

## Architectural & Landscaping Request Form – Thompson Park HOA

Date Submitted: \_\_\_\_\_ Name of Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Per the governing documents of the Association, all exterior improvements must be pre-approved by the ACC. No work may be commenced until the homeowner receives final approval in writing. The ACC and/or the Board of Directors reserve the right to inspect the modification after the work is completed to insure it was completed as approved. Please consult the governing documents of our Association to ensure that the requested improvement complies with the guidelines of our neighborhood. Dues/assessments must be current.

TYPE OF IMPROVEMENT:    ARCHITECTURAL \_\_\_\_    LANDSCAPING \_\_\_\_

**\*A separate request form is required for each type of improvement.**

**\*\*If requesting that a dead HOA Shrub/Tree be replaced, mark the Replace HOA Shrub/Tree line below and submit form.**

\_\_\_\_ Replace HOA Shrub/Tree    \_\_\_\_ Addition    \_\_\_\_ Fence    \_\_\_\_ Exterior Painting    \_\_\_\_ Deck    \_\_\_\_ Patio    \_\_\_\_ Storm Door    \_\_\_\_ Pergola

\_\_\_\_ Porch    \_\_\_\_ Awning    \_\_\_\_ Gazebo    \_\_\_\_ Plantings    \_\_\_\_ Add or Expand Natural Area    \_\_\_\_ Add border    \_\_\_\_ Sod Lawn

\_\_\_\_ Other (Specify) \_\_\_\_\_

### PLEASE FILL OUT A DETAILED DESCRIPTION OF THE PROPOSED IMPROVEMENT:

Please be sure to include all available details as applicable, i.e. (1) Copy or sketch of the plat map of your address showing proposed changes in relation to the building, landscaping, and property lines (2) Photos/pictures of samples of structure/improvement plan if applicable (Example: a brochure of a fence type) (3) Detailed plans or drawings including 3 views (front, side, top); must show architectural detail (4) Landscaping details (types of plants, quantities, additions, removals)

Size/Dimensions: \_\_\_\_\_ Color: \_\_\_\_\_

Material: \_\_\_\_\_

Exterior Finish: \_\_\_\_\_ Roof Design: \_\_\_\_\_

Contractor Name, Address, Phone # (if applicable) \_\_\_\_\_

Will the change affect the grade of your lot or your neighbor's lot? \_\_\_\_\_

The ACC reserves the right to request additional information for clarification purposes. Incomplete applications will be returned and will not be considered until all required information is provided to the ACC. I understand approval by the ACC does not constitute approval of local City/County building departments and that a building permit or other permits may be required. I agree to complete all proposed improvements promptly after receiving approval.

Estimated Start Date (Please allow 30 days for ACC decision): \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

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

**Please mail to Silver Mountain Properties, 326 Hwy 133, Suite 290, Carbondale, CO 81623, or send via email to: [admin@smprop.com](mailto:admin@smprop.com)**

### ACC/BOD ACTION:

Date Received: \_\_\_\_\_ Date to ACC: \_\_\_\_\_ Approval/Denial Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Reason for Denial (if applicable): \_\_\_\_\_

\_\_\_\_\_