECORD:			
Street Address:			
City:	State:	Zip:	
Email Address:			
Phone #s: Cell:	Office:	Fax:	
Mailing Address (if different):			
City:	State:	Zip:	
BUILDER / CONTRACTOR:			
Street Address:			
City:	State:	Zip:	
Email Address:			
Phone #s: Cell:	Office:	Fax:	
Mailing Address (if different):			
City:	State:	Zip:	
ARCHITECT / DESIGNER:			
Street Address:			
City:	State:	Zip:	
Email Address:			
Phone #s: Cell:	Office:		
ENGINEER:			
Street Address:			
City:	State:	Zip:	
Email Address:			
Phone #s: Cell:	Office:		

Lot owner initials:

Builder initials:

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DEVELOPMENT PLAN INFORMATION

Building style: <input style="width:100px;" type="text"/>	Heated square footage: <input style="width:100px;" type="text"/>	
Maximum Height: <input style="width:50px;" type="text"/> feet. NOTE: Maximum height is not to exceed 17' from average natural grade – when using 4 corner elevations as selected and measured by the ACC from the Topographical Site Plan. SEE SECTION 4.3 OF THE ACC RULES.		
Driveway material: <input style="width:100px;" type="text"/>	If required by drainage engineer: Dip section: <input type="checkbox"/> or <input type="checkbox"/>	Culvert: <input type="checkbox"/>
Colors NOTE: On the exterior of the home there shall be <u>only three colors. Window cladding and visible roofing are included within the limitation of three colors.</u> Physical color samples (on the material they will be applied) must be submitted before any Plan approval. Any changes to colors after approval must be submitted to the ACC and approved before being initiated. SEE SECTION 4.5 of the ACC RULES		
1) One main external stucco color: <input style="width:100px;" type="text"/>		
2) One accent color: <input style="width:100px;" type="text"/>	Accent Type (stucco, stone, tile): <input style="width:100px;" type="text"/>	
3) One trim color: <input style="width:100px;" type="text"/>	Trim Type: <input style="width:100px;" type="text"/>	
Window style: <input style="width:100px;" type="text"/>	Cladding material: <input style="width:100px;" type="text"/>	Cladding color: <input style="width:100px;" type="text"/>
Roof design & material: <input style="width:100px;" type="text"/>	Roof color: <input style="width:100px;" type="text"/>	
Garage door material: <input style="width:100px;" type="text"/>	Garage door color: <input style="width:100px;" type="text"/>	
HVAC location: <input style="width:100px;" type="text"/> NOTE: All HVAC and other equipment needs to be enclosed by a full-height, stuccoed four-sided enclosure, regardless whether it is on the roof or on the ground. Any changes to the situation after approval must be submitted to and approved in writing by the ACC before being initiated.		
Solar: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Outbuildings: Yes <input type="checkbox"/> No <input type="checkbox"/> Location: <input style="width:100px;" type="text"/>		
Walls (portal, etc): Location(s): <input style="width:100px;" type="text"/>	Material: <input style="width:100px;" type="text"/>	Height: <input style="width:50px;" type="text"/> feet.
Fences & Gates: Location(s): <input style="width:100px;" type="text"/>	Material: <input style="width:100px;" type="text"/>	Height: <input style="width:50px;" type="text"/> feet
For slopes over 3:1, Mitigation type(s): <input style="width:100px;" type="text"/>		
Anticipated Start Date (drop down): <input style="width:100px;" type="text"/>	Estimated Completion Date (drop down): <input style="width:100px;" type="text"/>	

Lot owner initials: _____

Builder initials: _____

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Below are documents required to be submitted for a complete Development Plan application package. Please identify the submission status of each submission. The Application is not considered complete, finally submitted, nor accepted, and the Mandatory meeting will not be held, until ALL documents of the package have been received by the ACC both in paper (1 full-size set) and an identical set in PDF digital format. **The ACC requires that documents be sent in ONE package vs in pieces.** The Mandatory meeting will not be held until after the complete Application package has been received, confirmed and accepted by the ACC.

Please fill in each row by checking 1 box in each column for those submissions submitted WITH THIS application.

Application Package Documents and Samples Required	Full-Size Paper Copy submitted <u>with</u> this application	PDF Copy submitted via email at the time of this application
Application – fully filled out and signed	<input type="checkbox"/>	<input type="checkbox"/>
Builder’s Current license – GB02 or GB98	<input type="checkbox"/>	<input type="checkbox"/>
Builder’s Risk insurance – for this Lot & includes AHOA also insured	<input type="checkbox"/>	<input type="checkbox"/>
Builder’s business/commercial ins. - minimum \$1M & AHOA also insured	<input type="checkbox"/>	<input type="checkbox"/>
Construction (building) Plans including:		
Topographical Site Plan (<u>separate plan w/16 locations identified per Rules 2.1.2</u>)	<input type="checkbox"/>	<input type="checkbox"/>
Grading and Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>
4 Elevations	<input type="checkbox"/>	<input type="checkbox"/>
Foundation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
Framing Plans	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Plan	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan (to be submitted after construction & prior to beginning landscaping)		
Sample: Stucco (on material to be applied)	<input type="checkbox"/>	
Sample: Accent (on material to be applied)	<input type="checkbox"/>	
Sample: Trim (on material to be applied)	<input type="checkbox"/>	
External Lighting picture and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Solar equipment plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Initialed copy of ACC Rules		<input type="checkbox"/>
Initialed face page of CCRs		<input type="checkbox"/>
Cashiers Check: ACC Review and Application Fee - Due when Application submitted		

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Cashiers Check: Compliance Deposit - Due at Mandatory meeting		
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Lot owner initials:

Builder initials:

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By signing this Application, receiving approval and executing the Application and Development Plan, both the Lot owner and builder each represent to the ACC and agree that they have read, understand and are subject to and bound by the Application, Plan approval requirements, ACC Rules, and the CCRs, and any amendments and additions.

Among others, requirements in these governing documents include: (ACC Rules sections in parenthesis)

- The insurance, and AHOA as an additional insured, will be kept in effect from the date of Plan approval through, at a minimum, one week after any sale or change of title or, if no sale or title change through to ACC final inspection approval (2.1.4).
- The Application and Development Plan is not finally approved until after the Mandatory meeting occurs *and* the ACC signs the Application approval (2.4).
- No Commencement of Construction activity whatsoever shall begin without the Mandatory meeting having occurred, Development Plan approved given in writing by the ACC, proof of zoning approval obtained and a copy filed with the ACC within seven days of issuance, and flagging erected per Rules section 7.6. (5.2).
- Prior to pouring footings, and also at the end of construction, an ILR must be performed by a licensed surveyor and a copy of the survey must be submitted and agreed by the ACC in writing (6.3 and 6.5).
- All variances from or changes to the Development Plan between Plan approval and Final Inspection approval must be submitted to the ACC and approved in advance prior to being initiated (5.3).
- Failure to inform the ACC of a change in contact information from the application data or to deny receipt of a communication sent to the application address (if no updated address was sent to the ACC) does not absolve the builder or Lot owner of responsibility for violations, penalties and/or fines (10.3.3).

Further, the Lot owner and builder agree:

- They will timely complete all actions documented in the Application and Development Plan including any revisions, will timely correct any violations and will timely respond to any other notices.
- The ACC has the right in its sole discretion to deal with violations on a case by case basis.
- The licensed builder is responsible for compliance requirements or mitigation, and they are the first to be responsible and liable for all violations, any penalties and fines imposed. .
- Where, as a result of a violation, damage or injury to persons, property or the environment is imminent, or where animals are involved, or where serious incidents or situations may cause immediate harm, or where the violation is so serious the ACC must require it to cease immediately, the ACC may immediately impose penalties, without notice or any opportunity to be heard.
- Agree and acknowledge that that the CCRs and ACC Rules are designed to help protect and enhance the quality of our subdivisions and promote the health, safety and wellbeing of our residents and that any recurring or deliberate violations would diminish our community and impose a cost on all members.

I HAVE READ AND UNDERSTAND THIS APPLICATION, THE REQUIREMENTS OUTLINED IN THE ACC RULES AND CCRs, MY OBLIGATIONS HEREUNDER, AND I AGREE TO COMPLY AND ABIDE THEREBY.

SIGNATURE (please type in signature)

Lot owner:	Date (drop down):
Lot owner:	Date (drop down):
Builder/Contractor:	Date (drop down):
Lot owner initials:	Builder initials: