

**The Seasons at Tiara Rado Homeowner's Association  
Design Review Committee  
Improvement/Change Request Form**

FILE# _____
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ASSIGNED BY DRC

It is the Homeowner's Responsibility to comply with The Seasons at Tiara Rado Homeowners' Association Governing Documents and any City or County restrictions. **DO NOT START WORK PRIOR TO RECEIVING APPROVAL OF ALL SUBMITTED IMPROVEMENTS or CHANGES.**

Owner/Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Filing# \_\_\_\_\_ Lot# \_\_\_\_\_

I (we) understand that I (we) must receive approval of the Design Review Committee (DRC) in Order to proceed. I (we) understand that the Design Review Committee shall approve or disapprove all complete applications within 30 days of submission. If the start of construction has not occurred within 6 months from the date of application approval, the application must be resubmitted and approved. I (we) also acknowledge that it is the homeowner's responsibility to secure any City, County or other governmental permits for changes to the property which include but are not limited to walls, fences, roof covers, and electrical, plumbing or concrete work or any other work needing permits. **NOTE: By signing, the homeowner agrees to abide by The Seasons Design, Construction and Landscaping Rules and agrees to modify any completed work to be in conformance with approved plans.**

1. Briefly describe the proposed change. Add a separate page if needed.

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2. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate N/A or state change. Note that City or County (or other governmental agency) permits may be needed for this work. Homeowner is responsible to obtain.

Electric, Gas, Water, Cable, Phone, Sewage?

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Exterior Walls or Fencing?

Patio Slab, Sidewalk, Driveway?

Other? Please Explain.

3. If the proposed project is an addition or alteration that would change the appearance of your residence, please attach or answer the following information:

- a. Plot plan indicating the location and dimensions of the project.
- b. Blueprints or working drawings indicating all necessary dimensions and elevations.
- c. If painting involved, sample of paint or stain color. For schemes involving multiple colors, you should consider submitting a rendering of the home showing paint colors.
- d. A list of major materials to be used in the project, or show on the plot.
- e. If available, a photograph or drawing of a similar completed project.

4. Project Schedule:

a. The project will be done by Homeowner Yes or No \_\_\_\_\_.

Or

b. The project will be done by Contractors. List names.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

c. Indicate the approximate time needed to complete the project.

Proposed beginning date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

d. Indicate any building permits that will be required. Homeowner is responsible for securing permits and providing copies to the DRC.

e. Does the project have the potential to impact buried utility lines, including HOA-owned irrigation lines? \_\_\_\_\_  
Homeowner will need to locate lines to assure no damage will occur. See [www.colorado811.org](http://www.colorado811.org).

Note: All submitted materials shall remain the property of the DRC. You may wish to make a copy for your personal records. Any work done prior to authorization may be asked to be removed at the owner's expense. Any liability due to architectural changes will be the responsibility of the homeowner. Homeowner agrees to interim and completion inspections by DRC.

I hereby acknowledge that I have read and understand the DRC Improvement Form above and have read applicable Declaration of Covenants and Restrictions as well as Design Rules for The Seasons at Tiara Rado.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----**HOMEOWNER, DO NOT WRITE BELOW THIS LINE**-----

COMMITTEE ACTION: Date Received by DRC \_\_\_\_\_

- Approved as Submitted
- Approved with Changes Indicated in Comments
- Deferred with Additional Information Required
- Denied

FILE# _____
_____
ASSIGNED BY DRC

Comments:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
On behalf of Design and Review Committee

**Log of DRC Inspections, Follow-up Visits and Comments**

DRC member will record date, name of member, comments and signature. There will be at least one interim inspection and one completion inspection by the DRC. By submitting this application, Homeowner acknowledges they will accommodate DRC.

Date: \_\_\_\_\_ DRC Member: \_\_\_\_\_

Comments:

Date: \_\_\_\_\_ DRC Member: \_\_\_\_\_

Comments:

Date: \_\_\_\_\_ DRC Member: \_\_\_\_\_

Comments:

Completion Date: \_\_\_\_\_ DRC Member: \_\_\_\_\_

Additional Comments: