



Submittal Form for Architectural Review Committee

Owner Name: _____ Lot #: _____

Address: _____ Phone: _____

Email: _____

Description of proposed work, including materials and colors: _____

- Attach 2 drawings with lot dimensions showing location of the proposed work.
- If structural additions tie to the roofline, indicate elevation of the proposed structure. Plans need not be professionally drawn but they should clearly show the proposed improvements and their location on the property.
- Contractor's name and phone: _____
- Estimated start date: _____ Estimated completion date: _____
- **Proposed improvement may require a permit from the Pima County Building Department. You or your contractor are responsible for obtaining the required permits for your project.**

The Architectural Review Committee (ARC) meets on the first Tuesday of each month. Please submit your application to our managing agent by 11am the Friday prior to the ARC meeting.

Unless otherwise specified by the homeowner, the start date of the project will be the date on which this project was approved by the ARC, and the completion date should be no later than one-year post approval date.

If this submission is being made to correct a compliance violation, the project should be completed ASAP or by a date set by the Board of Directors.

Concerns of neighboring property owners may be considered during the review of plans but they are not the deciding factor in the ARC's final decision.

Owner signature: _____ Date: _____

Forms may be submitted by email customerservice@missionmanagement.biz
Or Mail to: Mission Management Services
8375 N Oracle Rd., Ste #150
Tucson, AZ 85704