

**BROOKWOOD SUBDIVISION FILING NO. 1 HOMEOWNERS ASSOCIATION
INC.**

DESIGN REVIEW COMMITTEE - Design and Improvement Request Form
SUBMITTALS MUST BE RECEIVED BY COMMITTEE SEVEN (7) DAYS IN ADVANCE

Name: _____
Address: _____
Legal Address: Lot _____ Block _____
Home Phone: _____ Work Phone: _____

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

Landscaping *	Deck/Patio/Slab	Roofing	Room Addition
Painting	Drive/Walk Addition	Fencing	Patio Cover/ Arbor
Air Conditioner	Garage		
____ Other: _____			

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

HOMEOWNER MUST PROVIDE: a) An Improvement Survey – Site Plan showing location and size of proposed improvements and location of existing home/improvements, legal address and lot number; b) Elevations and details of construction; c) Finish colors and materials; d) Side and rear setbacks, grade and drainage changes. All drawings need to be at a scale that is readable: ¼" = 1'. (Site plans are generally 1" = 10').

*Landscaping submittals also require Improvement Survey – Site Plan showing improvements, plant species, plant size and materials to be used along with description of colors. Any grade changes, retaining walls, walkways, etc.

Please refer to design guidelines, declaration of covenants or any other applicable governing documents).

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 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 improvements is required by the proposed date shown above. Any delay in such completion will be reported to the DRC immediately. I/We have read these instructions and shall comply accordingly.

HOMEOWNER Signature _____

Date: _____

Please submit to: donna@teleos-services.com or Mail: 6833 S Dayton St. #163, Greenwood Village, CO 80112. **If you have not received written notice confirming receipt of this application within seven days following submission, please contact Donna at 720-498-6771.**

DRC ACTION:
Denied

Approved

Approved subject to:

Because:

DRC Member Signature

Date

FOR INTERNAL USE:

Form Received on _____

Returned on _____