



**Submittal of this permit does not constitute approval.** Work shall not commence until the SLHOA1 Architectural Committee has reviewed your submittal and you have obtained approval from the committee. In addition, your project may require a permit from Maricopa County and as such, it is your responsibility to obtain these permits. Any approval from SLHOA1 is contingent on you obtaining proper permits from Maricopa County.

#### SUBMITTAL GUIDELINES

- 1) Please refer to the Sun Lakes Homeowners Association #1 revised Architectural Rules dated August 4, 2020 found on the website. Contractors *may not* submit permits without the homeowner's signature. **A homeowner *must be* a Member in Good Standing to receive approval.** As part of the review and approval process, members of the Architectural Committee may do a drive by of your property and contact you, if need be, for additional information.
- 2) Please make sure that you, the homeowner, have enclosed all of the required information and have completed the form in its entirety. If you do not, your request could be delayed. Refer to the "Attachments and Information required" section on the front of the form. If painting, a current Sun Lakes paint chip or chips must be attached. If installing an awning, a color sample must be attached.
- 3) Homeowners are solely responsible for researching and obtaining any necessary Maricopa County permits.
- 4) Homeowners choosing to use a non-licensed contractor assume all responsibility for any damage done or clean up required on neighboring properties.
- 5) Work site *must be* kept as neat and orderly as possible and all construction debris should be removed as work progresses. Construction debris may not infringe on neighboring properties.
- 6) See Architectural Committee meeting schedule posted on the Architectural bulletin board in the clubhouse and the Sun Lakes Country Club website community calendar.

***All Architectural Review Applications are accepted Monday – Friday, 8:00 am – 4:00 pm, Saturday 8:00 am – 2 pm at the Community Services Office (closed Sundays). In order for your permit to be reviewed every other Wednesday, the permit must be turned in by 2 pm by the previous Saturday before the meeting.***