

Pine Bluffs Design Review Committee Design & Improvement Request Form

Name: _____

Address: _____

Legal Address: Lot _____ Block _____

Home Phone: _____ Cell Phone: _____ Email: _____

The following type of improvement/design/change is hereby requested (Check one):

- | | | | |
|--|--|----------------------------------|---|
| <input type="checkbox"/> Landscaping* | <input type="checkbox"/> Deck/Patio/Slab | <input type="checkbox"/> Roofing | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Drive/Walk Addition | <input type="checkbox"/> Fencing | <input type="checkbox"/> Patio Cover/ Arbor |
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Garage | | |
| <input type="checkbox"/> Other: _____ | | | |

Note: if more than one type of improvement is requested, describe all using additional sheets as necessary.

HOMEOWNER MUST PROVIDE: a) An Improvement Survey – Site Plan showing location and size of proposed improvements and location of existing home/improvements, legal address and lot number; b) Elevations and details of construction; c) Finish colors and materials; d) Side and rear setbacks, grade and drainage changes. All drawings must be at a scale that is readable: 1/4" = 1'. (Site plans are generally 1" = 10').

*Landscaping submittals also require Improvement Survey – Site Plan showing improvements, plant species, plant size and materials to be used along with a description of colors, any grade changes, retaining walls, walkways, etc.

Please refer to Pine Bluffs Residential Design Guidelines and Review Process, the Declaration of Covenants, Conditions and Restrictions or any other applicable governing documents.

Proposed Start Date: _____ **Proposed Completion Date:** _____

I/We understand that approval of the Design Review Committee is required in advance to proceed. I/We also understand that the DRC approval does not constitute approval of the local City/County building departments and that a Building Permit may be required. I/We agree to complete all proposed improvements promptly after receiving DRC approval. Completion of improvements is required by the proposed date shown above. Any delay in such completion will be reported to the DRC immediately. I/We have read these instructions and shall comply accordingly.

HOMEOWNER Signature: _____ **Date:** _____

Please return this Form and Site Plan to Teleos Management, 6833 S. Dayton St. #163, Denver, CO 80112 or email to anna@teleos-services.com.

If you have not received written notice confirming receipt of this application within seven days following submission, please contact Anna Stewart at 720-648-0277. The DRC has up to 30 days to make a recommendation.

DRC ACTION: ____ **Approved** ____ **Approved subject to:** _____

Denied because: _____

DRC Member Signature: _____ Date: _____

FOR INTERNAL USE:

Form Received on: _____ Returned on: _____