

**APPLICATION**

**RESERVE AT UTE CREEK HOMEOWNERS' ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE**

HOA Address: Reserve at Ute Creek HOA, PMB 114, 1610 Pace St #900, Longmont, CO 80504

Instructions: For detailed instruction and attachment criteria, refer to current Architectural Review Committee guidelines; the Covenants, Conditions, and Restrictions; and the instructions printed on this application. No application will be reviewed without complete information and/or plans provided. Read the instructions carefully in order to avoid unnecessary delay in processing and to allow for a timely review. Complete this form using a black or blue ink pen.

Please allow 30 days for review of your completed application. Thank you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address of proposed work if different from above: \_\_\_\_\_

Phone: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

Email: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planned Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ (must be within 8 months of start date)

ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Design Guidelines; the Covenants, Conditions, and Restrictions; and the instructions printed on this application that govern the procedures for undertaking any addition and/or alteration to my property.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR ARC USE ONLY:      APPROVED              DISAPPROVED              Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

Initials of ARC Members: \_\_\_\_\_

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**Instructions:**

In addition to this application, you will need to submit the following applicable attachments:

**For Paint Scheme Change:**

- 1. Full details of purpose and/or reason for improvement(s).
- 2. Provide a color sample of all paint colors to be changed.
- 3. Signatures from immediate left, right, and across neighbors approving new color scheme. Your neighbors’ signatures are required to confirm a harmonious color scheme with surrounding neighborhood elements.

**For Landscape and Building Architectural Additions or Changes:**

- 1. Full details of purpose and/or reason for improvement(s).
- 2. Site plan with location of improvement(s) drawn to scale. Note distance from property lines. Show relationship of improvement(s) to neighboring homes and/or open spaces.
- 3. Drawing and/or illustrations showing design of proposed improvement(s), and state architectural style of existing home.
- 4. Scale drawing of exact dimensions of improvement(s).
- 5. Type of wood or other materials to be used.
- 6. Note whether color is same as existing siding or trim on house.
- 7. Grading plan: If changes in grade or drainage will be affected, approval will be denied if adjoining properties are adversely impacted by those changes.
- 8. Landscape plan if application is for landscaping.
- 9. Signatures of approval from immediate left and right neighbors, plus across and/or rear neighbors, depending on where the proposed improvement(s) are located. Your neighbors’ signatures are required to confirm a harmonious project with surrounding neighborhood elements.
- 10. Two copies of all plans, schematics, and/or drawings must be submitted. One copy will be returned to the homeowner upon review and decision to approve, deny, or amend.

**Acknowledgement of Applicant:**

- 1. I understand that construction of certain projects requires that I obtain a Boulder County building permit. Plans shall be submitted to the ARC at least 10 days prior to application submission to the Boulder County/City of Longmont permit process. Approval of a project by the ARC does not affect or alter that requirement (per §5.2 of Design Guidelines).
- 2. I understand that any construction activity taken prior to ARC approval is not allowed and that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
- 3. I understand that members of the ARC are permitted to enter on my property to make reasonable inspection of proposed construction locations.
- 4. It is understood that I am aware of the Covenants, Conditions, and Restrictions and the Design Guidelines with regard to the review process.
- 5. I understand that any approval is contingent upon construction or alterations being completed within code-compliance and professional standards.
- 6. I understand that if I disagree with the ARC ruling, an appeals procedure is provided directly through the Board of Directors.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_