

Architectural Request Submittal Process

Please note that the La Solana Architectural Review Committee (“ARC”) processes and procedures are separate and distinct from procedures and requirements imposed by local municipalities. Owners are advised that the City of Surprise requires certain permits, depending on the proposed change, alteration, or addition.

It is the Owner’s responsibility to comply with city permit requirements. Compliance with one set of processes and procedures does not constitute compliance with the other. Likewise, an approval obtained from one governing body does not guarantee or require an approval by the other.

The La Solana office staff will direct owners to utilize the City Property Management (“CPM”) owner portal to submit architectural request forms.

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<https://cityproperty.com/hportal/>

At first page:

Click on the “Homeowners Login” button

At the second page:

Sign in to the Owner Access Portal using your registered E-Mail and Password

At first page:

Click on the “Continue” button

At the second page:

In the left hand column of this page, under “My Compliance “

Click on “Submit an Architectural Request”

Follow directions to submit your request.

Upon receipt, CPM will review the submittal form and communicate directly with the owner whether additional information is needed.

Upon completion of their review, CPM will forward the Architectural Request to the La Solana ARC for their consideration. The request must meet all requirements of the La Solana CC&Rs / Rules and Regulations / Architectural Standards & Guidelines to be approved. Copies of this information is available on the [La Solana Living website](#).

The ARC will communicate directly with the owner whether additional information is needed. The ARC will provide a written decision to the owner and CPM.

01/12/2024