

Keystone Owners Association
4645 East Cotton Gin Loop
Phoenix, AZ 85040
Telephone: (602) 437-4777 Fax: (602) 437-4770

ARCHITECTURAL REQUEST

If you require more space or have further details, please include them as an attachment on a separate page. Also, please submit all sketches, drawings, photos, and sample material brochures related to the proposed change along with paint color samples (if applicable).

Once you mail, email, deliver, or otherwise submit your improvement for review by the Architectural Committee to City Property, you will receive an "Acknowledgement" of receipt of your submittal by City Property within 5 business days. If you do not receive this "Acknowledgement" letter within 5 business days, contact us immediately. Do not start work without approval as you may be required to remove changes of improvements at your own cost.

You may submit your form by logging into your account at <http://homeowners.cityproperty.com> and selecting the "Submit an Architectural Request" menu item. Alternatively, you may email your completed form and all attachments to arch@cityproperty.com

Date: _____

Account Number: _____

Property Address: _____

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

Preferred method of contact/response: Mail Email

Summary of Architectural Request: _____

Description of Project: _____

Dimensions: _____

Materials: _____

Location: _____

Colors: _____

Vendor/Contractor: _____

Start Date: _____ Completion Date: _____

The Homeowner agrees to maintain the improvement if approved by the Architectural Committee. The homeowner agrees to comply with all city, county and state laws and must obtain all necessary permits.

Signature of Lot Owner

Signing Date

OFFICIAL USE ONLY:

Request ID #: _____

APPROVED

CONDITIONAL APPROVAL

DISAPPROVED

COMMENTS: _____