



TrailMark Homeowners Association, Inc.
 Littleton, CO 80127
 Community Resource Services of Colorado, LLC
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Design Review Committee

<http://trailmark.org/>

Home Improvement Request Form

Name: _____
 Property Address: _____
 Mailing Address (if different from property): _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Email Address: _____
 Account #: _____ (Note: See letter from TrailMark Homeowners Association, Inc.)

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

<input type="checkbox"/> Awning	<input type="checkbox"/> Dog run	<input type="checkbox"/> Front-yard landscaping	<input type="checkbox"/> Paint-Exterior Color Change	<input type="checkbox"/> Roofing
<input type="checkbox"/> Back-yard landscaping	<input type="checkbox"/> Driveway/Sidewalk	<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Patio/ /Slab	<input type="checkbox"/> Shed
<input type="checkbox"/> Deck	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Hot tub	<input type="checkbox"/> Patio Cover/ /Arbor	<input type="checkbox"/> Solar Device
<input type="checkbox"/> Driveway/Sidewalk	<input type="checkbox"/> Fence	<input type="checkbox"/> Painting-Exterior	<input type="checkbox"/> Playhouse	<input type="checkbox"/> Other

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

Proposed Start Date: _____ Proposed Completion Date: _____

Exterior Painting: Insert paint colors and paint numbers in the appropriate boxes below. Paint samples / swatches are required for every request that does not conform exactly to the Approved TrailMark combinations, as provided in the paint sample books.

Circle color scheme: Series 400 / 500 / 600 / Other	<input type="checkbox"/> Yes The selected color scheme is EXACTLY as shown in the <input type="checkbox"/> No TrailMark approved color scheme paint sample books
Siding (Elevations A & B):	Fascia / Exposed Beams:
Trim:	Garage Door (Front Entry Door):
Accent Trim, Shutters, Accent Vent Louvers, Balusters, Front Entry Door:	Accent Paint for Stucco (Elevation "C"):
Other information:	

Home Improvement Request (continued)

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 line (in feet):	Setback from all other structures (including neighbors):

Home Improvement Request Form (continued)

- I/We understand that approval by the Design Review Committee is required prior to proceeding with the project.
- I/We also understand 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.
- I/We understand that we/owner are responsible for adhering to all Local/County/State guidelines and will ensure that the necessary permits and/or approvals will be obtained.
- I/We agree to complete all proposed improvements promptly after receiving DRC approval. Any delay of such completion will be relayed to the DRC.
- I understand that the Design Review Committee has thirty (30) days upon their receipt of a completed Home Improvement Request Form, to review and render a decision on your request. Should the DRC request additional information pertaining to your request, that the thirty (30) day clock restarts upon receipt of the requested information.
- I/We understand 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 with 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
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NOTE: The Design Review Committee reviews requests the 1st and 3rd Wednesday of each month, schedules permitting. To ensure timely review of your improvement, please submit your Home Improvement Request Form by noon, the Friday prior to the scheduled meeting.