

DESIGN REVIEW APPLICATION

Marley Park Community Association, Inc.

(Date Received)

Any modification to an existing Residence within Marley Park, including the installation of a pool, patio cover, front/side/rear landscaping, ramada, gazebo, or any other physical alteration to the exterior appearance of a house or yard, must be approved in advance by the Design Review Committee. In order to minimize redesign efforts, application for additions, modifications or other improvements should be reviewed and approved by the Design Review Committee prior to any submissions to the City of Surprise for permits. **Applications should be submitted with attachments detailing the intended modification to:**

Marley Park Community Association, Inc.

15210 W Sweetwater Ave, Surprise, AZ 85379 ☐ tel: 623-466-8820

☐ email: mpca.az@fsresidential.com

Required Information.

(Applications will be returned to the Applicant via email unless requested otherwise. **Allow 30 days for Review.**)

Name of Applicant (owner): _____

Property Address: _____

Style of Home/Elevation: _____

Mailing Address (if different): _____

Cell Phone #: _____ Home Phone #: _____ Email: _____

Reason for Review: (Please check all necessary and provide specific information.)

(i.e., MUST include picture of home, drawings with property plat, material and color samples, brochures, etc. Without necessary information, application will not be reviewed by the Design Review Committee.)

- | | | |
|---|--|--|
| ☐ Exterior Painting | ☐ Storage Shed/Detached Structure | ☐ Installation/modification of Landscape/Hardscapes |
| ☐ Ramada/Gazebo | ☐ Fireplace/BBQ | ☐ Recreation/Play Equipment |
| ☐ Installation of Pool/Spa | ☐ Patio Cover/Awning/Canopy/Shade Structure | ☐ Security Door/Window Screens |
| ☐ Other _____ | | |

Specifics of Review: (If necessary, attach additional sheets describing plans and/or specifications.)

- ☐ Indicate Dimensions (height, width, length): _____
- ☐ Type of Material/Color to be used (if appropriate): _____
- ☐ Attachments (indicate number of attachments): _____ (If applicable, include property plat; drawings of project; plant list for landscape; location on property; example or picture; product brochure; contractor drawings; signed/dated statements in favor of project by neighbors.)

Person or Contractor performing the work: _____ Licensed Contractor: Yes _____ No _____

Contact Phone #: _____ Contact Email: _____ Estimated Completion Date: _____

I submit this application and attachments for review and approval and certify that all the information contained here and in my attachments is accurate to my plans. I understand and acknowledge that no work may commence prior to approval and that I will be liable for all costs necessary to bring any nonconforming work into compliance. I understand that as part of the review process members of the Committee may contact my surrounding neighbors regarding this project. I will comply with all city, county and state laws and will obtain all necessary permits prior to the start of construction if necessary.

Print Name: _____ Signature: _____ Date: _____

FOR COMMITTEE USE ONLY

Submittal:

This application for design review has been submitted regarding the indicated property within Marley Park, as described on the front part of this document. Applicants will be notified in writing of the findings within 30 business days after receipt of the completed application, the Design Review Committee reserves all rights to review, observe or inspect all work in progress for the purposes of verifying compliance with the approved plans and specifications.

Committee Decision:

It is the decision of the Committee that this application for design review is:

Approved: _____ Disapproved: _____ Insufficient Info for Review: _____
(Resubmit with additional information as indicated below)

Conditionally Approved: _____ Subject to the Following: _____

[illegible]

Verification:

We, the undersigned, verify these findings regarding this application.

Signature (Reviewer): _____ Date: _____

Signature (Reviewer): _____ Date: _____

Signature (Reviewer): _____ Date: _____

The construction of this modification should commence within 90 days of approval and be completed within 180 days from commencement unless specifically extended by the Committee. Approval is not a substitute for any approvals or reviews required by Maricopa County or the City of Surprise or any governmental agency or entity having jurisdiction over architectural or construction matters. It may not always be possible to identify objectionable features until work is completed. However, the Committee may refuse to approve similar proposals in the future. Any approval issued does not relieve the homeowner from compliance with the requirements of the Governing Documents, A Guide for Personalizing Your Home and/or any standards or requirements set forth in the community Master Plan and applicable City of Surprise Development Code requirements.



Marley Park Design Review

Application Checklist

Below are some common examples of required attachments to include with your Design Review Application in order for the Design Review Committee to review your Application in a timely manner:

- ☐ 8 1/2 x 11 photo(s) of the front of the home and the area to be improved
(Please show the entire front of your home.)
- ☐ Promotional materials and/or photo(s) of the item to be installed, such as brochures (i.e. security doors, pergolas, light fixtures)
- ☐ Supporting documents including, but not limited to:
 - *Sketches*
 - *Professional plans and drawings*
 - *Measurements*
 - *Square footages*
 - *Paint chips*
 - *Plant list and legend*
 - *Demonstration of adherence to the Design Guidelines*
- ☐ Any additional information you feel will help the Design Review Committee make an informed decision.
- ☐ Your application should clearly specify all aspects of the appearance of the proposed improvements(s), including location, dimensions, color, materials, and finishes.

Contact the Marley Park Design Review Committee

The Design Review Committee for Marley Park has been established to ensure that all additions, modifications or other improvements proposed by property owners comply with the established design criteria.
Contact us today for more information at **623-466-8820**.



Marley Park

Marley Park Design Review

Asked and Answered

Below are answers to frequently asked questions from homeowners about the Marley Park Design Review process.

- ☐ All Exterior additions, modifications, or other improvements must be approved by the Design Review Committee prior to installation. Common applications include:
 - *Front and Side Yard Landscape*
 - *Rear Yard Landscape*
 - *Swimming Pools and Spas*
 - *Driveway or Walkway Modifications*
 - *Exterior / Landscape Lighting*
 - *Front Doors*
 - *Security Doors*
 - *Sunshades / Windows Shades / Sunscreens*
 - *Solar Energy Devices*
 - *Shade Structures / Gazebos / Ramadas / Pergolas*
 - *Storage Sheds*
 - *Recreation and Play Equipment*
 - *Exterior Painting*
 - *Fireplaces and Barbecues*
- ☐ Compliance with *A Guide for Personalizing Your Home* does not eliminate the need to submit to the Design Review Committee prior to installation or commencement of work.
- ☐ Do not assume because your neighbor has made a modification that it was approved and therefore is acceptable for you to make the same modification.
- ☐ A Guide for Personalizing Your Home for Marley Park allows the Committee 30 days to review applications; however, the Committee meets bi-weekly in an effort to turn around applications as quickly as possible. **Meeting schedules may vary depending upon Committee availability. Please contact MPCA office to confirm meeting dates.*
- ☐ Applications must be complete in order to be added to the Committee's Agenda. Incomplete applications will not be reviewed and returned to the applicant.
- ☐ The Design Review Committee welcomes questions about *A Guide for Personalizing Your Home* and will happily guide you through the process. Please contact the Marley Park Community Association, Inc. with any questions or to set up an appointment with the Committee.
- ☐ If you are not sure if you need to have prior approval, please call the Marley Park Community Association, Inc. office at **623-466-8820** or email at **mpca.az@fsresidential.com**.

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