

# 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. Any damage resulting from owner installed improvements to common areas or Association maintained landscaping or structures is the responsibility of the Owner. Any cost associated with repairing damage, discoloration or water leaks resulting from owner installed improvements or penetrations to Association maintained structures, shall be the responsibility of the Owner.**

*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: _____	