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**ARCHITECTURAL/LANDSCAPE/EXTERIOR  
MODIFICATION REVIEW SUBMITTAL FORM**

Prior to the commencement of construction or installation, all plans and supplemental information required must be submitted to management. Following the guidelines does not eliminate the need for submission of plans unless specifically noted. You may mail, fax, or email your submission to Jasmin Perez at [jasmin@platinumonline.org](mailto:jasmin@platinumonline.org).

Upon receipt of complete package, PMI shall submit it to the Design Review Committee where it will then be reviewed. The committee shall have up to 60 days after submittal of plans to approve or disapprove. All decisions will be issued to the homeowner in writing via regular U.S. mail. No verbal approvals/disapprovals will be given.

**REQUIRED DRAWINGS, MEASUREMENTS, AND LAYOUT**

An accurate drawing must be attached, using your lot dimensions, showing the exact location of the proposed structure with setbacks from wall(s), height and dimensions of structure(s). For patio additions or anything that must tie into the roof line, an elevation (finished exterior appearance) of the proposed structure must also be attached. Homeowner is responsible for researching and obtaining applicable permits as required by Pima County.

DATE \_\_\_\_\_

1) Owner's Name \_\_\_\_\_ Lot Number \_\_\_\_\_

2) Address \_\_\_\_\_

3) Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

4) Description of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Type of materials to be used: \_\_\_\_\_

\_\_\_\_\_

6) Color(s) to be used: \_\_\_\_\_

7) Contractor Name, Address, and Phone (if applicable): \_\_\_\_\_

\_\_\_\_\_ License/R.O.C. Number: \_\_\_\_\_

8) Other Information: \_\_\_\_\_

\_\_\_\_\_

**---OFFICE USE---**

COMMITTEE ACTION TAKEN: \_\_\_\_\_

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\_\_\_\_\_