

## **Design Review Request Instructions**

### **(Approval required prior to construction)**

To make a request for Design Review, complete a request form and submit it with all the backup documents to:

Stanton Hill Design Review Committee

John Silence – 7914 W. Ford Drive – 303986-1833

Lee Brodie – 7964 W. Ford Drive – 303-973-9839

Tom Redfield – 8002 W. Ford Drive – 303-922-6597

### **SPECIFIC REQUIREMENTS FOR SUBMISSION**

A general rule of thumb – imagine you are on the committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed project? Does your request comply with the standards outlined in the CCR's of the community? Is your request in keeping with the overall ambiance of the neighborhood?

**Painting** – Submit paint samples – large samples help give a better impression of color. If it your intention to repaint with the existing colors just indicate this on your request. Further action will only be required of you intend to change colors.

**Landscaping** – Submit plans for your landscaping or changes to large areas within existing landscaping. Include a plot plan showing in detail what you intend to accomplish – including type and size of trees and shrubs. Be sure to show existing conditions as well as your proposed improvements. If your plan includes retaining walls, patios, water features, hot tubs, etc please indicate how they will be constructed. **It is NOT necessary to submit a request for seasonal plantings of flowers or replacing a few shrubs. Please note you may not alter the drainage on your lot by your landscape improvements!**

**Fencing** – Please be sure to show the location of the proposed fencing on a plot plan and describe the fence and whether you intend to seal or stain it. The CCR's are very specific as to style and color of stain.

**Roofing** – Submit manufacturer's samples or brochure showing the type and color you intend to use.

## **What is Design Review**

**Design Review** – Design Review of the power of the Homeowners Association (HOA) to govern the exterior appearance of all properties in the community.

### **Where does this authority come from?**

The authority comes from the **Declaration of Covenants, Conditions, and Restrictions (CCR'S)** for the Association – which is a legal document recorded with the Jefferson County Clerk and Recorder.

### **Do I have a choice regarding Design Review?**

**No**, by virtue of the purchase of your home in this covenant restricted community you have subjected yourself to the legal documents of the Association and to the jurisdiction of the HOA'S Design Review Committee.

### **Why are there architectural standards?**

The benefit of Design Review is two-fold. First – the community in which you live will maintain its attractive appearance if there are standards. Second – if the community maintains its attractive appearance, the value of ALL properties in the community will be retained at a higher level than if there were no Design Review and approval.

### **What type of exterior changes require approval of the Association?**

All of the following improvements require Design Review approval. This list is not intended to be limited nor all inclusive, but gives the basic concept for exterior improvements requiring approval. For more details see Article 7 – Stanton Hill HOA Design Standards and Procedures.

Painting

## Design Review Request Form

Homeowner (Must be in Title) \_\_\_\_\_ Address \_\_\_\_\_

Lot # \_\_\_\_\_ Lakewood, Colorado 80226 Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Describe Improvement: Estim. Start Date \_\_\_\_\_ Estim. Completion Date \_\_\_\_\_  
Use additional pages if necessary. Improvement Plans should be attached to this form.

By my signature found below, I agree to abide by the written response of the Association regarding this request and the CCR's and all the covenants as seen in the handbook, which I hereby acknowledge having received and read. No verbal agreements shall apply. I also understand that approval by the Association does not constitute approval by the local building department and I agree to submit the same plans for my improvement to The City of Lakewood Permits and agree to follow their requirements for permits, engineered drawings or written waivers for easements encroachments before I begin work and that failure to do so may require removal of the improvement at my expense. I will not alter or make changes to the project without submitting an addendum to those changes for the Association's review and response in advance. All work will be completed within the timeframe as submitted to the Association. Failure to complete the work within 15 days of the Completion Date will require an extension approved by the Association. I agree to allow the Association to a final inspection of the finished project and to evaluate my compliance of the Association's written approval.

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Design Review Committee Use Only

Design Review Committee members involved: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ (3<sup>rd</sup> person's signature in certain situations).

A. Improvement approved as submitted \_\_\_\_\_

B. Improvement subject to the following requirements: (Add an email to explain the requirements).

C. Declined for the following reasons: (Add an email to explain.)

D. Date of first email \_\_\_\_\_ from \_\_\_\_\_, after receiving Request.

E. Date of visit to site of improvement \_\_\_\_\_. Two people involved: \_\_\_\_\_,

F. Date of final email and inspection: \_\_\_\_\_. Copy of this Request/improvement will be returned to the homeowner by Design Review Committee member \_\_\_\_\_ at completion.