



Application for Modifications or Improvements

(District use) Received on: \_\_\_\_\_

A. General Information:

Owner(s): \_\_\_\_\_
Property Address: \_\_\_\_\_
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

B. My request involves the following type of improvement:

- Landscaping, Fencing, Drive / Walk addition or improvement, Basketball backboard / pole, Storm doors, Room addition, Storage shed, Deck / Patio / Slab, Roofing, Patio Cover / Awning / Pergola, Painting (please see Section D), Other

C. Description of work (include materials, kind, exterior color(s), & location of improvement)

Three horizontal lines for text entry.

D. Paint form for exterior paint (if applicable)

Please include a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted. Home exterior paint does not need approval for original home colors.

Table with 2 columns and 4 rows: Base / Body, Trim, Front Door, Accent.

E. Name and contact information of contractor or other owner representatives, if any:

Two horizontal lines for text entry.

F. Attachments:

- Color sample / description, Specifications (e.g. brochure), Construction plans, Photographs, Other, Plot plan, Elevation drawings, Architectural drawings, Sample of materials



I understand that I must receive the written approval of the Design Review Council (DRC) in order to proceed. I understand that the District may request additional information prior to reviewing this request. DRC approval does not constitute approval of the local building or zoning department, drainage design, structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits prior to the commencement of any work. I agree that my failure to obtain required building or other permits/approvals will result in the withdrawal of DRC approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or DRC. I will not damage or alter District property at any time, and resulting damages may be repaired by the District and my responsibility to pay. Upon completion of my improvement, I hereby authorize the DRC or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of DRC approval.

I further agree that if, at any time during the process, the DRC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and/or Covenants, I will comply with the request. I agree that my failure to comply with the request shall result in the withdrawal of DRC approval. In addition, I agree that my failure to start or complete the Improvement within the time specified on the application shall result in withdrawal of DRC approval unless an extension is requested in writing and approved in writing.

Planned start date: \_\_\_\_\_ Planned completion date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**A \$40.00 DRC review fee applies. I prefer to pay this fee via:**  Check/Cash (enclosed)

*Make check payable to:* Winter Farm Metro District  Paid at closing (new homes only)

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**Design Review Council**

The DRC / Board of Directors, having reviewed the submission above, hereby finds that the request is:

- Approved as submitted.
- Approved with the following provisions and/or subject to HOA governing documents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Must be completed by: \_\_\_\_\_

Further information is requested: \_\_\_\_\_

Denied for the reason(s) stated below:

- Improvement does not comply with governing documents: \_\_\_\_\_
- Improvement is not reasonably suited for the lot.
- Not an approved exterior paint color
- Other reason: \_\_\_\_\_

\_\_\_\_\_  
DRC / Board Member / Authorized Representative

\_\_\_\_\_  
Date