



**EXTERIOR MODIFICATIONS AND ADDITIONS WORKSHEET**

**PLEASE MAKE CHECKS PAYABLE TO HOAMCO**

**3205 LAKSIDE VILLAGE, PRESCOTT, AZ 86301**

**EMAIL: [TMETHOT@HOAMCO.COM](mailto: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):** \_\_\_\_\_  
\_\_\_\_\_

**Architectural Review/Board Comments:** \_\_\_ APPROVED \_\_\_ NOT APPROVED

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments/Conditions:** \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
**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.**



## EXTERIOR MODIFICATIONS AND ADDITIONS WORKSHEET – FEE SHEET

Site Address: \_\_\_\_\_ Owner \_\_\_\_\_ Date: \_\_\_\_\_

### Non-refundable Submittal Fee:

#### No Fee:

- Exterior re-paint the same current and approved color
- Satellite Dish & Antennas
- Dead or diseased plants or tree removal & / or replacement
- Minor maintenance repairs

#### \$25.00 Fee:

- Security / Screen Doors
- Flag Poles
- Ornamentation (yard art)
- Exterior Solar Installations
- Awnings / Shade Screens
- Rain Barrels

#### \$50.00 Fee:

- Exterior Re-paint with approved colors from color palette
- Modification to Landscaping / hardscape after initial installation
- Late Submittal Fee: Submitting for approval after improvement has already been installed.  
(excludes conditions that existed at the home prior to current Owner's purchase)

#### \$75.00 Fee:

- Patio Covers, Pergolas, Gazebos or Trellises
- Fences, Walls, and Gates
- Roofing replacement
- Spas with Screening
- Recreational Equipment
- Modification to Existing Driveways, pavers, or walkways
- Sheds
- Paver patios or walkways
- Exterior Lighting Changes
- Exterior Window Treatments
- Drainage installation / modification

#### \$125.00 Fee

- Initial Landscaping for Existing Homes / Full Landscape Plan
- Swimming Pools
- Minor Exterior Structural Modification of the Home – **not requiring building permit**  
(Fee subject to change based on extent of Modification submitted)

#### \$250.00-\$2,000.00 Fee:

- Major Exterior Structural Modifications to the Home – **requiring building permit**  
(Fee based on the extent of Modification)
- Major Addition to Home  
(Fee determined based on scope of project)

### Required Attachments:

- Samples or catalog cuts of all exterior improvement items submitted (as needed)
- Paint samples to be actual color cards or physical paint “drawdowns” (no copies or photos)
- Complete construction documents, if appropriate (for Major modifications/additions)