



Design Review Request Form

Name of the Association and District if applicable: _____ Date Submitted: _____ Date Expected to Complete _____

Homeowner(s) name: _____

Address: _____

Mailing Address (if different from above) _____

Phone: _____ Email: _____

I. Design Review Request for (Check appropriate item below)

- | | |
|---|--|
| <input type="checkbox"/> *Change in exterior materials (color, siding, roof, windows, etc.) | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Deck or wall | <input type="checkbox"/> Other improvements (hot tubs, permanent trellis/arbors, etc.) |
| <input type="checkbox"/> Structure or storage shed | <input type="checkbox"/> Dog run |
| <input type="checkbox"/> Play structure | <input type="checkbox"/> Solar collectors |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Water feature (pond, fountain, waterfalls) |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fence | |

**ACC approval is required ONLY if deviating from originally installed material, color, location or type.*

II. Describe the proposed improvement:

Color(s) _____ Dimensions: _____

Location: _____

Material and other details (provide samples or brochures): _____

Contractor or vendor to be used: _____

III. **Is a Variance (exception to Guidelines) requested?** YES NO Variances may ONLY be granted to overcome practical difficulties and prevent unnecessary hardship. If a variance is requested, please describe the variance and explain the difficulties/hardship that necessitates this appeal.

IV. Attach the following with application submittal:

- Site Plan showing:** lot dimensions; outline of home and garage with setbacks; names and positions of adjacent streets/alleys; dimensions of improvement (height, width, depth), with setbacks to all boundaries; and an indication of North.
- Visual(s) of improvement such as;** drawing, photo, brochure/ad, paint swatch (es), material samples, etc.
- Building Plans,** if the improvement is a new or modified building/structure.

NOTE: It is the Owners obligation to check with the Town/County/City and obtain a building permit if it is required for the improvement.

I understand that all improvements must comply with the Covenants and Guidelines Federal, State and County regulations, and approval must be received from the Association before proceeding with the improvements. I understand that Association approval does not constitute approval of local/county building departments, and I may be required to obtain a building permit. I agree to complete improvements in a timely manner after approval from the Association. I understand the ACC has 30 days from the time this request is marked "complete" to review it. You will be notified either via email or mail of the decision.

HOMEOWNER SIGNATURE _____	DATE: _____
Send Completed Form	
Please mail to: SouthPark Homeowners Association c/o AMI PO Box 370750 Denver CO 80237	or Fax to: 720-633-9778 or scan and email to: clientcare@amihoa.com
Completion date required by: _____	

