

**Cobblestone Homeowners Association, Inc.**  
**Architectural Control Committee (ACC)**  
**Design Modification Request (DMR)**

**A DMR submission is required for the following:**

- 1)** Paint home exterior or patio/retaining wall or roof.
- 2)** Modify or add to an existing home structure or patio/retaining walls.
- 3)** Modify or add to landscaping.
- 4)** Modify or add exterior lighting.
- 5)** Build a new home.
- 6)** Make other related changes.

**Initial Steps to obtain HOA approval:**

- 1)** Start your process early. The approval process will take at least 30 days and generally much longer especially for larger projects.
- 2)** Review and complete the attached Design Modification Request (DMR).
- 3)** Contact our HOA Community Association Manager to discuss your plans (If needed).  
(The Community Manager can explain the DMR, the supplemental plans/information that will be needed with the DMR)
- 4)** Pay the required fees, Plan Review Fee, Builder Fee and Compliance Deposit.  
(The Community Association Manager can help determine which fees are required)

**Community Association Manager Contact:**

Ashley Varner, CMCA, AMS

Sienna Community Management

Cobblestone HOA Office: 520-265-3246

Sienna Community Management: 520-771-9921

Email: Ashleyvc@siennaaz.com

<b>Project Category</b>	<b>Plan Review Fee</b>	<b>Builder Fee</b>	<b>Compliance Deposit</b>
New Home	\$5,000	\$2,000	\$20,000
Major Exterior Remodeling/Addition	\$2,500	\$1,000	\$10,000
Minor Exterior Remodeling/Addition	\$750	\$500	\$5,000
Major Landscaping Project	\$1,250	\$1,000	\$1,000
Minor Landscaping Project	\$100	\$500	\$1,000
Solar Energy	\$500	\$0	\$1,000
Project Miscellaneous Small Projects	\$100	\$0	\$0
(c) Plan Revision Review	\$250	\$0	\$0
Exterior Paint	\$50	\$0	\$0

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**General Information**

Date: \_\_\_\_\_

Lot Owner(s): \_\_\_\_\_

Lot Number(s): C \_\_\_\_\_ or CR \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

**Type of Modification.** Check all the boxes that apply:

- ☐ New Build on vacant lot including walls, landscaping, etc.
- ☐ New swimming pool
- ☐ Modification/Addition to existing home structure
- ☐ Modification/Addition to patio and/or retaining walls
- ☐ Modification/Addition to swimming pool
- ☐ Painting of the Home or patio/retaining walls (**LRV must be 60 or less**)
- ☐ Painting coating or tiling of the roof (**LRV must be 60 or less**)
- ☐ Modification/Addition to existing external lighting including landscape lighting
- ☐ Modification/Addition/Deletion to existing landscaping
- ☐ Other

**Addendum.**

If this is an addendum to a prior DMR submittal, provide the date of prior submittal.

Date: \_\_\_\_\_

**Written Description of the requested Modification.**

Additional information such as plans, sketches, illustrations, blueprints, specifications, elevations, etc. can be attached. Clearly shows existing and the proposed changes. For painting home or roof include paint manufacturer, color name and number, and light reflective value (LRV). (LRV must be 60 or less), color chips or location of color sample as painted on the house.

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**Contractor information**, if applicable.

Firm name and address: \_\_\_\_\_

Primary contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

License number: \_\_\_\_\_

**Process Overview:** For new home dwellings and for home additions, garage, guest house, ramada or any other improvement where one or more solid walls are erected above the height of a pre-existing patio wall and/or with square footage greater than one hundred (100) square feet, the basic stages include:

- 1.**Pre-Design Orientation Phase
- 2.**Preliminary Plan Review and Approval
- 3.**Final Plan Review and Approval
- 4.**Pre-Construction and Site Staking Review and Approval
- 5.**Post-Construction Review and Approval

Minimum submittal deadlines, at least 21 calendar days prior to the ACC review meeting. ACC generally meets the second week of each month. For more detail regarding stages and submittal requirements for each stage see ACC RR&Rs in particular Sections G, H, I, J, K, and L. Projects with a limited scope are anticipated to have a more compressed review process but still must be submitted for review and approval.

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**Owner Acknowledgements**

Please initial each.

I/we (the Owner/Owners):

\_\_\_\_\_ Have read and agree to the Amended and Restated Cobblestone CC&Rs dated 2/21/23.

\_\_\_\_\_ Have read and agree to the ACC RR&Rs.

\_\_\_\_\_ Have read the ACC Landscaping Design Guidelines and Plants List

\_\_\_\_\_ Will provide to the ACC, if requested, any documents provided to Pima County related to this modification.

\_\_\_\_\_ Will direct this DMR including related materials and subsequent correspondence to the Cobblestone Community Association Manager. The Community Association Manager is the primary contact and Owner agrees that the HOA/ACC or their agents can access the property with prior notification.

\_\_\_\_\_ Will provide promptly, a DMR Addendum if any plans submitted with this DMR are modified. And include a listing of new and/or modified variances.

\_\_\_\_\_ Agree that "approval" is only valid if this DMR and any DMR Addendum is signed and dated by at least two ACC members. Email correspondence or verbal discussions are not approval. The DMR and any DMR Addendum must be signed.

\_\_\_\_\_ Am/are fully responsible (including financially) to correct any construction that was not approved by this DMR or DMR Addendum.

**Signature by Owner(s) and Date:**

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Date this DMR received by the HOA Community Association Manager:

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Name and Signature of Community Association Manager:

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**Final ACC Approval—requires the signature of at least 2 ACC members.**

Approval Date:

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Name and Signature of ACC Member:

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Name and Signature of Second ACC Member:

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