

GUIDELINES FOR SUBMISSIONS TO ARCHITECTURAL COMMITTEE

(1) Obtain plot plan form, rules and example form from Homeowner's Office.

- A. Check rules to make sure your improvement complies.
- B. Complete the form according to instructions on the form and the example.
- C. Structural changes may require a city building permit. Turn it in with your plan.
- D. If you have questions or need help with your plan, an architectural committee member will assist you, or you may meet with the committee. Call the homeowner's office at 344-8910.

(2) Return Completed plan with fee to homeowner's office.

(3) Pick up your approved plan from the homeowner's office.

- A. Plan may be picked up after Wednesday.
- B. When you pick up your plan you will receive a final inspection form and a green permit form. The green permit must be posted on your site during construction.
- C. Because of a congested backlog in the homeowner's office of plans approved but not picked up, plans not picked up after one month will be voided and discarded, unless other arrangements have been made.

(4) Schedule inspections.

- A. **Forms must be inspected prior to pouring concrete.** Call the office 24 hours in advance for a form inspection.
- B. When your project is completed return the "final inspection" form to the office. Committee member will make a final inspection and sign off your plan.

NOTE: Yuma City building permit may be required for new construction or alterations. Permit must be submitted with your plan before it can be approved. City permit and Country Roads permit must be displayed during construction. Security may issue a STOP WORK ORDER if permits are not displayed.

(revised 1/2006)