



# **Casita Colony Recreation Association Home Modification Application**

**Created & Approved by Casita Colony Recreation Association Board of Directors**

**Created: 11-2007**

**Modified: 2-2014**

**Modified: 11-2020**

For the benefit of Casita Colony Recreation Association homeowners, this is an explanation of the rules and procedures of the Home Modification Committee (HMC) and the authority of the Committee concerning control over the modification of dwelling unit exteriors. Casita Colony Recreation Association (a.k.a. Villa Monterey, Unit III) has the following powers as provided by the covenants.

## **Refer to the Declaration of Restrictions Section 6 (i):**

No building, fence, wall or other structure shall be commenced, erected or maintained, until the plans and specification, showing the nature, kind, shape, height, materials, floor plans, locations and approximate cost of such structure shall have been submitted to and approved by the Board of Directors of Casita Colony recreation Association, and a copy thereof, as finally approved, lodged permanently with said Board. The Board shall have the right to refuse to approve any such plans or specifications or grading plans, which are not suitable or desirable, in its opinion, for aesthetic, or any other reasons, and in so passing upon such plans, specification and grading plans, it shall have the right to take into consideration the suitability of the proposed building or other structure and of the materials of which it is to be built to the site upon it is proposed to erect the same, the harmony thereof with the surroundings and the effect of the buildings or other structures as planned on the outlook from the adjacent or neighboring property. All subsequent additions, changes or alterations to the exterior of any building or in any fence, wall or other structure shall be subject to the prior approval of the Board.

## **Procedures**

1. Applicant downloads/prints application from VM III website [villamonterey3.org](http://villamonterey3.org).
2. Applicant fills out form and submits form to Home Modification Chairperson.
3. Home Modification Chairperson presents the application to the Board for review and approval.
4. Board notifies applicant of decision.

5. Once the applicant receives Board approval the following steps must be taken.

Villa Monterey is part of The City of Scottsdale Historic Preservation Commission. Once the VM III Board approves you application, it then must be submitted to the City of Scottsdale HPC for their approval.

### **HOW TO APPLY TO SCOTTSDALE HPC ON-LINE**

1. Go to [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)
2. In the **SEARCH** section enter **PRE-APPLICATION**
3. Click **Pre-Application & Case Submittal Process**
4. Scroll down to **Submit Application and on-line** and click box
5. Bottom of page click **Begin Pre-Application** box
6. Click **Historic Preservation** tab click **NEXT**
7. Enter you address in the **Search for Address** box

**Step 3** is where you can enter project name and description.

**Step 4** is the **Upload Document Section**. Drag the VM III approved Home Modification form to this section and upload.

**Step 5** is the review and payment section. **NOTE: THERE IS NOT A PAYMENT FOR HISTORIC PRESVERATION PROJECTS.**



# Casita Colony Recreation Association Home Modification Application

## Application Form

Application Nbr. \_\_\_\_\_  
(assigned by HMC)

Application is hereby made to the Home Modification Committee of the VM III Board of Directors for their approval of the enclosed plans and specifications.

Date of Application: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Address: \_\_\_\_\_

### Applicant's Acknowledgement

In consideration of this application and attached forms being made a part thereof, I/we will conform to the Restrictions in the Declaration recorded, relating to the property in this application. I/we also agree that all work performed will be in accordance with the plans and plot diagram which accompany this application, except for changes as may be authorized or required by the Casita Colony Recreation Association Home Modification Committee.

Homeowner's Name (Please print): \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

Homeowner's Name (Please print): \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



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### Neighbor Notification

Will any portion of the proposed project be visible to your neighbors? \_\_\_\_\_

Will access to your neighbor's property be needed? \_\_\_\_\_

Will party wall (PW) be modified? \_\_\_\_\_

If yes to any, please identify the affected neighbors below.

**Side Neighbor #1** – Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If (PW) or access if required.... Signature: \_\_\_\_\_  
(PW/access to property approved)

**Side Neighbor #2** – Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If (PW) or access if required.... Signature: \_\_\_\_\_  
(PW/access to property approved)

**Front/Back Neighbor #1** – Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If (PW) or access if required.... Signature: \_\_\_\_\_  
(PW/access to property approved)

**Front/Back Neighbor #2** – Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If (PW) or access if required.... Signature: \_\_\_\_\_  
(PW/access to property approved)

**Front/Back Neighbor #3** – Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If (PW) or access if required.... Signature: \_\_\_\_\_  
(PW/access to property approved)



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### Brief Description of Project:

**Please be as detailed as possible for example provide paint color numbers, tile manufacture, tile number, and color.**

**SUBMIT COMPLETED FORM TO: John Baughn, johnwbaughn@hotmail.com  
949-300-2468**

\*\*\*\*\* Section below to be completed by a Board Officer \*\*\*\*\*  
\*\*\*\*\* A copy of this page will be returned to applicant after review \*\*\*\*\*

The above application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Date: \_\_\_\_\_

CCRA: \_\_\_\_\_

By; \_\_\_\_\_