

Architectural Application Checklist

IMPORTANT: Please be advised, if you submit an incomplete Architectural (ARC) application, it will not be reviewed by the Community Relations Committee (CRC). This may delay the Review and Approval Process for your ARC application. A Special Assessment may be imposed on you for any work that has commenced *before* approval is obtained by the CRC.

A complete ARC application *and* paid submittal fee is due by 3:00 p.m. on the Wednesday **prior** to the scheduled CRC meetings. The CRC meetings are held on the first Monday of every month excluding January and Holidays.

These dates can be viewed on the Event Calendar at **www.desertshores.org**

This is a general checklist and should be used as a reference.

- Contact Information and Property Address is listed on the application.
- The Start Date and Complete Date are listed.
- Application contains the Homeowner Signature.
- The Neighbor Awareness Signatures have been obtained/ I have attached a Dear Neighbor letter in lieu of an unobtainable neighbor signature.
- A complete schematic is attached displaying yard measurements (if applicable), existing structures/plants, location of new structures/plants and setbacks.
- Clear colored pictures of proposed structures, plants, pavers, stones, or any other proposed items are attached.
- Product description is attached (if applicable).

If you live in a Gated Community, you will need to obtain approval from your Sub-Association first. Once you have obtained the Sub-Approval, you must obtain approval from the Master Association of Desert Shores before you may begin any project. You will need to complete the ARC application for Desert Shores as well as the application for your Sub-Association.

The Architectural Policies and Guidelines and all ARC applications can be obtained from the online website at www.desertshores.org or from the Desert Shores office.