

SUBMITTAL PROCESS

SUBMISSION REQUIREMENTS

All application submissions for the construction or installation of any improvement must be made in duplicate. The application provided by the Homeowner's Association Management Company, must include the following items:

Lot Owner's Name

Mailing Address

Business and Residence Phone Numbers

Lot and Block Number (Site of proposed construction)

Address of Site

Name, Address, and Phone Number of Architecture Owner's Representative

Plot map of your lot

Submissions that are not complete, as determined by the DRC, will be returned to the owner. Upon completion of the review and approval process, one set of each submission is to be retained by the DRC, and one set is to be returned to the owner. All architectural drawings, except patio covers, are to be prepared and signed by an architect licensed in the State of Colorado. Patio covers may be prepared by the landscape architect or structural engineer licensed to practice in Colorado.

SUBMITTAL DOCUMENTS

Submittal drawings must be prepared to scale and are to include the following (as applicable):

LANDSCAPE PLAN

1. Show soils preparation and irrigation specification.
2. Show type, size and location of all plant material.
3. Show all fences, walls, trellises, arbors and gazebos, their location, material and color.

FENCE AND WALL PLANS

1. Drawings must include specification on material, color and height. Height should also be shown in relation to adjacent ground elevations.
2. The plot plans should clearly indicate the location of proposed construction including location and height of existing fences, walls and structures.

ARCHITECTURAL PLANS

These plans should be prepared, signed and stamped by a licensed architect, and should contain sufficient detail as to the visual appearance of the proposed architectural additions or changes to the property.

REVIEW PROCESS

When the DRC has determined that all requirements for the Submittal have been met, the Committee will act in accordance with the provisions set forth in the CC&RS.

WALNUT GROVE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL
IMPROVEMENT REQUEST

Name: _____ Date: _____

Address: _____ Home Phone: _____

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

My request involves the following type of improvement:

- Painting Deck/Patio Slab Roofing Drive/Walk Addition
 Landscaping Patio Cover Room Addition Basketball Backboard
 Fencing Other _____

Describe Improvements (please attach any drawings, plans, information on type of material being used)

Planned Completion Date: _____

I understand that I must receive approval of the Architectural Control Committee in order to proceed. I understand that ACC 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 have read this instruction sheet and will comply.

Date: _____ Homeowner's Signature: _____

ACC Action:

- Approved as Submitted
 Approved subject to the following requirements:

Disapproved for the following reasons:

Completion required by: _____

ACC Member's signature: _____ Date: _____