



**Design Review Committee**

TrailMark Homeowners Association, Inc.

Littleton, CO 80127

c/o Westwind Management Group, LLC

27 Inverness Drive East

Englewood, CO 80112

Ofc: (303) 369-1800

[www.westwindmanagement.com](http://www.westwindmanagement.com)

[trailmark@westwindmanagement.com](mailto:trailmark@westwindmanagement.com)

<http://trailmark.org>

**Home Improvement Request Form**

Name: \_\_\_\_\_

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

Mailing Address (if different from property): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**The following type(s) of improvement/design/change(s) is/are hereby requested (Check applicable items):**

<input type="checkbox"/> Awning	<input type="checkbox"/> Door - Service	<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Patio / Slab	<input type="checkbox"/> Solar Device
<input type="checkbox"/> Deck	<input type="checkbox"/> Driveway/Sidewalk	<input type="checkbox"/> Hot tub	<input type="checkbox"/> Patio Cover / Arbor	<input type="checkbox"/> Windows
<input type="checkbox"/> Dog run	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Landscaping - Back	<input type="checkbox"/> Playhouse/Play Structure	<input type="checkbox"/> Other
<input type="checkbox"/> Door - Entry/Security	<input type="checkbox"/> Fence	<input type="checkbox"/> Landscaping - Front	<input type="checkbox"/> Roof	<input type="checkbox"/> Other
<input type="checkbox"/> Door - Garage	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Paint - Exterior	<input type="checkbox"/> Shed	

**Describe improvements in detail [attach pictures(s), drawing(s), diagrams(s), brochure(s), paint chips(s), etc.]**

**Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

**Shed:**

- Homeowner is responsible for obtaining City of Littleton building permits and complying with building and zoning requirements.
- A plot plan showing the location of the shed must be included with this Request.

Square Footage:	Dimensions:	Height (from highest peak to ground):
Type of foundation / caissons:	Setback from Property lines (in feet):	Setback from all other structures (including neighbors):

**Exterior Painting:** Insert paint colors and paint code in the appropriate boxes below. Paint samples / swatches are required for any color not a part of a specific combination in the TrailMark color schemes, as provided in the paint sample books.

TrailMark color scheme #:	<input type="checkbox"/> Yes    The selected color scheme is <b><i>EXACTLY</i></b> as shown in <input type="checkbox"/> No      the TrailMark color scheme paint sample books
<b>NOTE:</b> If using an approved color scheme (from the TrailMark paint book) exactly as depicted in the paint book, your paint selection is complete. However, if you deviate in any way from the TrailMark paint book, you must complete the items below by inserting paint color names and paint codes:	
Siding Type: <input type="checkbox"/> Lap siding <input type="checkbox"/> Stucco	Paint Manufacturer:
Siding/Body:	Shutters:
Fascia:	Front Door:
Trim:	Garage Door:
Exposed Beams:	Accents: Accent vent, louvers, balusters:
Other information:	

**As TrailMark homeowner(s), I/We Understand:**

- That approval by the Design Review Committee is required **prior** to initiating the project.
- That the DRC approval **does not** constitute approval of the City of Littleton Building Department nor the Code Department requirements, and a Building Permit may be required.
- That I/We are responsible for adhering to all Local/County/State guidelines and will ensure that the necessary permits and/or approvals will be obtained.
- Agree, that after receiving DRC approval, will complete all proposed improvements promptly. Any delay of such completion will be communicated to the DRC.
- That the Design Review Committee has thirty (30) days upon their receipt of a completed Home Improvement Request Form, to review and render a request decision. If the DRC requests additional information, the thirty (30) day clock restarts upon receipt of the requested information.
- That upon completion of the approved project, I/We will notify the DRC by submitting the Home Improvement Notice of Completion which provides the DRC permission to inspect the completed work to ensure compliance as approved.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DESIGN REVIEW COMMITTEE USE ONLY**

DRC ACTION: ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Additional Information Requested

DRC Signature	Date
---------------	------

NOTE: The Design Review Committee reviews requests the 1st and 3rd week of each month, schedules permitting. To ensure timely improvement review, submit your Home Improvement Request Form by noon, the Friday prior to the scheduled meeting. Submit to [trailmark@westwindmanagement.com](mailto:trailmark@westwindmanagement.com).



**Home Improvement Request – YARD ACCESS**

**Re: Access to Yard to Complete Proposed Improvements**

Please check one of the following:

- ☐ Access will be limited to my private property for all proposed work. (You do not need to complete the remainder of this form since all access to your rear yard will be across your property.)
- ☐ Access will cross Homeowners Association (HOA) or Chatfield Green Metropolitan District (District), property. (If you check this, please complete the remainder of this form).

**NOTE:**

- SOME LANDSCAPE TRACTS OR STREETSCAPES ADJACENT TO YOUR PROPERTY MAY BE OWNED BY THE CITY OF LITTLETON. IF YOU HAVE ANY QUESTION ABOUT WHOSE PROPERTY YOU NEED TO CROSS, PLEASE CHECK WITH THE CITY OF LITTLETON (303-795-3700).
  - ANY PERMISSION GRANTED HEREIN TO CROSS HOA OR DISTRICT PROPERTY IS NOT DEEMED PERMISSION TO CROSS PROPERTY OWNED BY THE CITY OF LITTLETON. IF YOU INTEND TO CROSS PROPERTY OWNED BY THE CITY OF LITTLETON, YOU SHOULD MAKE ARRANGEMENTS WITH THE CITY OF LITTLETON, AND OBTAIN THE NECESSARY APPROVALS TO DO SO.
1. In order to be granted permission to cross HOA or District property, you must show hardship related to alternative access possibilities. Please describe in detail your reason for requesting this access.
2. If the committee grants permission based on your explanation above, the following conditions must be met:
- Before access is permitted across the HOA or District property, a \$ 1,000 damage deposit shall be placed with the District by means of a cashier's check or a bank teller check.
  - Upon final inspection of the affected area subsequent to the improvements being completed, the District will have the right to withhold all or part of the deposit based on any expenditures made, or costs incurred, by the District to repair any damage caused by the homeowner or the homeowner's contractors.
  - The homeowner shall remain liable for any damages, expenses, costs or fees incurred or charged by the District or the HOA in performing all work or for inspections or for any other time spent by the District or the HOA. Such amounts may exceed the \$1,000 deposit.
  - Upon satisfactory completion of the work, any unused portion of the damage deposit shall be returned to the homeowner without interest.
  - Any fence removal/replacement will be performed by the District. The homeowner is responsible for coordinating this removal and replacement with the District. The homeowner must pay a non-refundable fee to the District in an amount determined by the District for this work to be done. Only one fence panel may be removed for access.
  - The maximum allowable time for access across HOA or District property and fencing is 16 calendar days (this allows three weekends and two weeks' worth of access).

Homeowner is responsible for ensuring the protection of HOA and District property, including but not limited to, fencing, landscaping, hardscape, sprinkler systems, grade, or any other improvements, from damage caused by the work done by, or equipment used by, the homeowner or the homeowner's contractors. This may require a ramp system to avoid damage.

The City of Littleton restricts the placement or storage of landscape or construction materials in public rights of way.

3. Homeowner agrees to indemnify HOA and the District, and each of their members, directors, officers, managers, committee members, employees and agents, and hold them harmless from any loss, liability, damage or claim (including attorney's fees incurred in defending against the same by attorneys selected by such indemnified parties) arising out of or related to any use of, or access on or over, HOA or District property by homeowner or by homeowner's contractors, subcontractors, agents or employees.

The acknowledgments are made and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Homeowner(s):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)