

APPENDIX “A “

Skyestone Design Review Request Submission Instructions

The following instructions provide an overview of the minimum information needed for your request to be quickly reviewed. Please also read the [Design Guidelines](#) that relate to your specific request.

When developing your request please provide a completed request form that clearly states the modification you are planning to make. All requests must be dated and signed. Some of the most common improvements do not require approval of the full Committee if done in accordance with the Design Guidelines. Examples of these types of requests include:

- Landscape improvements in the rear yard that are under 36” in height at maturity and is in addition to original approved landscape plan;
- Bulbs and annual flowers in the front yard;
- Roof replacement or repair with materials that match those used in the original construction;
- Painting in accordance with original or prior, approved paint scheme;
- Addition of storm doors and replacement of front doors;
- Radon Mitigation
- Reconstruction in accordance with original construction plans of Builder

To facilitate an efficient review of requests please provide all the information needed to ensure your request conforms the Design Guidelines. Failure to provide a clear and complete description may require the Reviewer to request additional information which will delay approval. Please refer to the [Design Guidelines](#) to make sure you have provided all the information needed to review your request and verify that it meets the existing guidelines.

Below is a partial list of the information typically required for the most frequent requests:

- Landscaping requests must include a scale drawing of your lot indicating the location of each plant. The name of the plants to be added and each plant’s height and width at maturity are required. Please refer to Appendix D of the Design Guidelines for a list of approved plants and their dimensions at maturity.
- Requests related to additions or modification to outside structures such are patios, fences, pergolas, retaining walls, planters and spas should include a scale drawing of lot’s plot plan detailing the location of the changes.
- Supplemental information on the materials and/or equipment being installed along with pictures of what the change will look like are recommended to help the committee to fully understand your request and insure it follows the design guidelines.

Most requests require a copy of the plot plan for the property showing the location(s) of the requested modifications. Copies of your plot plan can be assessed at <https://broomfield.cloud9.innoprise.com/citizenaccess/> .

To find your plot plan click on “public access” on the left side of the screen, then click on “Permits” (top left item), enter your address, and click search. On the results page click on what is typically the last item listed “B-New Construction...” When the details are shown click on top tab labeled “Attachments” and find the item labeled “Plot Plan” for the property.

Skyestone Community Association, Inc. Design Review Request

Please submit by one of the following methods:

Hand Delivered: Community Manager at the Lodge
E-mail: SkyestoneARC@advancehoa.com
Fax: 303-495-5895

Please format submissions so they are letter size (8.5x11 inches) if possible. If you are using the electronic form, make sure you save the document to your computer and then send the saved version of your request to the address above with any needed supporting information.

An application must be completed and approved BEFORE any improvements are made.

Date Submitted: _____ Proposed Start Date: _____

Owner Name: _____

Property Address: _____

Telephone No: _____ E-mail: _____

Please specify type of request (check all that apply):

Landscape: ☐ **Front Landscaping**

☐ Trees/Shrubs

☐ Front Lawn Xeriscape

☐ Tree Lawn Xeriscape

☐ **Rear Landscaping**

☐ Trees/Shrubs

☐ Xeriscape

Features: ☐ Deck/Patio/Slab

☐ Fencing/Wall

☐ Lawn Accessories

☐ Shades

☐ Path

☐ Stone

☐ Solar

☐ Stairs

☐ Windows

☐ Roof

☐ Radon Mitigation

☐ Water Feature

☐ Storm Door

☐ Front Door

☐ Awnings/Patio Covers

☐ Trellis/Pergola/Arbor

☐ Lighting

☐ Satellite Dish

☐ Driveway

☐ **Exterior Painting**

Body Color _____

Secondary Body Color _____

Trim Color _____

Accent Color _____

Other: PLEASE DESCRIBE: _____

If new colors are selected, please confirm that the new scheme does not closely match neighboring homes.

Project Description. Include drawing to scale, types of materials, dimensions, colors, or other information (such as brochures, photos) that will assist understanding your request. A plot plan showing the location of the feature(s) is required for features that potentially affect drainage patterns and/or property lines/easements such as fences, walls, dry riverbeds, patio extensions, stairs, etc. Landscape proposals that include trees and shrubs should include information about height and width at maturity.

**To ease the review process, please append supplemental materials directly to this document.*

Details:

I understand that my submittal will be reviewed by the Architectural Review Committee (ARC) within 45 (forty-five) days after a complete application and submission is received by the Association. A written decision setting forth the decisions made by the ARC will be sent to the applicant. Construction must not begin before receiving written ARC approval.

Upon written receipt of approval, commencement of construction shall begin within 90 (ninety) days of the proposed start date, subject to obtaining all necessary permits required by governmental agencies. If the project is not started within the 90 days, it must be resubmitted to the Association. The project must be completed within a reasonable time, commensurate with the extent of the project, following commencement of construction.

I understand that in addition to the Association's Declaration, Design Review Guidelines and any stipulations as outlined in the forthcoming Committee's written decision, I am required to meet all regulations set by the City and County of Broomfield, State or Federal governments.

The Committee, in its sole discretion, shall be authorized to assess architectural fees in amounts not to exceed \$500.00 (five hundred dollars) for extensive projects that require expert review in order to arrive at appropriate architectural evaluations and decisions.

I understand that I am solely responsible for the accuracy of all documentation submitted in connection with this design review request. Approval of a design review request by the Committee does not, in any manner, constitute approval or endorsement of the architectural and technical soundness of the proposed project, and neither the ARC nor the Association's Board of Directors shall incur any liability with respect to any apparent or latent defects and errors in the plans, specifications or construction of proposed projects. I agree to pay any costs incurred by the Association if I fail to meet the standards as established by the ARC and the Association's Board of Directors.

I have read this application and agreement, understand its content, and agree to abide by its provisions.

Date: _____

Signature: _____