

**To all residents:**

## **DESIGN REVIEW PROCESS**

The Stapleton Rowhome Association's mission is to promote the long term value of the neighborhood and the harmony between the residents for the greater good of the neighborhood. To enable the Association to succeed in their mission, there are Guidelines, Rules and Regulations of the Associations which must be followed by all residents of the neighborhood. The Design Review Process is a very important component of the Association's missions. **The Design Review Process includes:**

1. The resident or future resident to obtain a Design Review Request application from the Association Manager.
2. The resident or future resident to complete the Design Review application, include all necessary documents, such as plans, materials, photos, drawings, paint color swatches, etc. and forward the application and materials to the Association Manager.
3. The Association Manager stamps the date the application was received, reviews the application for completeness and then forwards a complete application to the Design Review Committee.
4. The Design Review Committee reviews the application and then approves or denies the application.
5. The Association Manager will forward the decision back to the resident.
6. If approval by the Stapleton Master Community Association Residential Renovation and Remodeling Design Review Committee is deemed necessary, the **resident will be required to submit a plan to the Stapleton Master Community Association Residential Renovation and Remodeling Design Review Committee** as well (click on the link entitled, "Design Review Request, Master Community" on the Stapleton Rowhome webpage located at:

<http://www.weststarmanagement.com/hoa/hoalegals/stpltnrowhms/stpltnrowhm.html> )

### **Frequently Asked Question regarding the Design Review Process:**

- May I perform this architectural improvement to my home? *Please review the Guidelines, Rules and Regulations of the Association or obtain an answer by contacting your Association Manager or submitting a design review request form.*
- Will I need to obtain the Design Review Committee's approval to perform this architectural improvement to my home? *Please review the Design Review Submittal Form or obtain an answer by submitting a design review request form or contacting your Association Manager.*
- How long does the Design Review Process take? *The Design Review Process could take up to 45 days, so please plan accordingly.*
- What happens if I construct or install an improvement to my home and I fail to go through the Design Review Process, when necessary? *The Association will require you to submit an application after-the-fact. In doing so, the Association has a record of the improvement and the Design Review Committee's decision. If the Design Review Committee does not accept the improvement, the Association may ask you to retro your efforts to meet the required guidelines or remove the improvement at your expense.*

If you have any further questions please contact your Association Manager

**Stapleton Rowhome Association  
Association Manager**

# Stapleton Rowhome Association Design Review Request Form

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

\*DRC approval only required if deviating from the original installed material, color, location or type

\*\*Variance from required guidelines, rules or regulations

- ☐ \*Exterior of the Building/Architectural style change (roof, siding, windows, window frames, light fixtures, color etc.)\*
- ☐ \*\*Building or Fence Attachment
- ☐ \*\*All Season Doors (Storm/Security)
- ☐ Additions (sq ft, awnings, sheds, decks, patios, etc.)
- ☐ \*\*Play Structure
- ☐ Fence (addition, alteration, change, and deconstruction)
- ☐ Hot Tub or Water Feature
- ☐ \*\*Air Conditioning
- ☐ Alteration or addition to common area (landscaping, etc)

Other \_\_\_\_\_

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

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**Describe Improvement:** (attach a picture, drawing, site plan, brochure, etc. of the proposed improvement)

See attached

**Proposed Completion Date:** \_\_\_\_\_

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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 Master Community Association at Stapleton's Residential Renovation and Remodeling Design Review Committee or 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 Improvement is required by the proposed date shown above. I/We have read these instructions and shall comply accordingly.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Stapleton Rowhome Association DRC ACTION:**

☐ Approved ☐ Approved subject to ☐ Denied because:

\_\_\_\_\_  
\_\_\_\_\_  
Stapleton Rowhome Association DRC Member Signature \_\_\_\_\_

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

If required:

**Master Community Association at Stapleton's RRRDRC ACTION:**

☐ Approved ☐ Approved subject to ☐ Denied because:

Not Applicable  
\_\_\_\_\_  
\_\_\_\_\_

Master Community Association at Stapleton's RRRDRC Member Signature \_\_\_\_\_ Not  
Applicable \_\_\_\_\_

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

**Submit to:**

Stapleton Rowhome Association  
Design Review Committee  
c/o Management Specialist  
390 Interlocken Crescent  
Suite 500  
Broomfield, CO 80021