

DESIGN REVIEW FORM

Ramparts at Roxborough HOA Caron Realty, Inc. & Mgmt Co.
7800 S. Elati St. #250, Littleton, CO 80120
CommunityQuestions@att.net 720-283-3300

For Official Use Only

Date Received CRI _____

Critical Date _____

Date Received ARC _____

Homeowner Name: _____ Email address: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____ Work Phone: _____

My request involves the following type of improvement:

Basketball Backboard Drive/Walk Addition Skylights Staining/Painting
 Deck/Patio Fences Playground Equip Other
 Dog Runs Landscaping Roofing
 Satellite Dish Installation

Describe Improvement:

Planned Completion Date: _____

I understand that I must receive approval of the Design Review Committee (DRC) before any work can begin and that such approval can take up to 60 days from the time the completed request form is received by the DRC. I understand that DRC 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 after receiving approval. I also understand that I shall maintain proper drainage away from my foundation and not impede proper drainage swales on my lot when installing landscape or building improvements. I hereby authorize the DRC and Caron Realty, Inc. to enter onto my property for exterior inspections at a mutually agreed upon time.

Date: _____ Homeowner Signature: _____

Design Review Committee Project Worksheet

_____ Date _____ Approve _____ Disapprove _____ More Information Needed
DRC Member _____ Approved Subject to the Following Conditions
CONDITIONS: _____

Completion Required By: _____

_____ Date _____ Approve _____ Disapprove _____ More Information Needed
DRC Member _____ Approved Subject to the Following Conditions
CONDITIONS: _____

Completion Required By: _____

_____ Date _____ Approve _____ Disapprove _____ More Information Needed
DRC Member _____ Approved Subject to the Following Conditions
CONDITIONS: _____

Completion Required By: _____

DESIGN REVIEW FORM INSTRUCTIONS

To make a request to the DRC, please submit the following:

1. The Design Review Form
2. A design drawing (hand-drawn is acceptable if it is understandable)
3. A map of the area to show where the project is planned, including dimensions that indicate location relevant to neighbor's property and open space land
4. A plot plan of your home (if you do not have one, the county may be able to provide it to you for a small fee)

Mail the information to: Caron Realty, Inc., 7800 S. Elati St. #250, Littleton, CO 80120 or CommunityQuestions@att.net

The management company will review the application to make sure all required information has been submitted and the form is complete before forwarding the request to the DRC. The DRC has 60 days from the time they receive the completed application to approve or deny any request. If the management company or the DRC requests additional information, the 60-day review period will not begin until all information is received by the DRC.

What types of exterior changes require the approval of the DRC? The following items require DRC approval. All items cannot be listed, but the basic concept is that any exterior work requires approval.

- a) Decks or Hot Tubs
- b) Dog Runs
- c) Fences
- d) Increasing the deck or patio size
- e) Installing a walkway
- f) Playground Equipment
- g) Re-roofing
- h) Re-siding
- i) Replacing garage doors
- j) Replacing windows with other than originally installed
- k) Skylights, dormer installation
- l) Staining or painting current or new colors
- m) Trees, shrubs and landscaping

Note: A manufacturer's brochure is a good suggestion to include for any submission if appropriate (i.e. hot tub).

Landscaping

With your request, please include a drawing showing in detail what you intend to accomplish. Be sure to show both existing conditions as well as proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in the planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type. If you are installing a retaining wall, you must indicate how it will be constructed.

It is extremely important for you to recognize that you may not alter the drainage of your lot in such a way as to negatively impact the surrounding areas.

Neighbor Consent May Be Required

The acknowledgement of adjoining homeowners may be required for exterior improvements from time to time of other affected neighbors that can see the structure from their property or whose proximity to the structure is such that they could be affected by the noise. Please contact the management company to see if the type of improvement you are submitting may require neighbors consent.

This would typically include structures that would block a neighbor's view.