



# APPLICATION FOR IMPROVEMENTS

## Instructions:

- Please print for clarity.
- Include a diagram or plot plan, including dimensions, when submitting plans for hardscape home improvements. This must show the location of requested changes. This can be drawn on the plot plan that was received at closing.
- Supply a detailed, complete description of improvements. Include, as appropriate: Sizes, Heights, Locations, Specifications, Colors, Materials, Plant Species, Sketches, Paint Chips, Pictures, etc.
- Attach one (1) copy of your plans to include front, side and top drawings, where applicable (i.e. sheds, decks, gazebos, etc.)
- The residential lot Owner must make all requests for design approval.
- In order to receive this design approval, the Owner will answer any and all questions the ACC may have and may be required to escort ACC member(s) onto the property prior to approval in order to consider this request, during construction, and/or upon completion to inspect.
- Submissions may take up to 45 days to be approved, as specified in the covenants. If you have not received notification of approval or rejection of your submission within 45 days of receipt by the ACC, submissions are deemed approved as submitted. (See Declaration of Protective Covenants – Section 3.02.2 Approval of Plans.)
- **Please submit detailed plans and completed form to:**
  - Via email: [acc@oakmeadowshoa.com](mailto:acc@oakmeadowshoa.com) or
  - Via postal mail: Oak Meadows Owners Association, Inc. Attn: ACC, PO Box 712, Firestone, CO 80520

Application Date: \_\_\_\_\_ Est. Project Start Date (min. 30 days ahead): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**\*\*PLEASE DO NOT WRITE BELOW THIS LINE\*\***

Date Received: \_\_\_\_\_ Review Date: \_\_\_\_\_

Approved as Submitted  Request Denied  Conditionally Approved  Other (see below)

Comments: \_\_\_\_\_

\_\_\_\_\_

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Architectural Control Committee Chairperson/Member Signature

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