



COMMUNITY ASSOCIATION

For Islands Use Only

Date received in office:

Initials:

Architectural Submittal Form

Account #: _____

The Architectural Review Committee (ARC) meets on the first Wednesday of each month; Submittals are due by the last Wednesday of each month. **Please include as much detail as possible**, this will help the Committee with your vision. Please return completed forms to the onsite office; you may drop them off, mail, or email. Onsite office hours are Monday-Friday from 8am-5pm. 825 S. Islands Dr. W., Gilbert, AZ 85233
Phone: 480-545-7740 Email: Joanna.Loftus@fsresidential.com

Date: _____ **Owner's Name:** _____

Islands Address: _____

Phone Number: _____ **Email:** _____

Sub Association (if you pay two assessments): _____

Charter Point, Coral Reef, Costain, Laguna Shores, Paradise Cove, Sandcastle, Seawynds and The Falls must have Sub Association approval prior to submitting to The Islands. Please include your approval letter from your sub association.

Lake (if you live on one): _____

Plans are being submitted for (example: landscape, dock, patio cover; basketball hoop, addition etc.):

1. Description, in detail of work to be done (Use additional sheets for drawing of proposed improvements)

2. Type of Materials to be used (Attach samples/brochures/color photos)





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3. Contractors Name and Address (if applicable)

Telephone _____ **License #** _____

Submittals should include the following: site plans clearly showing the big picture (entire lot) including orientation and relativity to other neighbors, lakes etc. In addition, there should be a zoomed-in detail of exactly what exists now (pictures) and what changes are proposed (drawings, if appropriate). All building material specifications and samples should be supplied. **INCOMPLETE SUBMITTALS WILL BE DENIED.** Architectural Review Committee requests will be approved, approved with stipulations, denied, or returned for additional information as soon as possible after the review.

The homeowner agrees to maintain improvement, if approved by the Architectural Review Committee. If, in the view of the Architectural Review Committee, the improvement is not being maintained, the Association has the right to maintain the improvement with the homeowner bearing all cost thereof.

The homeowner agrees to comply with all Town and State Laws, and to obtain the necessary permits. Approval by the Architectural Committee shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alteration, repair, change or other work, or that work conforms to any applicable building codes or other federal, state, or local law, statute, ordinance or rule regulation.

The applicant shall complete the construction within one hundred twenty (120) days of the date of the building permit from the Town of Gilbert. Homeowner modifications or alterations that do not require a building permit must be completed within one hundred twenty (120) days of commencement of the modification or alteration, as approved by the ARC. If the construction has commenced but is not completed, the Association shall have the right to assess the owner for the cost of completion and to collect such costs as provided for in the CC&Rs.

For additional information, please refer to The Islands CC&Rs and The Islands Architectural Guidelines, which may be found at islandscommunity.org or the onsite office at 825 S. Islands Dr West, Gilbert, AZ 85233.

Signature of Owner

Date

For Architectural Review Committee Purposes Only

Meeting Date: _____ Approved _____ Disapproved _____

_____ Approved; subject to the following conditions: _____

