

LOWRY COMMUNITY MASTER ASSOCIATION Design Review Request Form

Questions? Contact Community Manager, Jennifer Bublitz
Email: jbublitz@msiho.com
Phone: (970) 663-9685

Community Manager Checklist

Request Number _____
Date Received _____
Crucial Date _____
Date Sent To Committee _____
Date Rcvd from Committee _____
Date H/O Notified _____

Step 1: Provide Contact Information (all fields required)

Name: _____ Sub-Assoc Name (if applicable): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Step 2: Write a description of the improvements to be made, detailing the complete scope of work.

Planned Start date: _____ Planned Completion date: _____

Step 3: Attach required supporting documents. Quick approval of Design Review Requests relies on ample and complete supporting information.

- Images: aerial view of home (i.e., GoogleMaps) showing area to be improved plus pictures specifically of improvement area. Painting requests should include an image of the front of the home with homes on either side. If applicable, please include a plot plan with dimensions, elevations and relation to home, fence, property lines – please provide detailed measurements
- Materials Information: details of materials to be used, may include warranty information, product descriptions (i.e., link to manufacturer website), image of product color and style, paint chips and/or cards (please indicate body, trim, accent colors), stain samples, construction materials to be used, etc.
- Landscaping Information: itemized lists of plants and trees, along with a map of their location.

Step 4: Initial each of the following statements:

_____ If my home is a part of a sub-association, I have attached approval for this project from my sub-association and my sub-association's contact information is below. If the fields below are blank, my home is not a part of a sub-association. **LCMA will not review Design Review Requests for sub-association properties without documentation of the sub-association's approval.**

Subassociation Rep Name: _____ Date: _____

Email Address: _____ Phone Number: _____

_____ I have reviewed the Design Guidelines for this project on www.lowrydenver.com → Owner Resources → HOA Guidelines.

_____ This form includes a detailed description and I have attached supporting images, photographs, plot maps and materials and landscaping information.

_____ I understand that I am responsible for obtaining necessary permits and approvals from the city/county.

Step 5: Date and Sign Request

Date: _____ Homeowner's Signature: _____

Step 6: Submit Request and Supporting Documentation

Fast: Mail to LCMA, 7581 E Academy Blvd., Ste 211, Denver, CO 80230

Faster: Drop off at our office at 7581 E Academy Blvd., Ste 211, Denver, CO 80230 (slide submission under the door if we are out on inspections!)

Fastest: Email to jublitz@mishoa.com

1. LCMA Buildings and Grounds Committee Action:

- Approved as submitted:
- Approved subject to the following requirements:

- Disapproved – Not enough information submitted to make a proper determination of what is being requested:
- Disapproved for the following reasons:

2. Completion of all improvements is required by: Date: _____