

Potomac Farms Metropolitan District

Submit this form by mail or email to the District at the following address:

DRRforms@potomacfarms.org

12210 Brighton Rd Unit 8 Henderson, CO 80640

Telephone (720) 541-7725 Fax (720) 282-5996

DESIGN REVIEW REQUEST (DRR) FORM FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE

Name: _____ Home Phone: _____ Work Phone: _____

Address within Potomac Farms: _____ Email Address: _____

Owner mailing address if other than unit: _____

Nature of Improvement: _____

Color and Construction Material: _____

A detailed drawing of all improvements must be attached to the application to show location and dimensions. For painting projects, please include a color sample.

Contractor: _____

Planned Start Date: _____ Completion Date: _____

I understand I must receive the written approval from the District's Architectural Review Committee **before the commencement of any work**. I have read, understand and agree to be bound by the Hold Harmless Acknowledgement and the Other Conditions on page 2 of this application form.

Signature of Homeowner

Date Submitted

This form must be signed here and on page 2 to be considered.

Architectural Review Committee (ARC) Action

_____ **Approved as submitted.**

_____ **Approved subject to: See page 2 of application.**

_____ **Disapproved: See page 2 of application.**

Architectural Review Chairman Signature: _____

Print Name: _____ **Date:** _____

This work must be completed by _____ or the approval shall be deemed withdrawn and you must reapply for permission to do the work.

Final Inspection Signature: _____ **Date:** _____

Potomac Farms Metropolitan District
APPLICATION AND REVIEW FORM
FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE

HOLD HARMLESS ACKNOWLEDGEMENT

There shall be no liability on the Board of Directors, the Architectural Review Committee (hereinafter referred to as the ARC), the Management Company, nor any authorized committee representative of the District for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the District and its agents, board members and ARC members in their review of any matter related to the proposed project identified in this DRR form. The District and its agents, board members and ARC members are neither responsible for evaluating the safety, whether structural or otherwise, of this proposed project nor responsible for verifying conformance with building codes or other governmental laws and regulations. District approval of the proposed project shall not be construed as approval of such matters.

OTHER CONDITIONS

1. I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the proposed project until I have obtained all required approvals and permits. Approval of the improvement or change by the District DOES NOT constitute approval by any other governmental entities, including but not limited to local building or zoning departments.
2. I will be responsible for future maintenance and repairs of the improvement or change. The District will NOT maintain the improvement or change, nor will the District be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the District, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work.
4. All applications, denied or approved, are further subject to the District's governing documents and the Common Interest Community's Declaration of Covenants, Conditions and Restrictions. Any improvement which, although mistakenly approved by the District, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the District's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.
5. I must contact the District for a final inspection when the proposed project is complete, and I authorize the District and its agents access onto my property for exterior inspection. Failure to notify the District or refusal to allow inspection shall result in the withdrawal of the District's approval of my request.
6. I will be responsible for the District's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the proposed project, regardless of whether my request or application is later approved.
7. The District may request additional information relating to my proposed project prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of District approval, if previously granted, and waiver of any time limits imposed upon the District.
8. If the proposed project as built or completed does not conform to the parameters as provided in this DRR Form, upon written request of the District, I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to commencement of the proposed project.

Signature of Homeowner

Date submitted

Conditions to approval or reasons for denial;

Potomac Farms Metropolitan District

DESIGN REVIEW REQUEST FORM – REQUIRED INFORMATION CHECKLIST

The following information **must** be included with the design request form before the Board / Architectural Committee will consider the proposed project:

	Map (A)	Brochure/Picture of proposed Improvement (B)	Color Information (C)	Architectural drawings/plans (D)	City Permit (E)	Other Req. Information (F)
Deck	X		X	X	X	
Dog runs	X	X	X		X	
Fire pits	X	X	X		X	
Flag poles (free-standing)	X	X			X	
Front / Back doors		X	X		X	
Garage doors		X	X		X	
House additions / expansions	X		X	X	X	
House exterior painting			X		X	
Landscape improvements	X				X	X
Lighting (landscaping / house exterior)	X	X				
Patio	X		X		X	
Pergola/Gazebo	X	X	X		X	
Playsets (including trampolines)	X	X	X		X	
Porches	X		X	X	X	
Retaining walls	X		X		X	
Roofs		X	X		X	
Shed	X	X	X		X	
Sidewalks / Driveway extensions	X		X		X	X
Solar panels		X		X	X	X
Swimming pool / Spa	X	X	X		X	
Trees	X				X	
Windows	X	X	X		X	X

A – Map should show the current layout of the property and include the following information: (1) length & width measurements of the proposed improvements, (2) distance of the improvement from the property lines and from the house structure

B – A brochure or picture showing the final appearance of the proposed improvement must be provided

C – Provide the manufacturer name of the paint/stain, the name and color # of the paint/stain; if multiple colors will be used on the structure, include color information that is proposed for the body, trim and accent elements of the structure

D – Architectural drawings must include three views (top-down view, front-facing view and side-view) and include the following information: (1) measurements of all materials used in the construction project, (2) description of all materials to be used (e.g. wood, shingles, rebar, concrete, drywall, etc)

E – If the project is approved by the District, the homeowner must subsequently submit to the District a copy of any city permits required prior to starting the project.

F – Other required information that must be included in the design request form includes the following:

- **SIDEWALKS / DRIVEWAYS** – Indicate the thickness of the concrete, color of the concrete, whether concrete will be stamped. If material other than concrete will be used, provide a description of such materials. Indicate whether changes will be made to the Lot grading, and if so, what additional drainage improvements will be installed to accommodate storm water runoff on the Lot.
- **SOLAR PROJECTS** – Include a written representation that the conduit running down the side of the house will be installed behind the wing fences and painted the same color as the body color of the house.
- **TREES/PLANTS** – Indicate the species of trees/plants to be installed
- **WINDOWS** – Indicate whether the proposed new windows will contain grids or be grid-less and indicate whether the existing windows contain grids.