

The North Ranch HOA Project Request Form (PRF)



Applicant Name(s): _____

Property Address: _____

Phone: _____ Email: _____

Photo of house attached (current photo, please):

My request involves the following type of improvement: _____

Project Start Date: _____

Project End Date: _____

I understand that:

- I must receive approval of the **North Ranch ACC** (Architectural Control Committee) in order to proceed with project.
- Work must be commenced within 90 days of approval date. If not, approval will be considered void and a new submittal will be required unless the ACC had previously approved a later start date or has been notified of a change.
- ACC approval does not constitute approval by the local building or zoning department, and that I may be required to obtain a building permit or zoning approval.
- I must provide written notice of completion to the North Ranch manager by mail or email and understand all projects may be subject to final inspection by the ACC.
- I agree to all stipulations on page 3 of this request form.

Applicant(s) Signature

Date

Please mail, email or deliver this form to:

Jon White c/o KC & Associates, LLC, 10106 W. San Juan Way # 201, Littleton, CO 80127
(303) 605-6925 (direct) or (303) 933-6279 (office) jon.white@kchoa.com

ACC Action: *Your application has been:*

Approved Date: _____

Approved with Variance or Modifications: _____

Not Approved for the following reason(s): If you disagree, please contact HOA manager.

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Approval is REQUIRED for ALL additions and changes outside of the home. Including, but not limited to: Basketball hoops, trampolines, playsets, hot tubs, driveways, garage doors, windows, entry doors, fences, house paint landscaping, gardens, exterior lighting, roof, decks, patios, fireplaces, fire pits, outdoor kitchens, and house additions. Please refer to North Ranch Rules and Regulations for specifics regarding these installations.

FOR ALL PROJECTS, PLEASE SUBMIT:

- Pages 1 and 2 of this form. Each additional project requires a separate page 2.
- Current photo of home plus photo(s) clearly showing where improvements/changes are to be made.
- See below for additional specifics.

Exterior Paint: Submittal must include actual paint samples for each area to be painted with the manufacturer’s name, color name and color number. In all cases, a 4’x4’ color sample of the field color and a corresponding 4’ length of trim color, painted adjacent to the field color, must be painted in a location where the ACC can review the colors in natural sunlight before approval may be granted. Please refer to the Rules and Regulations for more details.

Please Specify

- Field Color _____
- Trim Color _____
- Front Door Color _____
- Window Frame Color _____
- Garage Door Color _____
- Gutter Color _____
- Other _____

Fences:

- Refer to Exhibit A for North Ranch Fence Design Requirements in the Rules and Regulations.
- Homeowner must contact the KC Ranger if fence is to be installed along Open Space.

Detailed Project Description:

(Attach supporting documents as listed on page 3 of this form.)



Project Request Form Checklist

Please ensure all supporting documents or information are included and clearly marked on your application.

- Photos of home clearly showing where improvements/changes will be made.
- Homeowner's signature and date on application.
- Property site plan with location of project noted.
- Photos/Pictures/Drawings (i.e. windows, swing-set, hot tub, doors)
- Dimensions of any additions and setbacks.
- Color name and sample (i.e. house paint, window trim, concrete stain, decking material, roof tiles).
- Materials used.
- Manufacturer's Information Sheet(s) where applicable.

STIPULATIONS

- I understand that I am required to comply with all Jeffco building and zoning codes and approval by the ACC does not represent or guarantee compliance with those codes.
- On a submitted PRF or site-plan, any item identified as "Future" will not be approved. "Future" items will require the submission of the new PRF when the homeowner is ready to proceed with a "Future" project.
- The proposed alteration submitted for approval does not violate Jeffco codes.
- I understand that alterations or modifications to my lot or structures without ACC approval maybe required to be removed and the property returned to its original condition, at my own cost, should the application not be approved wholly or in part, and that I will be required to pay all legal expenses incurred.
- I understand and give permission for ACC members and/or its representatives to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in process, or the completed project, and said entry does not constitute a trespass.
- I understand that approval is contingent upon construction or alterations being made in in a professional manner.
- The ACC will consider written requests for time extensions with show of good cause.
- I certify that nothing (e.g. equipment, addition, landscaping) will be installed outside my property or encroach on Ken Caryl Open Space.
- I understand ACC approval does not address structural soundness or complex drainage issues. Any perceived or actual issues that negatively impact surrounding homeowner properties is a civil matter between homeowners.
- I understand ACC approval is not an endorsement of any contractor.
- I understand that any incomplete application will not be considered a proper submittal and will be returned for clarification and/or completion.
- I understand that an inspection may be completed once I have notified the HOA manager of completion of my project.
- I have reviewed the Rules and Regulations applicable to the submitted project.