

Preparing To File

Before filing an Architectural Change Request, please ensure that you have the following information on hand to make sure your form is as complete as possible:

- Your property address and/or lot number.
- If submitting a painting request, you will need to know the paint scheme numbers associated with your community and/or parcel.
- If submitting changes to your landscaping, yard, or structure/dwelling, you will need to submit a property plat (digital file in JPEG, PNG, GIF, or PDF format) with changes clearly marked and annotated with accurate measurements.
- Preliminary details regarding the project, such as the person/company performing the work, whether they are licensed, and an expected project completion date.
- If you are planning to start multiple projects, each individual project will need its own separate application.
- Please be aware that if you are re-submitting an application, you will need to download the PDF version on your community's page and send it in via e-mail, fax, or postal mail.

To ensure the highest probability of approval, it is recommended that you have all of the above information ready. Requests that are incomplete may be disapproved and/or significantly delayed due to the board or architectural committee meeting schedule.

You may find it is easier to file an Architectural Change Request on line.

Go to

www.visioncommunitymanagement.com/current-homeowners/community?name=Keystone+Owners+Association

Look to the right side of the page for Submit Architectural Request

Step 1 – Homeowner Contact Information

Please provide your contact information below to help us communicate with you regarding your request.

Note: if your contact/ mailing address is different from your property's address, please put your contact/ mailing address on this page. You can specify your property/lot address on the next page.

First Name

Last Name

Phone

E-mail

If we need to contact you, which is your preferred method?

- E-mail
 Phone

Mailing Address

City

State

Arizona



Zip

Lot #

Lot address is same as mailing address

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Step 3 – Proposed Modifications

The undersigned hereby submits its Application for Design Review to the Architectural Committee or the Board of Directors of Keystone Owners Association for review and approval of the following item(s):

- | | |
|---------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Installation of landscaping | <input type="checkbox"/> Revamping of Landscaping |
| <input type="checkbox"/> Installation of pool/spa | <input type="checkbox"/> Walls or fences |
| <input type="checkbox"/> Outer building | <input type="checkbox"/> Other |
|
 | |
| <input type="checkbox"/> Addition to the lot (property/land) | |
| <input type="checkbox"/> Addition to the residence (building) | |
| <input type="checkbox"/> Painting of residence | |

Please provide a brief description of the changes you are making to your property (400 characters max)

Name of person or company doing installation/work (write "self" if you are performing work)

Licensed Contractor

Expected project completion date

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Step 4 – Provide Attachments

Attach plans and/or specifications of the previously marked items for application, which includes (if appropriate):

Plat Map / Drawings*

*This is mandatory for most architectural requests (painting does not need plat map or drawing)

- Dimensions
- Samples or description of materials to be used
- Sample of color(s) to be used
- Type of material
- Photographs or sample elevations
- Plant type and location

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Please provide any attachments you want to include with your architectural request applications.

Up to 6 files can be attached. Files must not exceed combined size of 20 MB.

Supported file types are: PDF, JPEG, GIF, HEIC, PNG.

Choose File No file chosen

[+ Add another file \(5 more left\)](#)

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Step 5 – Terms and Submission

All applications for changes to the exterior of your residence must be submitted to the Board of Directors or their appointed committee. The Association's Covenants, Conditions and Restrictions (CC&Rs) require that a homeowner obtain the prior written approval for any structural change, alteration or addition to a property within the community.

Please note that approved applications must be completed in a timely manner. A project completion date is required on the Application. If additional time is required for you to finish your project, an extension request is listed on the second page of these forms.

If you have not received any form of communication from the Association or their appointed committee after thirty (30) days, please call Vision Community Management for a status update. Please refer to your community or association's governing documents regarding the architectural or design change approval process.

I understand that should the application not be complete in order to determine approval or disapproval, the Board or their appointed committee will disapprove the Application and return it to me with a statement for the disapproval. The owner agrees to comply with all applicable City, County, and State laws and to obtain all necessary permits. This application and the drawing will be retained for the Association's records.

To comply with the CC&R's, please submit this application with all the required attachments.

I declare that the information I have entered into this form is truthful and accurate to the best of my knowledge. By clicking "Submit", I agree to be bound by the terms and conditions stated in this form.

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Agree and Submit