

Garden Club Homeowners Association  
20827 N Cave Creek Road Suite 101  
Phoenix, AZ 85024  
Telephone: 602-358-8130

**ARCHITECTURAL REQUEST FORM**

Please make sure to include all information on your proposed request. Please submit a sketch, drawing, photos or brochures sample of the materials used in the proposed change along with paint color samples (if applicable). Once you mail, email, deliver or otherwise submit your improvement for review by the Architectural Committee to RPM you will receive an "Acknowledgment" of receipt of your submittal by RPM within 5 business days. If you do not receive this "Acknowledgement" letter within 5 business days, contact us immediately as your submittal is deemed "Denied" by the architectural committee. Do not start work without approval as you may be required to remove changes of improvements at your own cost.

IF OWNER IS NOT FURNISHED WITH ACKNOWLEDGEMENT OF THIS REQUEST (FROM THE ASSOCIATION) WITHIN FIVE (5) BUSINESS DAYS OF SUBMITTAL, THE REQUEST IS DEEMED DENIED.

Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact/response:  Mail  Portal

Description of Architectural request in detail including:

Description of Project: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Location: \_\_\_\_\_

Colors: \_\_\_\_\_

Vendor/Contractor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The Homeowner agrees to maintain the improvement if approved by the Architectural Committee. The home owner agrees to comply with all city, county and state laws and must obtain all necessary permits.

\_\_\_\_\_  
Signature of Lot Owner

\_\_\_\_\_  
Date signed

OFFICE USE ONLY

Request ID#: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Garden Club Homeowners Association

\_\_\_\_\_  
Date