

**Vistoso Community Association (VCA)**

[www.ranchovistosohoa.com](http://www.ranchovistosohoa.com)

**ARCHITECTURAL AND LANDSCAPING CHANGE FORM (ALCF)**

**INFORMATION REQUIRED ON FORM:** Please make sure when submitting your request to the Architectural and Landscaping Review Committee (ALRC) that all required information about applicant and project is complete on the ALCF (Form). Any missing or illegible information could cause a delay in processing your request. Please allow 30 business days after VCA receipt of the Form for processing and review. Your Form can not be processed without this information.

If you are a resident of a Sub-Association you must have your community's ALRC or equivalent committee's approval prior to submitting to the VCA ALRC. If you have a question in which neighborhood or Sub-Association you reside, please contact the VCA on-site office for assistance. Or refer to the community neighborhood map on the VCA website. In addition, refer to page 6 of the VCA ALRC Guidelines regarding ALRC's and the Town of Oro Valley's project submission process and approval.

**PROJECT INFORMATION:** Any exterior modifications to the lot or dwelling, including landscaping or architectural (except exterior paint, see Paint Request Form) must be submitted with an accurate plan on the ALCF, not limited to location or type of structural modification or landscape improvements. Include accurate diagrams, photos, lot dimensions, set backs and a detailed materials list. Samples of materials may be requested by the ALRC. Any missing, illegible, inaccurate or questionable information could cause a delay in processing your Form. Please indicate the section(s), Architectural or Landscape on the following Form that applies to your exterior modification project. If you have questions regarding specifications on your project, please refer to the VCA ALRC Guidelines and the CC&R's, which can be found under the "Resident Info" Tab and selecting "Helpful Documents" on the VCA website [click here](#).

**FORM SUBMISSION:** Please submit the completed Form and all documentation to the Vistoso Community Association. The Form and documentation can be emailed to ASKVCA, dropped off or mailed to the VCA on-site office at 1171 E Rancho Vistoso Blvd, Suite #103, Oro Valley Az. 85755. Email is the preferable and most efficient form of submission. All Forms are processed in the order they are received and reviewed as soon as possible. The VCA's ALRC is made up of volunteer members of the community and meet monthly. All submissions will be reviewed in a timely manner. Requests will be approved, denied or returned for additional information after review. All correspondence regarding the submittal will be sent to the homeowner via email. The approval is valid for 120 days. You must apply for an extension or reapply if details of the project change.

Any variance request may be submitted and shall require a minimum of 30-60 business days for processing and review. All variances require a review by the ALRC and approval by the VCA Board of Directors. The ALRC and Board meet monthly.

If you have questions, please call the VCA on-site office at (520) 354-2729 or email questions and submittal to staff at [ASKVCA@ranchovistosohoa.com](mailto:ASKVCA@ranchovistosohoa.com).

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**ARCHITECTURE and LANDSCAPE CHANGE FORM (ALCF)**

Date \_\_\_\_\_

OFFICE USE ONLY: SUB ASSOCIATION VERIFIED BY: \_\_\_\_\_

Please fill out the following information:

**In what neighborhood is your home located?**

Master Association Neighborhood? \_\_\_\_\_

Sub-Association Community? \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_ Check if rental property

Address of owner if not residing at property: \_\_\_\_\_

Phone Number(s) of Owner(s): \_\_\_\_\_

Email of Owner(s): \_\_\_\_\_ Alternate Email \_\_\_\_\_

Contractor Name & Business name: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**ARCHITECTURAL MODIFICATIONS:** Consult the Architectural and Landscaping Guidelines for exterior projects which includes: Any structural or surface modifications and additions to the dwelling and adding a structure(s) to the property/lot. Such examples might be but not limited to, solar, ramada, pergola, gutters, roof, windows, grill islands, walls/fences, kivas.

**LANDSCAPE MODIFICATIONS:** Consult the ALRC Guidelines or Basic Landscaping Guidelines for information pertaining to modification to landscaping or lot modifications, such examples might be but not limited to, removal of vegetation, pool/spa, patio/pavers, gravel, addition of plants and new landscaping plans.

**PROJECT:** Please provide a detailed description of your Architectural or Landscape project and work to be done, including a detailed description of your modification(s). Your project description should include drawings, photos, plot map, diagrams with accurate measurements of width, height, and length of structure or area. Include all set-backs from home, property line and walls/fences. Is this modification attached to the house?  Yes  No. Check box(s) that apply to location(s) of the project on property,

Front  Back  Side yard(s) details if needed \*\*\*\*

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**MATERIALS:** Also include a detailed materials list with description of materials used for this project. This includes specifications of all materials, such as dimensions, colors and finishes. If project requires painting, please use the Paint Request Form in addition to the ALCF. On landscape projects, provide a complete list of plants being used, as well as plan for placement of each. Please refer to the VCA's Basic Landscaping Guidelines and Plant List, for approved plants, trees, shrubs and cactus. \*\*\*\*

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\*\*\*\* Add additional pages if needed, including any additional information or links that would clarify this project.

Submit the completed ALCF to the VCA per instruction on page one of this document.

Date work to begin \_\_\_\_\_ Estimated completion date \_\_\_\_\_ Please notify office upon completion.