

Stapleton Rowhome Association

Design Review Request Form

NAME: _____

ADDRESS: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

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.

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

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 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: _____

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:

Master Community Association at Stapleton's RRRDRC Member:

Date: _____ Name: _____

Before you submit, please make sure you have read and completed the following:

Before work is commenced on any activity requiring DRC approval, the person seeking approval for such work ("the Applicant") shall submit the original and one copy of an application, containing at least the following information:

- A. The completed Design Review Request Form
- B. A plan depicting the location of the proposed improvement with setbacks.
- C. A brief narrative description of the proposed improvement.
- D. Plans at a scale of ¼ inch = 1 foot, at least one cross-section to indicate heights, width, etc.
- E. If the improvement is a change in the color, type or style of exterior treatment of any existing improvement or addition, a sample of the material proposed and other information that the DRC requests/needs in order to be able to visualize the proposed changes must be included.
- F. Any processing fee that may be established by the Board. Currently, no such processing fee is charged.

One copy of the application and submitted materials will be kept by the DRC and the other set will be returned to the Applicant when approval is granted. No improvements should be performed until the Applicant has received written approval from the DRC.

Submit to:

Stapleton Rowhome Association
Attn: Design Review Committee
c/o Weststar Management Corp.
6795 E. Tennessee Ave., Suite 601
Denver, CO 80224