



TrailMark Homeowners Association, Inc.
 Littleton, CO 80127
 Community Resource Services of Colorado, LLC
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 Greenwood Village, CO 80111
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<http://trailmark.org/>

Design Review Committee

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-Home Exterior	<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:** _____

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 EXACTLY as shown in <input type="checkbox"/> No the TrailMark color scheme paint sample books
NOTE: If using an approved color scheme (from the TrailMark paint book) <u>exactly</u> 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
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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.