

**APPENDIX A**  
**BELLASERA MODIFICATION APPLICATION**  
**AMENDED March 2021**

OWNER'S NAME \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ EMAIL CONTACT: \_\_\_\_\_  
PLAN NUMBER OR MODEL OF HOME: \_\_\_\_\_

**NATURE OF REQUEST:**

Description of Proposed Construction or Modification

The Design Guidelines which can be found among our governing documents on the Bellasera Website, provide an overall framework and comprehensive set of standards and procedures to allow the residential community to develop and progress in an orderly and cohesive manner. Before making any exterior modifications, it is the owners' responsibility to ensure compliance. The guidelines establish criteria for design, style, size, location and mode of architecture, design and mode of landscaping, site improvements, colors, materials and the construction and modification of improvements. They also establish a process for judicious review of proposed new developments and changes within the community. The guidelines regarding your specific request should be reviewed prior to submitting a modification application.

Below are the more common requests considered by the Modifications Committee for ease of use:

\_\_\_\_\_ Paint: Section I. A. j.

Provide current color scheme and proposed scheme from Dunn Edwards approved pallet. If you are using your current scheme there is no need to submit a form. Please note as has been past practice dating from the developer you are not permitted to paint your home in the same color scheme as your immediate next-door neighbor(s)

\_\_\_\_\_ Hardscape: Section III. A.4., B.1.

Walkway, concrete, pavers, stack stone (Provide color photo of material to be used)

\_\_\_\_\_ Gravel: Madison Gold 1/2" to 3/4": Section III. B.2.

\_\_\_\_\_ Barbecue, fireplace/pit (Provide design and description of materials to be used): Section III. O.

\_\_\_\_\_ Awnings: Section III. R. No awning, sail or umbrella may be anchored to the fence or common wall dividing the property

\_\_\_\_\_ Security screen door: Section III. S. Must be steel construction and painted Spiced Hot Chocolate (Provide photo of door style)

\_\_\_\_\_ Replacement of Front door: Section III. A. (Provide photo and full description)

\_\_\_\_\_ Glass/window replacement: Section III. A. 6. (Provide color photo and full window description)

\_\_\_\_\_ Roof Replacement: Section III. A. 3., 4. (Provide color photo of tile to be used)

\_\_\_\_\_ Landscape, irrigation, lighting, and contouring plans. Section I. B., F., C., D. Plants must be selected from the approved plant list Appendix B of the Design Guidelines

\_\_\_\_\_ Pools and/or spas. Must be sunken below grade. Section III. N.

\_\_\_\_\_ Walls, gates and/or fences. Section III. E., U.

Addition or alterations to existing home including rear yard pergolas Section III. A. 1-9 and K., prohibited structures

**DETAILS OF PROPOSED PLAN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With any approved construction requiring the use of a dumpster, it must be placed in the driveway, and not set on the street. An estimate of the length of time dumpster will be present must be provided.**

**If a portable “potty” is to be utilized, it must be placed in the side yard**

Owner is responsible for removing, sweeping, and cleaning all construction and landscape debris from common area including sidewalks, streets, and open space.

Is lot adjacent to vista corridor or open space corridor (e.g. wash) [ ] YES [ ] NO.

The Bellasera Design Guidelines require two (2) copies for the proposed construction or modification. Plans are to be a minimum of 11” x 17”.

Copies of City Permits, if required for the proposed construction or modification, should be submitted with the application.

I anticipate that the proposed construction or modification described in the attached plans will be completed within \_\_\_\_\_ days/months from the date that I receive approval from the Modification Committee. I understand that; if the proposed construction or modification is approved, I will be responsible for scheduling all work in a timely manner; for completing the work within the time period specified in the committee’s approval; and for complying with the approval issued.

**NOTE: The Modification Application must be submitted to the Community Manager before noon on the Friday preceding the Tuesday Committee meeting. The application and supporting documents can be emailed to: [manager@azbellasera.org](mailto:manager@azbellasera.org).**

**I AGREE TO NOTIFY THE MODIFICATION COMMITTEE ONCE THE WORK IS COMPLETE.**

**I UNDERSTAND AND ACKNOWLEDGE THAT NO WORK MAY COMMENCE PRIOR TO THE APPROVAL OF THE MODIFICATION COMMITTEE AND THAT I WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING ANY NONCONFORMING WORK INTO COMPLIANCE WITH THE DECLARATION AND THE DESIGN GUIDELINES AND FOR SUCH OTHER PENALTIES AS PROVIDED IN THE DECLARATION AND THE DESIGN GUIDELINES.**

When the owner's plans and specifications have been approved Management will notify the applicant in writing.

If you have any questions or need further information, you may contact me at the address and telephone number below or my subcontractor or representative (provide name, address, and telephone number).

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Subcontractor's Name: \_\_\_\_\_

**MODIFICATION COMMITTEE REQUESTS WILL BE REVIEWED WITHIN 30 DAYS. REQUESTS WILL BE EITHER APPROVED, DENIED OR RETURNED FOR ADDITIONAL INFORMATION.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If an applicant is dissatisfied with the decision of the Modification Committee, he or she may request a hearing. Decisions of the Modification Committee are final.

When construction of an improvement has been completed the owner must notify Management. A Certificate of Compliance in recordable form, will be issued after a final inspection of the Modification Committee. Such Certificate shall identify the improvement and the lot upon which it is located. This will verify that such improvements conform.