



Continental Country Club Homeowners Association

2380 N. Oakmont Drive
Flagstaff, AZ 86004
(928) 526-5125 – Office
(928) 526-6393 – Fax
www.continentalflagstaff.com

Design Review Form

Name: _____	
Property Address: _____	
Mailing Address: _____	
Home Phone: _____	Work Phone: _____
Cell Phone: _____	Email Address: _____
Account #: _____	

Is this request in response to a violation letter we sent to you? YES NO

Project Type (Check One)

- New Home Construction - \$200 review fee
- Major Addition (over 500 square feet) - \$100 review fee
- Minor Modification / Improvements- No Charge

Describe improvements in detail [attach pictures, drawings, diagrams, brochures, paint chips, etc.]

Proposed Start Date: _____

Proposed Completion Date: _____

- I/We understand that approval by the Architectural Control Committee is required prior to proceeding with a project.
- I/We also understand that The ACC does not constitute approval of the City of Flagstaff building department nor the code department requirements, and a building permit may be required.
- I/We understand that we/owner are responsible for adhering to all Local/County/State guidelines and will ensure that the necessary permits or approvals will be obtained.
- I/We agree to complete all proposed improvements promptly after receiving ACC approval. Any delay of such completion will be relayed to the ACC.
- I/We understand that the ACC has thirty (30) days upon their receipt of completed Design Review Form, to review and render a decision on your request. Should the ACC request additional information pertaining to your request, the thirty (30) day clock restarts upon receipt of the requested information.
- I/We understand that any work performed prior to approval from the ACC shall be subject to fines, and Continental Country Club HOA reserves the right to require restoration of the property to its prior condition.
- I/We understand that all work must be completed within that allotted timeframe, and no more than 364 days from the date of approval.
- If you live on the Golf course (Aspen Valley or Continental) you must obtain proper permissions from each course prior to commencement of any projects or construction.

By signing below, I acknowledge all the above statements and agree to comply with the ACC requirements.

Signature: _____ **Date:** _____

Information Addendum	
Review Process	The Associations governing documents stipulate the amount of time the ACC may take to render a decision. However, the ACC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ACC may request additional information to help clarify your proposal.
Design Review Form	The Design Review Form must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC. Property owners must sign the Design Review Form.
Notification	All owners will be notified in writing by mail (USPS) once the request has been approved or denied. If the owner provides an email address and phone number Association will also email letter and call.
Appeals	Appeals can only be made at the monthly Board Meetings. Property Owner may request to be placed on the agenda to speak to the Board regarding their denial.
Architectural Control Committee Use Only	
ACC ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED <input type="checkbox"/> ADDITIONAL INFO NEEDED	
ACC Signature:	Date: