

SPRING VALLEY @ UTE CREEK

C/O Flagstaff Management Inc.

900 Coffman St., Suite D

Longmont, CO 80501

Phone: 303-682-0098 • Fax 303-682-1111

Website: www.flagstaffmanagment.com Email: fmc900@flagstaffmanagement.com

DESIGN REVIEW REQUEST FORM

HOMEOWNER _____

HOME PHONE _____

ADDRESS _____

WORK PHONE _____

CITY, STATE, ZIP _____ Email address _____

PLEASE INDICATE THE TYPE OF IMPROVEMENT THAT YOU ARE REQUESTING.

☐ Cement Work (Driveway, Patio Slab, etc.)

☐ Deck, Patio cover

☐ Exterior Changes (Enclose plans)

☐ Fencing

☐ Landscaping (Enclose plans)

☐ Basketball Backboard

☐ Building Additions (Enclose plans)

☐ Other

☐ Painting - Must paint 2'x 2' sample of each color on front of house & also mail Flagstaff Mgmt the sample color chips for HOA records. Please include fill out all required info below for each main area to be painted.

Main House: _____ Trim: _____ Front Door: _____

Garage Door: _____ Gutters: _____

Paint Manufacturer: _____ Other: _____

If you are not enclosing plans for your request, please describe the improvements that you are requesting.

See Design Review Request Instructions. _____

I understand that I must obtain approval of the Architectural Review Committee before I commence any improvements. I understand that this approval does not relieve me of my responsibility to obtain building permits from the City of Longmont, if required. **All work needs to be completed within 90 days of approval unless an extension is approved by the ARC Committee.**

Homeowner _____ Date _____ Projected Completion Date _____

Signature

Architectural Review Committee Action:

☐ Approved as submitted

Must be completed by: _____

☐ Approved with the following Changes.

☐ Disapproved

Architectural Review Committee _____ Date _____

Signature

DESIGN REVIEW REQUEST INSTRUCTIONS

To make a request for Design Review, complete a request form and submit it with all back-up documents to:

**SPRING VALLEY @ UTE CREEK
C/O FLAGSTAFF MANAGEMENT CO.
P.O. BOX 1004
LONGMONT, CO 80502**

SPECIFIC REQUIREMENTS FOR SUBMISSION

A general rule of thumb is this: Imagine you are on the Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed product so you can make a judgment? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable. The Committee encourages any unusual requests to be discussed with your neighbors before submittal.

Painting – BEFORE TURNING IN YOUR REQUEST TO FLAGSTAFF PLEASE HAVE THE 2' X 2' PAINT SAMPLE COMPLETED ON THE HOUSE, if at all possible next to the garage door so that the samples can easily be seen by the ARC from the street. Include the Manufacturer name as well on the DRR Form. The ARC also asks that you be VERY SPECIFIC about exactly where the paint will be applied. IE: Garage Door, Front Door, Gutters, Trim, Window Frames, etc... Having this detailed information is imperative to having your request approved as quickly as possible and avoiding delays. If you are looking for some guidance in choosing colors please visit the local KWAL paint store and ask to see the Rocky Mountains Brochure or stop by Flagstaff's office to view. This brochure has color combinations similar to other homes in our neighborhood. These color schemes can also be cross referenced with any other paint manufacturer.

Landscaping – Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing. Be cognizant of the size of plants/trees to consider potential encroachment on adjacent homeowners' properties. Please note that as landscaping matures, some trees and plants may grow or change substantially requiring modification or even removal.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall, you must indicate how it will be constructed.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.

Fencing – Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

Roofing – Submit manufacturer's sample or brochure showing the type and color of shingle you are using.

Brick – If you are using brick you must submit a sample or brochure indicating the color of brick.

Building Additions – If you are constructing a room addition to your home, you must submit full working drawings for the improvements. This would include floor plans and elevations of all exterior views as well as construction details.

Patio Covers or Gazebos – You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

Sheds – If you are submitting a request for a shed please include detailed information the type of shed being installed and types of materials to be used. The quality of materials should be the same as the house as well as painted the exact same colors to match. Include a detailed site plan showing exactly where on the property it will be. Sheds must be installed as a permanent structure either attached to the home or attached to a separate concrete foundation. All sheds must adhere to local city and county codes as well as all permits must be obtained before construction begins.