

CASTLE HIGHLANDS HOME OWNERS ASSOCIATION ARCHITECTURAL REQUEST FORM

Please mail the completed form with attachments to:

Western States Property Services
 9145 E Kenyon Ave, Ste 100
 Denver CO 80237

FOR ACC USE ONLY
 Approved: Yes ___ No ___
 By: _____ Date: _____

IMPORTANT NOTE: Prior to requesting approval for exterior changes, the homeowner must review the Castle Highlands HOA Design Guidelines for legality and compliance.

APPLICANT:

Name: _____

Address: _____ Email: _____

Phone: Home: _____ Cell: _____ Date: _____

EXAMPLES OF EXTERIOR HOME IMPROVEMENTS Roofing, Drive/Walk Addition, Landscaping, Patio Cover, Room Addition, Fencing, Retaining Wall, Gazebo Construction, Storage Shed, Basketball Backboards, et. al.. If in doubt, submit your request and an Architectural Committee member will contact you.

My request involves the following types(s) of improvements: _____

Body			Trim	
Choice	Brand	Color	Brand	Color

1				
2				
3				

Describe improvements: include paint chips, building materials, landscape plans, fence layout and any other plans or brochures for patio, decks, structures or sheds. _____

A detailed construction drawing of the planned structures is required and attached. NOTE: Drawing must depict structure in relation to house so the Architectural Committee can determine fit, i.e. relative height, length and width of structure to house, position of structure on lot in relation to house & fence.

ATTACHMENTS WILL BE KEPT FOR OUR RECORDS, DO NOT SUBMIT ORIGINALS.

Planned completion date: _____

I understand that I must receive approval of the Design Review Committee in order to proceed. I understand that Castle Highlands 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 the improvements promptly after receiving approval.

Date: _____ Homeowner's Signature: _____

COMMITTEE ACTION:

Date: _____

- _____ The request is approved as submitted
- _____ The request is approved subject to: _____
- _____ Disapproved for the following reasons: _____