

STONEGATE COMMUNITY ASSOCIATION ARCHITECTURAL COMMITTEE DISCLOSURE AND FILING INSTRUCTIONS

APPLICANT'S DISCLOSURE RESPONSIBILITIES

Stonegate requires disclosure to all 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 of a new structure (including barbecues, play structures, etc), or
- change to an existing structure (including paint color), or
- landscape modification(s).

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 *certified mail with a return 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 sheet plus your architectural application must be completed and returned to the Community Association **no later than 2PM the Saturday preceding the meeting**. (If the application involves painting, you must include an 8"X10" draw-down to show each color. Your painter or paint vendor can supply this.) 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.

Your 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: _____

Abutting Owner's Signature: _____
Address: _____

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Address: _____

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Address: _____

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Address: _____