
Homeowner Name: _____ Email: _____
Address: _____ Home Phone: _____
City: _____ State: _____ Zip: _____ Work Phone: _____
Mailing address if different that proposed improvement(s): _____

My request involves the following type of improvement:

☐ Landscaping ☐ Deck/Patio ☐ Air Conditioner ☐ Satellite Dish
☐ Windows ☐ Other: _____

Describe improvements: (Include any brochures, documentation, pictures, diagrams/drawings, plans, materials, colors, measurements and etc.) _____

Planned Start Date: _____ Planned Completion Date: _____

I understand 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 the applicable community documents and will comply. I also understand that I shall maintain proper drainage away from my foundation and not impede proper drainage swales on my lot when installing landscape or building improvements. Upon completion of my improvement, I hereby authorize the ACC Committee and Colorado Property Management Services to enter onto my property for exterior inspection at a mutually agreed upon time. I understand that the ACC Committee will act on this request **within forty-five (45) days** of receipt and will contact me in writing regarding their decision and that I must receive that decision **prior** to commencement of any improvements.

Date: _____ Homeowners Signature: _____

ACC Action: ☐ Approve as Submitted.
☐ Approve subject to the following requirements: _____

☐ Disapproved because: _____

Architectural Control Committee Member: _____ Date: _____

Return Request Form To:

Colorado Property Management Services, Inc.
P.O. Box 260849, Lakewood, CO 80226-0849
Tele: (303) 952-9257 **Fax:** (303) 974-1774 **Web:** www.e-cpmsinc.com