



Design Review Request

Log date:

Date Critical:

Email: DRC@scmhoa.com
 Fax: **(303) 309-0468**
 Post: Stillwater Community Management
 Attn: DRC
 15400 W 64th Ave, Suite 9E53
 Arvada, CO 80007-6852

Instructions to homeowner:

Please fill in form and email, fax or mail to Stillwater Community Management, attn: DRC. The Declarations and Covenants and Design Guidelines documents are found under "Documents" on your community website. Email us at drc@scmhoa.com if you have additional questions.

Submittal Date	Homeowner Name
Phone	Email

Address of Proposed Improvement:

<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Play Structure
<input type="checkbox"/> Appeal of Non-approval	<input type="checkbox"/> Fencing	<input type="checkbox"/> Awning
<input type="checkbox"/> Request for Approval of Previous Improvements	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Permit Required?	<input type="checkbox"/> Concrete	<input type="checkbox"/>
<input type="checkbox"/> Permit Secured	<input type="checkbox"/> Addition to Structure	<input type="checkbox"/>

Approval Qualifications:

By submitting for and upon receiving approval of a Design Review Request, owner agrees to the following qualifications:

- 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.
- It is the responsibility of the Lot Owner to obtain all necessary permits and ensure compliance with all applicable governmental regulations and other requirements.

Please include any descriptive documentation to completely describe your project. Design review is for community covenant and architectural design guidelines only. It is the responsibility of the homeowner to comply with local laws and permitting requirements. Project must be completed as approved, including any stipulations and clarifications by the committee attached to the approved request.

ACTION TAKEN BY DESIGN REVIEW COMMITTEE: (DRC to complete)

Approved as Submitted – The application and accompanying documentation is approved as submitted.

Approved as Modified – The application and accompanying documentation is approved with the following clarifications:

Not Approved – The application and accompanying documentation is not approved. Homeowner may resubmit with additional information and/or changes made.

Comments:

Signature of Approver: _____ Date: _____



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Description of Improvements: Attached drawings if appropriate



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Additional Information

Stillwater Community Management receives all faxes digitally so an email or fax works equally well. The advantage to you is a digital submission by fax or email will likely make review of your submission faster. To expedite the review process, completely define your proposed project. Consider providing the following information as appropriate:

1. Drawings or illustrations showing design of proposed improvement.
2. Scale drawing or architectural plans showing exact dimensions of improvement.
3. Promotional brochures, images or website links for major products (like awnings) used.
4. Type of material to be used.
5. Color(s).
6. Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. retaining walls or patios.
7. Legal site plat (plan) with location of improvement drawn to scale. You can get your lot plat on your community website under links. Select your city.
8. Landscaping plan.
9. Design review is for community covenant and architectural design guidelines only. It is the responsibility of the homeowner to comply with local laws and permitting requirements

The design review process can be confusing, please give us a call at (303) 872-9224 ext. 1, or send an email if you need any additional information.

Notice of Completion:

Homeowner has 8 months from the date of approval of the Design Review Request to complete work AND notify the HOA of completion. Once Notice of Completion is given to the HOA, the HOA and any impacted owner has 30 days to review the project for conformance with the DRR, make comments or appeal approval of the DRR or the completed project. Basic notice format:

Dear _____ (Association) HOA Board. This is notice of completion for the submitted project at the address as follows:

Homeowner Name: _____

Street Address: _____

Unit or Building: _____

Basic subject of DRR: _____

Date of DRR original approval: _____

Notice is submitted this _____ Day of _____, 20____ of final work completion.

Submitted by: _____

Rev 1 – 10/01/2013