

San Ignacio Heights, Inc.
P O Box 526
Green Valley, AZ 85622-0526

File # _____

ARCHITECTURAL COMMITTEE
IMPROVEMENT REQUEST FORM

Please Print all items

Date of improvement approval request: _____

Owner's Name: _____

Property Address: _____ Lot #: _____

Telephone Number: _____ Email Address: _____

Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions contained in the Conditions, Covenants and Restrictions of the Association. These can be found on the HOA website: <http://www.sanignaciohts.com/documents/>. In accordance with the CC&R's and the Handbook of Rules and Regulations, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, walls, building add-ons, etc., submit the following to the Architectural Committee of **at least 45 days prior to initiating work on the planned improvements:**

1. A completed Improvement Request Form
2. Complete and detailed building plans, material listing and specifications
3. A property site/plot plan showing the location of the proposed improvement

Location of improvement (Check areas that apply): Front of dwelling _____ Back of dwelling _____

Side of dwelling: _____ Roof of dwelling: _____ Garage: _____ Patio _____ Other _____

Failure to submit the requested attachments (Items 1, 2, and 3 above) prior to construction may result in Denial of your Request for Improvement. If any change is made without approval, the Board of Directors has the right to tell the owner to remove the improvement from his/her property. Completed forms can be mailed to the PO Box above. Questions can be directed to the Committee Chair: Chuck Willie, cwillie@msn.com; 503-329-3046.

Contractor: _____ ROC# _____

Signature of Owner or Owners:

Date received by Architectural Committee: _____ Date approved: _____

Signature of Committee Chair Signature of Committee Member Signature of Committee Member

Date submitted by the Architectural Committee to the Board of Directors: _____

Date approved by the Board of Directors: _____ By _____
Signature of Board Member

Date Improvement Request Form approval delivered to owner by Architectural Committee: _____

(rev 10/2021)