

Design Review Request Form

Part I: Submittal Process and Acknowledgement Form

Homeowners are required to file an application with the Architectural Advisory Committee (AAC) for most exterior modifications to their property. The review process could take up to 60 days, so requests should be filed well in advance of the project start date. For improvements that require AAC approval, the following describes the process for completing and submitting an application.:

1. Obtain an application (Design Review Request Form) by contacting the management company, Hammersmith Management (Lynae Bolton: (303) 980-0700, or lbolton@e-hammersmith.com)
2. Complete both parts of application (Part I: Acknowledgement (below) and Part II: Improvement Review Request Form).
3. Confirm that all required items are incorporated into the application, including: (1) complete contact information; (2) Site Plan/Location Survey, marked up as specified; (3) building plans (for new or modified building/structure); (4) written description of proposed improvement; (5) visuals of the proposed improvement; (6) signed Acknowledgement and Improvement Review Request Forms.
4. Check with the Town of Firestone to see if a building permit is required.
5. Mail or fax two copies (one original/one copy) of completed application to Hammersmith Management:

HAMMERSMITH MANAGEMENT
3534 JFK Parkway, Suite B
Fort Collins CO 80525
Phone: (303) 980-0700
Fax: (303) 980-0576
Contact: Lynae Bolton (Lbolton@e-hammersmith.com)

Received by Hammersmith Management	
Date Received: _____	Screened By: _____
Application Status: <input type="checkbox"/> complete (forward to AAC) <input type="checkbox"/> incomplete (return to applicant)	

NOTE: Applications are screened by Hammersmith Management. Complete applications are forwarded to the AAC for review; whereas, **incomplete applications are returned to the applicant.** The AAC has 60 days **from the date Hammersmith Management marks an application “complete”** to review the request and make recommendations to the Board of Directors. The AAC reports their Committee Actions taken on all requests at monthly Board Meetings.

ACKNOWLEDGEMENT

By my/our signature(s) below, I/we acknowledge and agree to the following: I have read the Declaration and all rules and guidelines related to architectural or landscaping improvements, alterations, changes, or construction (“improvements”); I must receive written approval of the Association in order to proceed; if I proceed without prior written approval, I will be responsible for the Association’s reasonable attorney fees and costs related to my failure to obtain approval regardless of whether my request or application is later approved; that Association approval does not constitute approval of the local building or zoning department, drainage design or structural soundness; I may be required to obtain building or other permits and approvals and will not start on the improvement until I have obtained any required approvals and permits; failure to obtain required permits will result in the immediate withdrawal of Association approval; I will not alter the existing drainage on my Lot without express written permission of the Association; upon completion of my improvement, I will authorize the Association or its’ representative(s) to enter onto my property for exterior inspection at a mutually agreed upon time, if requested; my failure to notify the Association of refusal to allow inspection shall result in the withdrawal of the Association’s approval of my request; if I fail to notify the Association upon completion of my improvement, or refuse to allow the Association to enter onto my property to inspect the improvement, I waive the application of the statute of limitations to my improvement; the Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s); failure to comply shall result in the withdrawal of Association approval, if previously granted, and waiver of any time limits imposed upon the Association; in the event of withdrawal of Association approval for any reason(s) cited in the Acknowledgement and upon written request from the Association, I will, at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to commencement of the improvement; if the improvement as built does not conform to the improvement as approved by the Association, upon written request of the Association, I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to commencement of the improvement.

Homeowner(s) Signature

Date

Homeowner(s) Signature

Date

Design Review Request Form
Part II: Improvement Review Request Form

Date submitting Request: _____ Planned completion date: _____
 Homeowner(s) name: _____
 Address: _____
 Mailing Address (if different from above): _____
 Home Phone: _____ Work 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"/> Fence |
| <input type="checkbox"/> Deck or wall | <input type="checkbox"/> Patio (Variance requests ONLY need to be submitted) |
| <input type="checkbox"/> Structure or storage shed | <input type="checkbox"/> Other improvements (hot tubs, permanent trellis/arbors, etc.) |
| <input type="checkbox"/> Play structure | <input type="checkbox"/> Dog run |
| <input type="checkbox"/> Roof-mounted evaporative cooler | <input type="checkbox"/> Solar collectors |
| <input type="checkbox"/> Landscaping (Variance requests ONLY need to be submitted.) | <input type="checkbox"/> Water feature (pond, fountain, waterfalls) |
| <input type="checkbox"/> Satellite Dish (Variance requests ONLY need to be submitted.) | <input type="checkbox"/> Other: _____ |

*AAC 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 (write on back side if more room is needed): _____

 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/hardships that necessitate this appeal. _____

IV. Attach the following with application submittal:

1. Site Plan showing: lot corner 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.

Applications are screened by Hammersmith Management.....don't let your application get returned! You must include the following

- | | | | |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Complete contact information | <input type="checkbox"/> Site Plan/Location Survey with all necessary mark-ups/indications | <input type="checkbox"/> Written description | <input type="checkbox"/> Visual(s) |
| <input type="checkbox"/> Building Plans (for new or modified building or structure only) | <input type="checkbox"/> Signed Acknowledgement and Improvement Review Request Forms | | |

2. Visual(s) of improvement such as ; drawing, photo, brochure/ad, paint swatch(es), material samples, etc.
3. Building Plans, if the improvement is a new or modified building/structure

NOTE: Check with the Town of Firestone to see if a building permit is required for your improvement.

I understand that all improvements must comply with the Covenants and Guidelines set forth in the Homeowner Manual, and approval must be received from the Association before proceeding with the improvements. I understand that Association approval does not constitute approval of local city/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 AAC has 60 days from the time this request is marked "complete" to review it.

Committee Action:	Comments:
<input type="checkbox"/> Request approved	_____
<input type="checkbox"/> Request approved conditionally	_____
<input type="checkbox"/> Request denied	_____
<input type="checkbox"/> Variance granted as described above <input type="checkbox"/> Variance denied	_____
Completion date required by: _____	_____
Committee Member Signature: _____	Date Signed: _____