

# Design Review Request Form

Name of the Association and District if applicable: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Expected to Complete \_\_\_\_\_

Homeowner(s) name: \_\_\_\_\_

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

Mailing Address (if different from above) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I. Design Review Request for (Check appropriate item below)**

- |  |   |
|--|---|
| <input type="checkbox"/> *Change in exterior materials (color, siding, roof, windows, etc.)<br><input type="checkbox"/> Deck or wall<br><input type="checkbox"/> Structure or storage shed<br><input type="checkbox"/> Play structure<br><input type="checkbox"/> Landscaping<br><input type="checkbox"/> Satellite Dish<br><input type="checkbox"/> Fence | <input type="checkbox"/> Patio<br><input type="checkbox"/> Other improvements (hot tubs, permanent trellis/arbors, etc.)<br><input type="checkbox"/> Dog run<br><input type="checkbox"/> Solar collectors<br><input type="checkbox"/> Water feature (pond, fountain, waterfalls)<br><input type="checkbox"/> Other: _____ |
|--|---|

\*ACC approval is required ONLY if deviating from originally installed material, color, location or type.

**II. Describe the proposed improvement:**

Color(s) \_\_\_\_\_ Dimensions: \_\_\_\_\_

Location: \_\_\_\_\_

Material and other details (provide samples or brochures): \_\_\_\_\_

Contractor or vendor to be used: \_\_\_\_\_

**III. Is a Variance (exception to Guidelines) requested?**  YES  NO Variances may ONLY be granted to overcome practical difficulties and prevent unnecessary hardship. If a variance is requested, please describe the variance and explain the difficulties/hardship that necessitates this appeal.

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

**IV. Attach the following with application submittal:**

1. **Site Plan showing:** lot dimensions; outline of home and garage with setbacks; names and positions of adjacent streets/alleys; dimensions of improvement (height, width, depth), with setbacks to all boundaries; and an indication of North.
2. **Visual(s) of improvement such as;** drawing, photo, brochure/ad, paint swatch (es), material samples, etc.
3. **Building Plans,** if the improvement is a new or modified building/structure.

**NOTE: It is the Owners obligation to check with the Town/County/City and obtain a building permit if it is required for the improvement.**

*I understand that all improvements must comply with the Covenants and Guidelines Federal, State and County regulations, and approval must be received from the Association before proceeding with the improvements. I understand that Association approval does not constitute approval of local/county building departments, and I may be required to obtain a building permit. I agree to complete improvements in a timely manner after approval from the Association. I understand the ACC has 30 days from the time this request is marked "complete" to review it. You will be notified either via email or mail of the decision.*

HOMEOWNER SIGNATURE _____		DATE: _____
<b>Committee</b>		
<b>Action:</b>		
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request approved conditionally <input type="checkbox"/> Request denied <input type="checkbox"/> Variance granted as described above <input type="checkbox"/> variance denied		
Reviewed by: _____		on _____
Completion date required by: _____		

P.O. Box 370750, Denver, CO 80237

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