

**GENERAL PROCEDURES FOR ARC APPROVAL**  
**(Please see Rules and Regulations—Article 2 for detailed requirements)**

**ARC Contact Information**

The contact information of the ARC, persons, committee or representative authorized to administer the architectural review process is:

COMPANY NAME	OFFICE	FAX	E-MAIL
Peggy Ripko Special District Management Services	303-987-0835	303-987-2032	pripko@sdmsi.com

**General**

The procedures set forth in this Article 2 of the Rules and Regulations are intended to clarify the terms, provisions and requirements of Article 4 of the Declaration. In the event of any conflict between these rules and the Declaration, the terms of Article 4 in the Declaration shall control. As indicated in Section 3 of the Rules, there are some cases in which advance written approval of the ARC is not required if the Rules with respect to that specific type of Improvement are followed. In a few cases, as indicated in Section 3 of the Rules, a specific type of Improvement is not permitted under any circumstances. In all other cases, including Improvements not included in Section 3, advance, or prior written approval by the ARC is required before an Improvement to property is commenced.

**Submission of Drawings and Plans**

One copy of the drawing or plans (minimum acceptable size 8.5" x 11") must be submitted to the ARC along with a completed ARR. Color photographs, brochures, paint swatches, etc. will help expedite the approval process. Specific dimensions and locations are required. Electronic submissions will be accepted as long all of the required information is clear and easily read.

**Landscape Design Submittals**

When preparing landscape drawings, please include descriptions of the type, color, and size of any rock or mulch that will be used. For plant material, please include the species name, size, and location. (This information may be provided on your drawings when submitting your ARC for approval).

Any costs incurred by the ARC for review of submittals shall be borne by the Owner and shall be payable prior to final approval. Any reasonable engineering consultant fees or other fees incurred by the ARC in reviewing any submission will be assessed to the Owner requesting approval of the submission.

**Inspection of Work**

The ARC, or its duly authorized representative, shall have the right to inspect any Improvement at any time, including prior to or after completion, in order to determine whether or not the proposed Improvement is being completed or has been completed in compliance with the approval granted pursuant to the Rules and Design Guidelines.

# Appendix A

## APPENDIX A: Architectural Review Request Form

### ARCHITECTURAL REVIEW REQUEST FORM

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_

Crucial Date \_\_\_\_\_

Highline Crossing Metropolitan District  
141 Union Blvd., Suite 150  
Lakewood, CO 80228  
303-987-0835

HOMEOWNER'S NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE(S): \_\_\_\_\_

My request involves the following type of improvement(s):

- |                                      |  |   |                        |
|--------------------------------------|--|---|------------------------|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Deck/Patio Slab | <input type="checkbox"/> Roofing                    | ┌ Drive/Walk Addition  |
| <input type="checkbox"/> Painting    | <input type="checkbox"/> Patio Cover     | <input type="checkbox"/> Room Addition              | ┌ Basketball Backboard |
| <input type="checkbox"/> Fencing     | <input type="checkbox"/> Other:          | <input type="checkbox"/> Accessory<br>Building/Shed |                        |

Include **one copy** of your plot plan, and **describe improvements showing in detail** what you intend to accomplish (see Article 2 of the Rules and Regulations). Electronic submissions will be accepted as long as all of the required information is clear and easily read. **Be sure to show existing conditions as well as your proposed improvements and any applicable required screening.** Example: if you will be building a storage shed, be sure to indicate lot size, fence locations, dimensions, materials, any landscape or other screenings, etc. (see the Rules and Regulations for requirement details for your specific proposed Improvement).

I understand that I must receive approval from the ARC in order to proceed with installation of Improvements if Improvements vary from the Rules and Regulations or, are not specifically exempt. I understand that I may not alter the drainage on my lot. I understand that the ARC is not responsible for the safety of Improvements, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed Improvements. The ARC and the members thereof, as well as the District, the Board of Directors, or any representative of the ARC, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the ARC for any action, failure to act, approval, disapproval, or failure to approve or disapprove submittals, if such action was in good faith or without malice. All work authorized by the ARC shall be completed within the time limits established specified below, but if not specified, not later than one year after the approval was granted. I further understand that following the completion of my approved Improvement the ARC reserves the right to inspect the Improvement at any time in order to determine whether the proposed Improvement has been completed and/or has been completed in compliance with this Architectural Review Request.

Date: \_\_\_\_\_ Homeowner's Signature: \_\_\_\_\_

**ARC Action:**

- ┆ Approved as submitted
- ┆ Approved subject to the following requirements:
  
- ┆ Disapproved for the following reasons:

All work to be completed no later than: \_\_\_\_\_

DRC/ARC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTAL FEES**

Submittal Fees shall be charged on the following schedule each submittal:

- Landscape Review and/or Fence Review - \$50
- A Main Building Addition, Addition of Accessory Building, Shed, Deck, Patio, Site Plan, Footprint (including Driveway) Review - \$100
- Paint Color - \$50
- All other items - \$50