

How to: Submit a Design Review Request

1. Fill out the Design Review Request Form provided on the website (Appendix A).
 - a. Be sure to include dimensions, colors, etc.
2. Sketch your improvements on your plot plan or drawing (Appendices B & C).
3. Collect additional information to accompany your request.
 - a. For artificial turf: a picture of the turf and a picture showing the height of the turf
 - b. For colored concrete: provide an example of the color
 - c. For stamped concrete: provide an example of the type of stamp
 - d. For driveway extensions (if permitted): provided picture of front of house indicating where extension will go
 - e. For fencing: indicate location of fence, type of fence (privacy fence or split rail) fence wings, distance fence wings are from the house, specify type of gate (single gate) (Appendix D)
 - f. For landscaping: specify type of trees/bushes/shrubs and distance from property lines
 - g. For paint: provide the current colors of your house, the colors you'd like to paint with and pictures of your house and your neighbors' houses to the left and right of you
 - h. For patios: provide dimensions and picture of the back of house
 - i. For pergolas: provide a picture of the style of pergola, materials, colors (paint, stain, etc.) and dimensions of the height, width and depth
 - j. For solar panels: provide documentation the panels will sit flush to the roof
 - k. For storm doors: provide an example of the type of door you'd like to install & color
4. Email your Design Review Request Form, sketch/plot plan, and all additional information to DesignReview@CLAconnect.com. Attachments are preferred but pictures in the body of the email are accepted so long as they are legible.
5. Allow 30-45 for the Architectural Review Committee to review your request and provide you with an approval or denial. They may ask you questions in order to complete their review.

Note:

You must have HOA approval before making changes to the exterior of your home.

A form must accompany every request.

You are responsible for accommodating the 30-45 day process for HOA Approval with any contractors you may use. Although the Committee does their best to review requests as quick as possible, it is not required to rush requests.

Appendix A
Example Design Review Request Form

MY HOA – ARCHITECTURAL REQUEST FORM

8390 E Crescent Pkwy, Suite 300 • Greenwood Village, CO 80111 • 303-779-5710

Please contact DesignReview@CLAconnect.com to submit your request or with questions.

Homeowner Name *John Smith* Phone Number *123-456-7890*

Address *1234 Main St*

Email Address *DesignReview@CLAconnect.com*

My request involves the following type of improvement, please describe:

I would like to [INSERT IMPROVEMENT]

ie: *install a 15x20' patio using stamped, light gray concrete*

install landscaping: two maple trees, a pine tree and sod

install fencing on the back and both sides of my property as well as fence wings with a single gate

install a paver walkway from the driveway to the back patio, with a concrete pad for trash cans

install a radon mitigation system / storm door

replace my windows/siding/paint

install a 12x15x10 pergola in the southwest corner of my lot

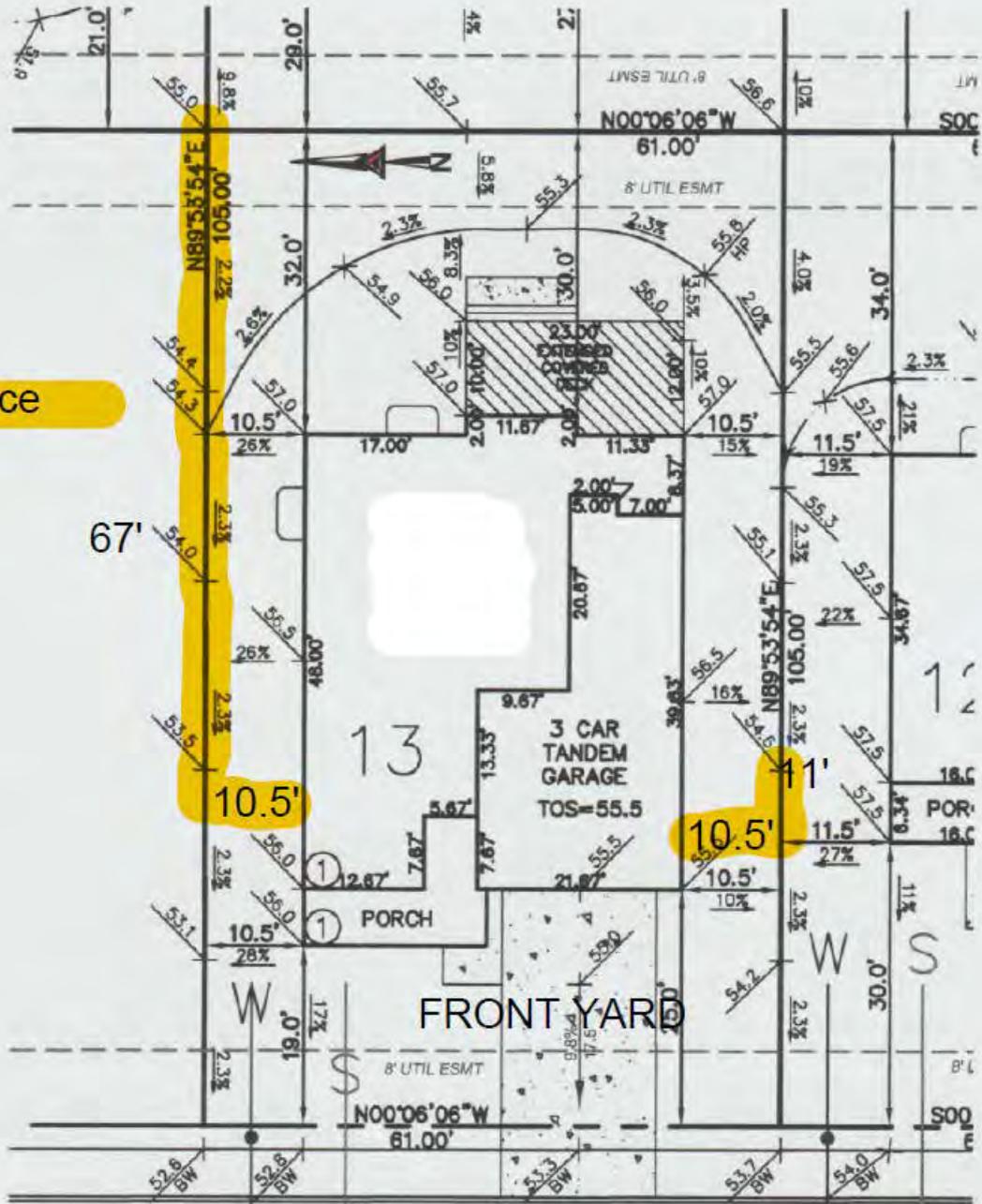
Planned Completion Date *date*

I understand that I must receive approval in order to proceed. I understand that approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete improvements promptly and within the Design Guideline standards after receiving approval.

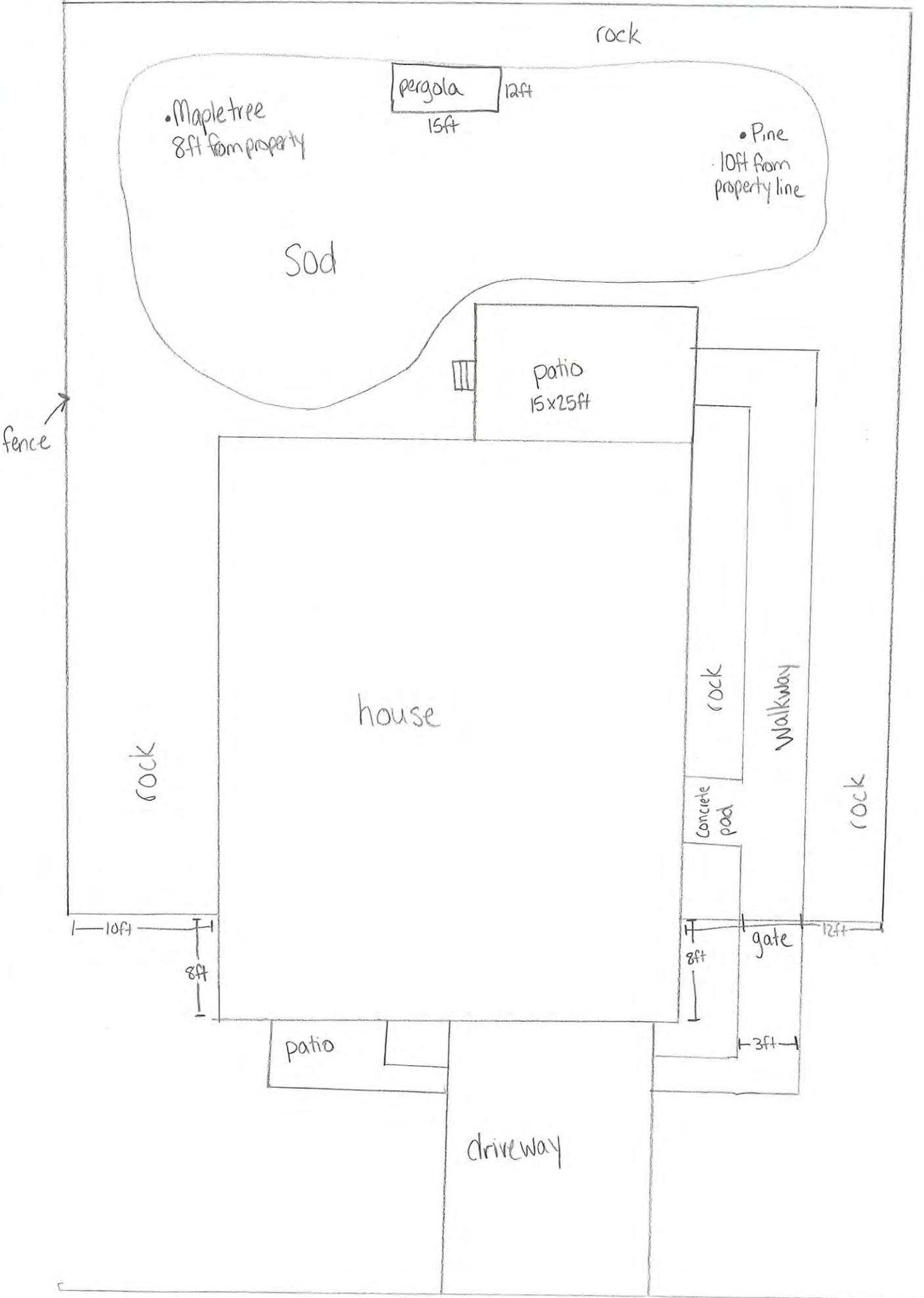
Owner Signature *John Smith*

Appendix B
Example Plot Plan

Proposed Fence



Appendix C
Example Sketch of Property



• Maple tree
8ft from property

pergola 15ft
raft

• Pine
10ft from
property line

Sod

patio
15x25ft

fence

rock

house

rock

Walkway

rock

Concrete
pad

gate

patio

driveway

Street

10ft

8ft

8ft

3ft

12ft

Appendix D
Fence Setback Guidelines

Fence Wing Setback Diagram

