



A Covenant Community

IMPROVEMENT REQUEST FORM

Be sure to fill out the areas in Yellow

ALL SUBMISSIONS MUST BE APPROVED BY THE ACC PRIOR TO THE START OF YOUR IMPROVEMENT OR YOU MAY BE SUBJECT TO WORK DELAYS AND/OR FINES

REQUEST: _____ IMPROVEMENT _____ PAINTING _____ LANDSCAPING

By initialing here, you authorize UPHOA ACC to share any information relating to this request in the review process

By initialing here, you decline UPHOA ACC to share any information relating to this request in the review process

Homeowner Name: _____ Telephone: _____

Address: _____ Email: _____

PLEASE RETURN TO:

Email: Derek@zandrmgmt.com

Z & R Property Management, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918 Tel: 719-594-0506

IMPROVEMENTS REQUIRED INFORMATION:

Will your improvement require the use of a dumpster or a portable toilet ?
If your answer is yes, you must submit the approximate delivery and pickup date to Z&R

- Site plan. Required for improvements such as additions, decks, fencing, hot tubs, patio covers, paving changes, play equipment and yard ornaments. This is a drawing or accurate sketch of the relevant portion of the lot, showing existing and proposed improvements. The site plan must include dimensions describing the size of the proposed improvement and dimensions to nearby property lines.
- Pictures of the area where the improvement will be located.
- Architectural drawings, sketches or pictures that adequately describe the proposed improvement. These should include information such as dimensions, material descriptions, manufacturer, colors, etc.
- Improvements such as additions, decks, fencing and patio covers must include both layout and elevation drawings.
- Samples: paint colors, roofing material, decorative stone, etc.
- Please provide a short description of the requested improvement below along with any additional information that may help to evaluate your request or submit your information on a separate document:

PAINTING REVIEW CHECKLIST: To better assist your review and to prevent any delays in decisions, please be sure to include the following information with your submittals:

EXTERIOR PAINTING REQUESTS

Exterior Feature or Improvement	Existing Color	Proposed Color
House body or siding		
Windows		
Roofline trim, soffits and gutters		
Downspouts (must be painted to match house body or stucco color)		
Garage doors (must be painted a muted color and blend with other house colors)		
Trim / Shutters / Doors		
Deck		

1. The UPHOA Design Guidelines require homeowners to obtain approval before repainting or re-staining ANY portion of the exteriors of their homes – **even when no color change is being made.**
2. You must use muted, subdued earth tone colors as determined by the ACC.
3. You must submit color pictures of the area(s) that are to be painted/stained.
4. You must supply paint chips with the manufacturer name and paint color number.

LANDSCAPE PLAN CHECKLIST:

Your plan must show all of the applicable existing and proposed items from the checklist below for that portion of the lot where landscaping work is to take place.

- Lot lines, setbacks, easements, no build areas (indicate building location, driveway, walks, patios, decks, stairs, etc.)
- Drainage: specify plans for turf or native area drainage plans for underground piping, downspout extension, rock “dry” streambed features, and/or plans to control silt runoff from the lot, etc.
- Existing trees to be saved or removed
- Lawn or turf (type and location)
- Proposed trees (types, sizes and locations). All front yard areas must have a minimum of two (2) trees, either 2 Deciduous or Evergreen or one of each totaling 2. Deciduous trees must be a minimum of 2.5” caliper in size and evergreen tree must be a minimum of 6’ tall after planting
- Shrubbery types, quantity and locations. All plants must be a minimum of 5-gallon in size.
- Groundcover, low growing perennials, flower, etc. (types, sizes, quantity and locations.). All groundcover and perennials must be a minimum of 1-gallon in size.
- Mulch/Rock: indicate area on Site Plan to include (type, size, color, weed barrier). Materials may not be dropped off/stored on the street; they must be kept on the lot.
- Retaining or decorative rock/boulder walls: indicate location on Site Plan (height, material type, colors, method of construction “mortar, dry stack, etc”, wall height not to exceed forty-eight inches).
- Raised berms, planting beds, drainage control or any other grade alterations (size or area, height above finished grade, etc.).
- Photographs and/or drawings or brochures of area to be modified
- Plant list with type & number of each plant
- Drawing with new plant locations
- Other / Additional comments (if needed)

Please indicate if you have reviewed the appropriate section of the UPHOA Design Guidelines and Community Standards which outlines the modifications regarding the improvements you are requesting **Yes** **No**

I understand that I must receive approval of the ACC in order to proceed with any exterior improvement of my lot or home before work can begin. I understand that if any exterior change is made before the request has received ACC approval, the ACC and the UPHOA have the right to levy a fine or require alterations to the changes that have not been approved. I understand that the ACC approval does not constitute approval of the local building department and that I may be required to obtain a building permit or other city permits. I understand any approved requests are valid for 365 days and must be completed per specifications or approval is withdrawn and a new request must be submitted to the ACC. I also understand that UPHOA is not responsible for costs associated with approved improvements.

DATE SIGNATURE OF HOMEOWNER