

CRYSTAL CROSSING HOMEOWNERS ASSOCIATION, INC.  
DESIGN REVIEW COMMITTEE - Design and Improvement Request Form

Name: \_\_\_\_\_

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

Legal Address: Lot \_\_\_\_\_ Block \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

The following type of improvement/design/change is hereby requested (Check one):

- Landscaping\*       Deck/Patio/Slab       Roofing       Room Addition  
 Painting       Drive/Walk Addition       Fencing       Patio Cover/ Arbor  
 Air Conditioner       Garage  
 Other: \_\_\_\_\_

Note: if more than one type of improvement is requested, describe all using additional sheet as necessary.

**HOMEOWNER MUST PROVIDE:** a) An Improvement Survey – Site Plan showing location and size of proposed improvements and location of existing home/improvements, legal address and lot number; b) Elevations and details of construction; c) Finish colors and materials; d) Side and rear setbacks, grade and drainage changes. All drawings need to be at a scale that is readable: 1/4" = 1'. (Site plans are generally 1" = 10')

\*Landscaping submittals also require Improvement Survey - Site Plan showing improvements, plant species, plant size and materials to be used along with description of colors. Any grade changes, retaining walls, walkways, etc.

Please refer to design guidelines, declaration of covenants or any other applicable governing documents).

Proposed Completion Date: \_\_\_\_\_

I/We understand that approval of the Design Review Committee is required in advance to proceed. I/We also understand that the DRC approval does not constitute approval of the local City/County building departments and that a Building Permit may be required. I/We agree to complete all proposed improvements promptly after receiving DRC approval. Completion of improvements is required by the proposed date shown above. Any delay in such completion will be reported to the DRC immediately. I/We have read these instructions and shall comply accordingly.

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

If you have not received written notice confirming receipt of this application within seven days following submission, please contact Dan Abila at 303-829-9346

DRC ACTION:  Approved       Approved, subject to:  
 Denied because:

\_\_\_\_\_

DRC Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR INTERNAL USE:**

Form Received on \_\_\_\_\_ Returned on \_\_\_\_\_