



EXTERIOR MODIFICATIONS AND ADDITIONS WORKSHEET

PLEASE MAKE CHECKS PAYABLE TO HOAMCO

3205 LAKSIDE VILLAGE, PRESCOTT, AZ 86301

EMAIL: TMETHOT@HOAMCO.COM

PHONE # 928-776-1997 X1166

OWNER _____ DATE _____

SITE ADDRESS: _____ DESIGNER/CONTRACTOR: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

MODIFICATION/IMPROVEMENT REQUEST:

REQUIRED FOR SUBMITTALS:

Plot Plan/Drawing-Dimensions (Property Line & BLDG Envelope) ___ Color/Materials Cut Sheet/samples

___ Elevations/Details

ATTACHMENTS/SUBMITTALSAMPLES: _____

___ REVIEW FEES: _____ DATE RECEIVED: _____

___ LATE SUBMITTAL FEE (\$50) CHECK NO. _____

OWNER

SIGNATURE(S): _____ Date _____

Architectural Review/Board Comments: ___ APPROVED ___ NOT APPROVED

Signature: _____ Date _____

Comments/Conditions: _____

Please allow up to 30 days for a response to all requests.

All modifications shall begin construction within ninety (90) days of approval and be completed within six (6) months of approval.

If your application is not completed along with supporting documents after 30 days from the date of your submission, a denial letter will be issued.

Final Inspection Request: Please contact HOAMCO by phone, email or by returning this form, to request a final inspection.

RESULTS: ___ APPROVED ___ NOT APPROVED

Inspector Signature: _____ Date _____

Comments: _____

___ BY CHECKING THIS BOX, OWNER REQUESTS A COPY OF THE COMPLETED INSPECTION.