

Sapphire Pointe Master Association Design Review Request – DRR

1. GENERAL INFORMATION

Owner: _____ **E-mail:** _____
Property _____ **Phone** _____
Address: _____ **Number:** _____
City: CASTLE ROCK **State:** CO **Zip:** 80108 **Fax** _____
Number: _____

- Do-it-yourself Architect / Designer Contractor Waiver Requested Responding to Violation
 Lot Plan included Picture(s) included Product Brochure Dimensions Provided
 Call me OR email me ... if problems arise I would like to attend a DRC meeting to discuss my DRR in person

2. MY REQUEST INVOLVES THE FOLLOWING TYPE(S) of IMPROVEMENT(S) – CHECK ALL THAT APPLY

A <input type="checkbox"/> Storm Door / Door Upgrade	I <input type="checkbox"/> Roofing	O <input type="checkbox"/> Patio Cover	U <input type="checkbox"/> Conservation Dev.
B <input type="checkbox"/> Play Equipment/Structure	J <input type="checkbox"/> Deck	P <input type="checkbox"/> Room Addition	V <input type="checkbox"/> Lighting
C <input type="checkbox"/> Retractable Clothesline	K <input type="checkbox"/> Hot Tub	Q <input type="checkbox"/> Trellis/Arbor	W <input type="checkbox"/> Bird House/Bath
D <input type="checkbox"/> Garden /Raised Bed/ Flower Box	L <input type="checkbox"/> Dog Run	R <input type="checkbox"/> Water Feature	X <input type="checkbox"/> Windows
E <input type="checkbox"/> Basketball Backboard / Pole	M <input type="checkbox"/> Fencing	S <input type="checkbox"/> Landscaping	Y <input type="checkbox"/> Concrete Work
F <input type="checkbox"/> Drive/Walk Addition	N <input type="checkbox"/> Siding	T <input type="checkbox"/> Dormer	Z <input type="checkbox"/> Sculptures
G <input type="checkbox"/> Other			
H <input type="checkbox"/> Painting		Base / Body:	Trim: Door: Accent:
Brand Used:	Color Name:		
Same as Existing? <input type="checkbox"/> yes <input type="checkbox"/> no	Color # / Code:		
Specify Colors and provide samples if changing.			

Please refer to your Homeowner Association Covenants, Rules and Regulations, and Design Guidelines before submitting proposals.

The latest HOA Covenants, Rules and Regulations, and Design Guidelines can be found at: <http://www.sapphirepointe.com>

3. DESCRIPTION OF WORK

Notate kind, color, location, and dimensions for each item checked above or relating to any attachments or materials you are submitting. You may want to refer to each item check above by its one character abbreviation (i.e. M – for Landscaping)

<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> Planned Start Date: </div> <div style="width: 40%;"></div> <div style="width: 20%;"> Planned completion date: </div> <div style="width: 20%;"></div> </div>
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I understand that I must receive the written approval of the Design Review Committee in order to proceed. Design Review Committee approval does not constitute approval of the local building or zoning department, drainage design, structural, engineering, safety and/or soundness of to proposal. I understand that I may be required to obtain building or other permits and approvals prior to the commencement of any work. I agree that my failure to obtain required building or other permits and approvals may result in the withdrawal of the Design Review Committee's approval.

The Design Review Committee has 30 days from receipt of all materials required by the Committee to act upon your request.

Please provide a sketch or rendering of all enhancements or modifications being requested. Show the proposed location(s), dimension(s), material(s) and color(s) you intend on using. If you have photos, brochures, plans or web site URL(s) that can help the DRC understand your project, then please include those so they can make a quick and educated decision for you.

If the requested change is approved, the owner agrees to maintain the improvements. If, in the view of the Committee, the improvement is not being maintained, the Committee has the right to remove or complete the improvements with the homeowner bearing all costs.

Homeowners are welcome to attend the Design Review Committee (DRC) meetings if they have an Design Review Request scheduled for review. Please check the website calendar for the next DRC meeting date and time. Please call **BRC** for scheduling and bring all your materials with you. You are also welcome to bring your contractor / designer / architect with you, to better represent your proposal, if necessary.

I understand that I must receive written approval of the Association in order to proceed with any exterior alteration or addition to property within the Sapphire Pointe Master Association. I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I understand that my improvements must be complete per specifications or approval is withdrawn. I agree to complete improvements promptly after receiving approval.

Homeowner Signature: _____ **Date:** _____

Committee Action:

- APPROVED as submitted
- APPROVED, subject to the following requirements
- DISAPPROVED, for the following reasons

Committee Comments:

Committee Member Signature: _____ **Date:** _____

Committee Member Signature: _____ **Date:** _____