



Heritage Hills Design Review Committee (DRC)-Existing Homes Design Review Request (DRR)

Owner Name: _____

Property Address: _____

Mailing Address (if different): _____

Phone #: _____ Email address: _____

My request involves the following type of improvement:

- Landscaping
 Deck/Patio
 Fencing
 Room Addition
 Painting
 Other: _____

Estimated Completion Date: _____

Proposed Improvement: Fully describe project-If applicable, include paint samples, list of materials, dimensions, location, landscape plan, fence layout, location on a copy of the property site plan, elevation drawings and any other plans or brochures. Attach photos of property and location (example-front of house for house painting improvements, neighbors houses for paint comparisons, etc). Please provide additional description pages as necessary.

I understand that:

- I must receive approval of the Design Review Committee in order to proceed.
- DRC approval does not constitute approval by the local building or zoning department, and that I may be required to obtain a building permit or zoning approval.
- I must complete improvements promptly after receiving approval
- I must post this approval in a conspicuous place in or on the home prior to work commencing.
- I must provide written notice of completion to HOA Management either by mail, email or fax and understand all projects are subject to final inspection by the DRC.
- I agree to all stipulations on page 2 of this Request Form.

Owners Signature

Date

Design Review Requests (pages 1-3) and Attachments should be submitted to the DRC by emailing them to hhdesignreview@gmail.com or contact hhdesignreview@gmail.com to make submission arrangements.



THIS PAGE MUST BE INCLUDED WITH PAGE 1

STIPULATIONS

- I understand that I am required to comply with all Douglas County and Lone Tree building and zoning codes.
- The proposed alteration submitted for approval does not violate any Douglas County or Lone Tree codes.
- I understand that alterations or modifications to my lot or structures and appurtenances without benefit of DRC approval may be required to be removed and the property returned to its original condition, at my own cost, should the application not be approved wholly or in part, and that I will be required to pay all legal expenses incurred.
- I understand and give permission for DRC Members and/or its representatives to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in process, or the completed project, and said entry does not constitute a trespass.
- I understand that approval is contingent upon construction or alterations being made in a professional manner.
- The DRC will consider written requests for time extensions with show of good cause.
- I certify that nothing (e.g., equipment, addition, landscaping) will be installed outside my property or encroach onto Heritage Hills open/common space.
- I understand that the DRC's approval does not address structural soundness or complex drainage issues. Any perceived or actual issues that negatively impact surrounding homeowner properties is a civil matter between homeowners.
- I understand that any incomplete application will not be considered a proper submittal and will be returned for clarification and/or completion.
- I understand that an inspection will be completed once I have notified HOA management office of the completion of my project.

Application Checklist - Please ensure all supporting documents or information are included and clearly marked on your application.

- One application for each unrelated project.
- Homeowner's signature and date on application.
- Official property plat - draw location of project. Required of modifications to lot or addition to home.
- Photos/Pictures/drawing (i.e. storm door, swing-set, hot tub, etc)
- Dimensions (height, width, length, depth)
- Color (name and sample)
- Materials used.
- Variance request letter if applicable

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DRC EXTERIOR ALTERATION APPLICATION ATTACHMENT

(Complete if making any exterior alterations listed below)

ADDRESS: _____

Refer to Residential Design Guidelines and Review Process Document for details

EXTERIOR PAINTING

Provide: Sample of paint color(s)-swatches, paint chips, pictures, etc.-include paint name and number, Photo of house which includes areas to be painted, Photos of neighbors' houses on both sides (if painting front of house)

Area to be painted:	Old Color	New Color
Main House		
House trim		
Front Door		
Shutters		
Deck		
Fence		
Storm Door		
Other (pls. specify)		

WINDOWS REPLACEMENTS _____ Partial _____ Whole house

Description	Old	New
Trim color of windows		
Material		

ALL GARAGE DOOR REPLACEMENTS

Description	Old	New
Material		
Color		
Style		

WHOLE ROOF REPLACEMENT- Clay, slate or concrete tiles are required*

* New products that meet Class 'A' standards will be considered on a case by case basis

Description	Old	New
Material		

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