



4-18-2017

Brass Key Property Management
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Architectural Review Request Form - New Residence, Detached Building, Deck & Addition

Pursuant to the Declaration of Covenants, Rules, Regulations, Guidelines and the Board of Directors' Resolution regarding architectural control, I/we submit the following application:

Homeowner's Name: _____ Phone Number _____

Block No. _____ Lot No. _____ Address: _____

Submit one digital copy of the Plans. Project start Date _____ Projected Completion Date _____
 All plans must be drawn to the identified scale with complete measurements.
 (Electronic copies are preferred since they can easily be enlarged. For example, .pdf and .jpg files work well.)

This request is for:

___ A. New Residence; ___ B. Detached Building (over 120 Sq. Ft.); ___ C. Detached Small Building/Shed (120 Sq. Ft. or less); ___ D. Deck; or ___ E. Addition to Residence.

A. New Residence -- A check for \$150 must be included with this application for engineering review:

___ Site Plan ___ All Elevations ___ Basement & Foundation
 ___ Floor Plans ___ Brick/Stone Placement ___ Drainage Plan

Builder: _____ Phone No. _____

Spec Home: ___ Yes ___ No Excavation Date: _____ Projected Completion Date: _____

Style of Home: ___ Ranch ___ 2-Story ___ Tri-level ___ Four-level ___ Other (specify)

Sq. Ft. 1st Level _____ Sq. Ft. 2nd Level _____ Sq. Ft. 3rd Level _____ Other _____ (specify)

Exterior Finish: _____ Type and No. of sq. ft. siding exposure _____

Paint Colors (be specific with paint brand, name, and color number and attach samples):

Body _____ Trim _____ Accent _____

Exterior Brick/Stone _____ Percentage of brick/stone on front/side elevation _____

Roof Shingle Style _____ Shingle Color _____ Roof Pitch _____

Garage Door Style (windows, paneled, or steel) _____ Color _____

Front Door Style _____ Color _____

Driveway Shape _____ Length _____ Composition _____

Culvert must be constructed of 18" ADS pipe with flared ends and cannot exceed 30' width

New Residence Comments:

B. Detached Building (over 120 Sq. Ft.): Sq. Ft. _____ Width _____ Length _____ Building Plans _____
Scale Lot Layout Plan _____ Color and Accent _____ (Exterior finish and roof pitch must match residence)
Driveway Width _____ Length _____ Composition _____
Town of Severance requires building permit.

Large Detached Building (over 120 Sq. Ft.) Comments:

C. Small Detached Building - Shed (120 Sq. Ft. or less) Sq. Ft. _____ Width _____ Length _____
Height _____ (8ft max) Scale Lot Layout Plan _____ Color and Accent _____
(Requirements: Shed must rest on concrete pad. Shed must be anchored to concrete pad. Wood frame construction. Exterior material and finish must match residence. Shed must match house and trim colors. Roof pitch must match residence. Accent brick/stone of residence can be used on shed but is not necessary. Recommend locating shed on lot away from underground services for maintenance.)
Town of Severance does not require a building permit.

Small Detached Small Building/Shed (120 Sq. Ft. or Less) Comments:

D. Deck Sq. Ft. _____ Width _____ Length _____ Building Plans _____ Scale Lot Layout Plan _____
Color and Accent _____ Town of Severance requires a building permit.

Deck Comments:

E. Addition to the Residence Sq. Ft. _____ Width _____ Length _____ Building Plans _____ Scale Lot
Layout Plan _____ Color and Accent _____ Town of Severance requires a building permit

Addition to Residence Comments:

I understand that under the Covenants and Rules, Regulations and Guidelines, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
2. All work will be done expeditiously once commenced and will be done in good workmanlike manner by myself or a contractor.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other home owners of the Association.
4. No trash or debris from the project will be placed on property belonging to other home owners or on Association common property.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this project.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I understand and agree that the Homeowners Association, its Board of Director, its agent(s), and the Committee have no responsibility with respect to such compliance and the Board of Director's or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. The contractor name and contact number is: _____
9. In the event of approval, I will notify the Property Management Association in writing when the work is completed so that an inspection can be made to ensure this project conforms to what was approved.
10. If approved, work would start on or about _____ days after approval and would require approximately _____ days to be completed.

Submitted by: _____ Date _____
(Homeowner or Contractor's signature)

Approved by: _____ Date _____
(Baldrige HOA Architectural Review Committee)

Modification(s) Requested by ARC:

Resubmitted by: _____ Date _____
(Homeowner or Contractor's signature)

Approved by: _____ Date _____
(Baldrige Architectural Review Committee)