

The Conservatory at the Plains HOA Design Review Request

(Allow 30 days to process your request)

Date Submitted: _____ Expected Completion Date: _____

Homeowners Name: _____

Property Address: _____

Phone: _____

Email: _____

PURPOSE OF REQUEST: *Check and fill in appropriate details.*

Exterior Painting (ALL EXTERIOR PAINTING, ORIGINAL OR NOT HAS TO BE SUBMITTED)

HOA Approved Color Scheme #: _____

(Write which color will go where on your house)

Body color: _____

Trim color: _____

Accent color: _____

Front, back or side doors color: _____

Garage doors: _____

If paint color is outside of HOA Approved Color Schemes

Attach paint chip samples, and mail or deliver to AMI. Actual paint chips need to be reviewed in person by Design Review Committee. (Write which color will go where on your house)

Body color: _____

Trim color: _____

Accent color: _____

Front, back or side doors color: _____

Garage doors: _____

FAILURE TO PROVIDE DETAILS WILL RESULT IN DENIAL OR DELAY OF APPROVAL PROCESS.

Please include details (for decks, concrete installations, gazebos, playsets or similar).

A plot plan with a sketch or drawing, drawn to scale, indicating location of house and improvement on plot plan, including dimensions, measurements, distance from property lines, how structure will be anchored, building materials, colors selected, photos, brochures or illustrations of improvement for proposed changes.

- Deck**
- Concrete Installations** (patio, walkways, hot tub pads, etc.)
- Gazebo** (must include how structure will be anchored)
- Playset/Swing set**
- Hot tub** (hot tub installation must include privacy screen plans and location)

Please include landscaping details with plot plan, showing location of plantings to be used and species selected.

- Landscaping** (trees, bushes, shrubs, gardens, borders, etc.)

Please include details (for windows, solar panels, roofing, radon mitigation, fencing or other). Complete description of improvement, brochures, photos, contractor details and placement.

- Windows**
- Solar Panels**
- Roofing** (description of new roofing material and color)
- Radon Mitigation Installation** (note install location)
- Fence** (location, type of material, needs to be uniform to the community)
- Other**

I understand that I must receive approval of the Association in order to proceed.

I understand that Association Approval does not constitute approval of the local building department and that they may require a building permit. I agree to complete the improvements promptly after receiving approval. I have read any applicable governing documents for my association and accompanying instructions and will comply. I understand that all projects are subject to final inspection and acceptance by the association.

Homeowner's Signature: _____ **Date:** _____

The application will be processed through the online portal. Please login to www.conservatoryhoa.com and select "Resident Portal". Update your communication preferences to receive a quick reply to your application. Otherwise a reply will be provided by mail.

**If submitting by mail to: The Conservatory HOA, C/O AMI, PO BOX 370750, DENVER, CO 80237
or Email : theconservatory@amihoa.com**