

## **To Obtain a Permit:**

Please go to the Welcome Center and pick up a permit request layout sheet, or print one off of the website (see templates). Show details of your existing improvements on your lot along with the improvements you are requesting.

There are also copies of the Architectural Rules that you should review to see if what you are proposing is in accordance with those rules.

Architectural Committee (Standing)

Be sure to note the requirements for what is allowed in the setback areas.

Bring 3 copies of your lot improvement project layout.

Come to the meeting on Wednesday at 1:00pm and sign in on the permit request sheet. We will help each who have signed, in the order of their sign in. Please complete the Sunscape RV Resort application that is available next to the sign in sheet.

The Committee will review your request with you and, provide any helpful suggestions, and will approve the permit if the work is in accordance with the Park Rules. You will receive a signed copy of the application, a signed copy of your layout sheet and a Project consent form if Pinal County application is required. You will also receive a pink copy of the Project Completion form that will need to be turned in at the Welcome Center when work has been completed. After the work is completed and pink form submitted, the committee will perform a final inspection and sign the Completion Form.

The Committee maintains a physical file and electronic scanned copy of all permits for each lot.