

**THE OCOTILLO COMMUNITY ASSOCIATION**  
2577 W QUEEN CREEK ROAD, SUITE 105, CHANDLER, AZ 85248  
(480) 939-6070

Dear Member:

One of the many benefits of living in a Master Planned Community like Ocotillo is architectural control to promote the harmonious relationship among structures, vegetation, topography and overall design of the community. In accordance with Article IV, section 2(a) of the Declaration of Covenants, Conditions, Restrictions, Assessments, Charges, Servitudes, Liens, Reservations and Easements (CC&R's):

*"No improvements, alterations, repairs, excavation, grading, landscaping or other work which in any way alters the exterior appearance of any property within Ocotillo, or the improvements located thereon, from its natural or improved state ... shall be made or done without the prior approval of the Design Review Board. No building, fence, wall, residence or other structure shall be commenced, erected, maintained, improved, altered, or made without the prior written approval of the Design Review Board."*

To obtain approval, submit the attached form to the Association. Please note that accurate, to scale drawings of the proposed structure, modification or improvement must be attached to this form indicating Lot dimensions, the location and dimensions of the structure or modification and the distances from all perimeter walls. A building permit from the City of Chandler (the "City") is generally required for, but not limited to, pools, spas, ramadas, stone applications, room additions, patio covers or similar structures. It is the Member's responsibility to acquire all required City permits prior to construction. To avoid design changes and delays, it is strongly recommended conceptual design approval be received from the Ocotillo Design Review Board (ODRB) prior to submittal to the City. Please be advised, the ODRB may take up to 30 days after receipt to forward a written decision.

Your cooperation in submitting for approval prior to installation is for your protection to avoid costly mistakes resulting from unapproved modifications. Should you have any questions regarding the design review process or specific questions regarding your submittal, please feel free to contact the Association at the above number.

*Sincerely,*

*The Ocotillo Community Association*

**LANDSCAPE / ARCHITECTURAL SUBMITTAL FORM**

**THE OCOTILLO COMMUNITY ASSOCIATION**  
**2577 W QUEEN CREEK ROAD, SUITE 105, CHANDLER, AZ 85248**  
 Email completed submittal to [Briana@oca-az.com](mailto:Briana@oca-az.com)  
**480-939-6070**

**TYPE OF SUBMITTAL:**     **NEW**     **RESUBMITTAL**

DATE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

UNIT I.D. & LOT #: \_\_\_\_\_

VIEW LOT     NON-VIEWLOT

- IF APPLICABLE, ALL DRAWINGS MUST BE TO SCALE AND INCLUDE ONE COPY OF ALL DRAWINGS.
- THE ASSOCIATION MAY TAKE UP TO 30 DAYS AFTER RECEIPT TO FORWARD A DECISION. CALL MANAGEMENT FOR AN UPDATE IF BEEN PASSED 30 DAYS.
- ALL WORK ASSOCIATED WITH SUBMITTAL MUST BE COMPLETED WITHIN 120 DAYS FROM APPROVAL DATE, UNLESS APPROVED BY THE ODRB.
- SUPPLYING YOUR EMAIL ADDRESS BECOMES A RECORD OF THE ASSOCIATION AND MAY BE USED FOR FUTURE ASSOCIATION NOTIFICATIONS.

*ALL CONTACT DETAILS MUST BE COMPLETED*

**OWNER'S NAME:** \_\_\_\_\_    **PHONE NUMBERS:**    (HOME) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_    (WORK) \_\_\_\_\_

\_\_\_\_\_    (CELLULAR) \_\_\_\_\_

CITY: \_\_\_\_\_    STATE: \_\_\_\_\_    ZIP: \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_    (FAX) \_\_\_\_\_

\_\_\_\_\_    (E-MAIL) \_\_\_\_\_

CITY: \_\_\_\_\_    STATE: \_\_\_\_\_    ZIP: \_\_\_\_\_

**CONTRACTOR COMPANY AND NAME:** \_\_\_\_\_    **PHONE NUMBER:** \_\_\_\_\_

**DESCRIPTION OF WORK TO BE DONE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF MATERIALS TO BE USED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COLOR(S) TO BE USED:** \_\_\_\_\_

\_\_\_\_\_

**DIMENSIONS OF STRUCTURE (HEIGHT, WIDTH ETC.) MUST BE INCLUDED IN THE ATTACHED PLANS:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY:

STAMP:

DENIAL OR STIPULATION