

## Design Review Request Instructions

(Approval required prior to construction)

To make a request for Design Review, complete a request form and submit it with all the backup documents to:

Stanton Hill Design Review Committee

Craig Braun – [brauncs2010@q.com](mailto:brauncs2010@q.com) 303-594-8234

Thom Redfield – [thom.redfield@gmail.com](mailto:thom.redfield@gmail.com) 303-922-6597

Kerri Booth – [kbjd08@yahoo.com](mailto:kbjd08@yahoo.com) 720-955-4445

### SPECIFIC REQUIREMENTS FOR SUBMISSION

A general rule of thumb – imagine you are on the committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed project? Does your request comply with the standards outlined in the CCR's of the community? Is your request in keeping with the overall ambiance of the neighborhood?

**Painting** – Submit paint samples – large samples help give a better impression of color. If it your intention to repaint with the existing colors just indicate this on your request. Further action will only be required of you intend to change colors.

**Landscaping** – Submit plans for your landscaping or changes to large areas within existing landscaping. Include a plot plan showing in detail what you intend to accomplish – including type and size of trees and shrubs. Be sure to show existing conditions as well as your proposed improvements. If your plan includes retaining walls, patios, water features, hot tubs, etc please indicate how they will be constructed. **It is NOT necessary to submit a request for seasonal plantings of flowers or replacing a few shrubs. Please note you may not alter the drainage on your lot by your landscape improvements!**

**Fencing** – Please be sure to show the location of the proposed fencing on a plot plan and describe the fence and whether you intend to seal or stain it. The CCR's are very specific as to style and color of stain.

**Roofing** – Submit manufacturer's samples or brochure showing the type and color you intend to use.

**Brick** – Submit a sample or brochure showing the type and color you intend to use.

**Building Additions** – If you are constructing a room addition, you must submit full working drawings for the improvement. This would include floor plans, and elevations of all exterior views, as well as construction details. Permit requirements will be expected to be fulfilled as to Lakewood building rules and codes as well as prior approval by the committee.

**Screens, Awnings, Patio Covers** – Submit a plot plan showing the proposed location, elevations, and construction with exterior colors and materials.