

Spring Valley Golf Estates Design Review Request Guidelines and Form

A Design Review Request (DRR) form shall be submitted to the Architectural Review Committee (ARC) for any improvement or change within Spring Valley Golf Estates (SVGE).

The purpose of ARC is to make reasonable judgments; so all improvements conform to and harmonize with the existing surroundings, residences, and structures.

Declaration of Covenants, Conditions, and Restrictions for SVGE; Section 8.1:

No improvement shall be constructed, erected, placed, applied, or installed upon any Lot unless plans and specifications have first been submitted to and approved in writing by ARC.

A set of plans, if required, shall be submitted with the DRR form. These plans shall show the exterior design, height, materials, color, location of the improvement, type of fencing, walls and grading, as well any additional information which may be required by the ARC.

REQUIREMENTS:

1. **ALL** exterior improvements or changes such as, but not limited to, the addition of a new shed or fence, exterior painting (even if the original color), landscaping, building a deck or patio, **MUST BE SUBMITTED AND APPROVED BY ARC PRIOR TO COMMENCING WORK.**
2. The DRR form shall be submitted to ARC at least 30 days prior to the intended initiation of work on the homeowner's lot.
3. Do not submit DRR forms directly to ARC members. All requests must be submitted to Flagstaff Management.
4. If the DRR form is incomplete or lacks sufficient information in order to complete the review, the thirty-day time frame will not begin until ARC receives all required information.
5. ARC shall make every effort to review the DRR and approve or disapprove all requests within 30 days after receipt. The failure to receive any communication from Flagstaff Management related to a request does not imply or provide approval of that request.
6. Work related to the DRR may not be initiated until the homeowner has received formal written approval of the request.
7. **A copy of approved DRR's are to be visibly displayed in a window, near the front door. The form must remain in place from the start, until the finish of the project.**
8. **If the homeowner initiates work prior to receipt of a formal approved DRR form, the homeowner may be required to remove, correct or change any unapproved actions. Failure to abide by the SVGE Guidelines, pertaining to improvements or changes, may result in warning letters and progress to fines. ARC standards and guidelines are part of the covenants. The Board of Directors has the right to enforce compliance within these standards and guidelines.**

This is a Covenants Protected Neighborhood

SPRING VALLEY GOLF ESTATES

c/o Flagstaff Management Inc.
900 Coffman St., Suite D
Longmont, CO 80501
Office: 303-682-0098 Fax: 303-682-1111
Website: flagstaffmanagement.com
Email: fmc900@flagstaffmanagement.com

DATES: Received by Flagstaff: _____ Mailed to ARC: _____ Received by ARC: _____ Reviewed by ARC: _____ Mailed to Flagstaff: _____ Mailed to Homeowner: _____

DESIGN REVIEW REQUEST

Homeowner: _____ Home Phone: _____
Address: _____ Alternate #: _____
City, State, Zip _____ Email address: _____

PLEASE INDICATE THE TYPE OF IMPROVEMENT YOU ARE REQUESTING.

- CEMENT WORK (DRIVEWAY, PATIO SLAB, ETC/ENCLOSE PLANS)
- DECK, PATIO COVER (ENCLOSE PLANS)
- EXTERIOR CHANGES (ENCLOSE PLANS)
- FENCING (ENCLOSE PLANS)
- LANDSCAPING (ENCLOSE PLANS)
- BUILDING ADDITIONS (ENCLOSE PLANS)
- PAINTING (MUST PAINT 2'X2' SAMPLE OF EACH COLOR ON FRONT OF HOUSE) REVIEW GUIDELINES FOR ADDITIONAL REQUIREMENTS
- OTHER: _____

If you are not enclosing plans with your request, please describe the improvements that you are requesting. See Design Review Request Guidelines: _____

I understand that I must obtain approval of the Architectural Review Committee before I commence with any improvements. I understand that this approval does not relieve me of my responsibility to obtain a building permit, if required by the City of Longmont. I also understand a copy of the approved DRR must be visibly displayed in a window near the front door, from the start, until the finish of the project. Please Sign:

Homeowner _____ Date _____ Projected Completion Date: _____

Architectural Review Committee Action:

- Approved as submitted
 - Disapproved – Reasons may be listed below:
 - Approved - With the changes listed below:
- _____
- _____
- _____

ARC Committee Member _____ Date _____

ARC Committee Member _____ Date _____

ARC Committee Member _____ Date _____