

Star Canyon Homeowners Design Review Request

The Design Review Request Form is intended to assist the Star Canyon Design Review Committee (“DRC”) in helping maintain a level of consistency that enhances the look and value of all of our properties as a community. This form must be used to obtain the approval of the DRC for **ANY** external changes or additions to your property, including replacement of existing items such as roofs, plantings, driveways, decks, doors, windows, etc. (i.e., anything affecting the external appearance of your home).

Be advised that the DRC has up to thirty (30) days to review, and make a determination on your request. Do not schedule work to be done until you have received DRC approval for your project.

Please submit the request with all the supporting documents to all member of the Star Canyon DRC (email address below). For information on the DRC policy and guidelines that relate to your request, please refer to the Star Canyon HOA Design Review Committee Policy and Guidelines that are located in the Appendix of this document.

The DRC Committee

Tom Smetana – tomsmetana.drc@gmail.com

Karen Millspaugh – kmilspa@gmail.com

Larry L. Baczurik – lbaczurikprvt@gmail.com

Owner(s) Name: _____

Property Address: _____

Mailing Address (if different from property): _____

Home Phone Number: _____

Cell Phone Number(s): _____

Email address(s): _____

Use the space below to briefly describe your request or project. If additional space is needed, please attach a separate description and/or sketch plan. A brochure, specification sheet or website may be helpful to the reviewers. When color is an option, such as an awning or door, you must describe your color choice accurately and/or attach a suitable sample. If your project extends beyond the existing building perimeter (i.e. deck; tree; etc.), attach a site plot plan showing the project outline.

- I/We understand that approval of this request by the Star Canyon Design Review Committee is required prior to commencing work on the project.
- I/We understand that the approval of the DRC does not constitute implied approval by other local governing boards, City or County Building Departments, and applicable construction codes, and as such, appropriate Building Permits will be obtained by me/us to satisfy such requirements.
- 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/We understand that the DRC has thirty (30) days upon their receipt of a completed Design Review 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 via email which provides the DRC with permission to inspect the completed work if necessary to ensure compliance as approved.

The original submitted documents will be retained by the DRC. After DRC review, the homeowner will receive an email from the DRC that provides either approval; approval-with-conditions; or a not approved status with an explanation. If approval is granted, the DRC will notify the homeowner allowing the project to proceed.

Owner's Signature(s) and Date: _____

Date: _____

Owner's Signature(s) and Date: _____

Date: _____

Estimated Date of Completion: _____

Design Review Committee Section

- Request approved as submitted.
- Request approved subject to: _____

- Request not approved due to: _____

APPENDIX 1

Star Canyon Patio Homes Roof Replacement Guidelines

If/when a homeowner needs to replace an existing roof, the design and color of the new shingles to be used must be as close as possible to the existing roof color. The original shingles are Architectural Dimensional. A premium quality, acceptable replacement shingle is the **Owens Corning Duration** shingle. The homeowner needs to submit a “Star Canyon Homeowners Design Review Request,” with a picture, sample or name of the desired replacement shingle. The homeowner will need final approval by e-mail from the DRC.

NOTE: On each home in Star Canyon, there is a Solar Synch device connected to your rain gutter. This device synchronizes with the sprinkler system to coordinate a system shutdown when rain has occurred. The homeowner needs to remind the roofing contractor to not disturb this device, and any damage is the homeowner’s responsibility.

The City of Littleton requires that the homeowner adhere to the following:

- a. Use a contractor licensed with the City of Littleton.
- b. Obtain a building permit through the City of Littleton-you can apply in person, or the contractor can apply for you.
- c. Submit to two (2) inspections with the City of Littleton as follows:
 - i. A pre-roofing inspection
 - ii. A final roof inspection

NOTE: When the roofing work is completed, the homeowner must inform the members of the DRC.

APPENDIX 2

Star Canyon Patio Homes Bushes and Plantings Guidelines

Note that removal or addition of shrubs or trees around your home must be approved **BEFORE** removing or planting them. The HOA maintains a list of approved Plant Materials (trees, shrubs, and grasses) for our community. This list was created based on the experience of landscaping companies who have advised which species of bushes and plants tend to thrive in our high-altitude environment and which also take into consideration the ease or ability to trim and maintain them. The list is available from any one of the Star Canyon DRC members.

NOTE: Any damage to your landscaping or sprinkler system is at the homeowner's expense. Additionally, rock bedding to match the rest of your home is required.

APPENDIX 3

Star Canyon Patio Homes Driveway Repair/replacement Guidelines

If homeowners need to repair or replace their driveways, a DRC Request form needs to be submitted. In order to maintain the overall uniformity of your Star Canyon community, driveways must be concrete material. No colored concrete, pavers, brick, or stone (i.e. flagstone) driveways are permitted. If a sealant is applied, it cannot have color added.

Any damage to your landscaping or sprinkler system is at the homeowner's expense.

Although there is NO overnight parking on Johnson Ct. and Iris Ct., an exception for the homeowner to park on the aforementioned streets will be made during the concrete curing process (typically 7 days).

APPENDIX 4

Star Canyon Patio Homes Deck Guidelines

This document is provided to you as a guide to the process for getting changes approved to the exterior of your house by the Star Canyon DRC. It explains the steps required and how to go through the process in the most orderly way.

As a reminder, you DO need to get Star Canyon DRC approval for ANY change to the exterior of your house, including additions, modifications or replacements.

If you are thinking about adding, modifying or replacing a deck, you need to know the following:

1. First get a good copy of your "Plot Plan" from the City of Littleton, by contacting the City of Littleton Building Department, and they can typically send you an electronic copy through email of your plot plan. The City of Littleton (not Jefferson County) issues and approves Work Permits for Star Canyon.
2. In addition to the plot plan, you will need to complete the "Building Guide", which is a 5-page document that steps you through the process of what is needed. You can get a copy of the Building Guide by visiting the City of Littleton Building Department just north of downtown Littleton.

Before you can start a deck project, the City of Littleton Permit Desk will require the following from you:

- 1) **A Building Permit Application (can pick up within the Building Department at City of Littleton)**
- 2) **A completed Building Guide (can pick up same as above)**
- 3) **2 (TWO) sets/copies of plans:** One set of the site Plan – or "Plot Plan" of your property with your proposed deck shown to scale on the plot plan
- 4) One set of plans of the "Construction" plans your contractor (or yourself) provides on work to be done
- 5) The letter of approval from your Star Canyon DRC saying we approve your plans

Here is the contact information for the City of Littleton Permits:

- a) Office is located at 2255 Westbury Ave, Littleton Co
- b) Permit Counter – 303-795-3748, or 303-795-3751
- c) Permit Specialist – 303-795-3752
- d) Chief Building Official – 303-795-3761

The recommended approach to take is as follows:

- 1) Review your site plan to help ensure your deck is on your property without infringing on the "Set Back" allowance shown on your Plot Plan. Most "set-backs" are 15', meaning you can't have a permanent structure within that fifteen (15) foot area from the end of your property line. Additionally, there are "Utility Easements" (shown as 10' – UE) on your plot plan. This means there are ten (10) feet of Utility Easement (UE) that you are not supposed to encroach upon, but may be able to procure a "variance" for from Denver Water, Xcel or Comcast.
- 2) You may want to run your plot plan by the City of Littleton Building Department first to get a verbal okay from them and/or guidance – BEFORE submitting your formal permit request. Then submit your plans to the Star Canyon DRC.
- 3) The DRC will review your plot plan and proposed construction.
- 4) Once approved, you will be sent a formal letter of approval from the Star Canyon DRC.
- 5) Include the approval in your "package" to the Building Department when you submit your application. You will not have to pay any fee at this time, as that will be determined once your application is approved.
- 6) Once your permit is approved, you will need to provide the DRC with the documentation of your permit approval, and then you can begin the construction process.

Specific Star Canyon Deck Requirements

1. Decking material needs to be made of composite decking (i.e. Trex), and typically be grey or beige in tone, to stay in keeping with the color tones of the house.
2. Railings need to be made of PVC and/or metal and finished in white color.
3. If a home currently has stone pillars as part of its design, they should be appropriately placed to complement the design of the deck and home. Homes that do not currently have stone pillars will not be required to add them, however, adding them is encouraged.
4. Egress steps must not extend beyond the end of the house.
5. Any landscaping which needs to be removed is at the homeowner's expense.
6. Any modifications or repairs/replacement to the sprinkler system is at the homeowner's expense.
7. If plants/bushes are removed from the area under the new deck, there should be a layer of filter cloth laid down to control growth of weeds.