

## DESIGN REVIEW REQUEST

Please review your architectural guidelines and submit detailed drawing(s)  
to scale showing placement, materials, and dimensions.

*Incomplete submissions will not be reviewed and will delay the approval of your application.*

**It may take up to 30 days for your application to be processed and approved.\***

**Please submit via one of the following methods:**

**Email:** [clientservices@advancehoa.com](mailto:clientservices@advancehoa.com)

**Owner website:** [www.advancehoa.com/homeowner-login](http://www.advancehoa.com/homeowner-login) > 'ARC Plans' under Account Info > Add New

**Mail:** Advance HOA Management, Inc. | P.O. Box 370390 | Denver, CO 80237

**Fax:** 303-495-5895

<b>Community:</b>
<b>Property Address:</b>
<b>Owner Name:</b>
<b>Email:</b>
<b>Phone:</b>

Project Type			
<input type="checkbox"/> Addition	<input type="checkbox"/> Deck Installation	<input type="checkbox"/> Exterior	<input type="checkbox"/> Fence
<input type="checkbox"/> Garden	<input type="checkbox"/> Hardscaping	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Paint
<input type="checkbox"/> Other:		Completion Date:	

<b>Description of Project</b> <i>Include diagrams, pictures, colors, drawings, brochures, types of materials, dimensions, or other information that will be helpful to understand your request.</i>

I understand that approval of the Association is required in advance to proceed. I also understand that the approval does not constitute approval of the local City/County building departments and that a Building Permit may be required. I agree to complete all proposed improvements promptly after receiving approval. I understand that any change in drainage and elevation must not negatively impact neighboring properties. I understand that any change in drainage and elevation may affect builder warranties and are not the responsibility of the HOA and must contact the builder directly for verification.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*\*\* Approval time period can vary depending on your community. Please refer to your Governing Documents.*