DESIGN REVIEW REQUEST FORM

NAME OF OWNER(S):_____

ADDRESS OF RESIDENCE: _____HOME PHONE: _____

CELL PHONE: _____E-MAIL: _____

Please indicate the type of improvement: (Mark with an X)

_____ Landscaping _____ Deck/Patio Slab _____Fencing _____ Patio Cover _____ Drive/Walk Addition _____ Shed ____ Painting _____ Roofing

_____Other (please explain):_____

Please briefly describe improvement below: Sketches, drawings, plans, brochures, etc., should be attached to this form, as applicable:

DESPCRIPTION OF PROPOSED WORK

_____

_____

_____

_____

_____

_____

_____

Estimated Start Date:_____ Estimated Completion Date:_____

(After Approval by Design Review Committee)

Directions: The Applicant should refer to the following documents in filling out this Request Form:

- Page 3 of this form.
- Residential Improvement Guidelines and Site Restrictions for Brighton Crossings dated June 22, 2018, as amended.
- Brighton Crossings Landscape Design Guidelines, Guide for Residents dated June 6, 2018, as amended.

These documents can be referenced on the District Website at www.brightoncrossing-connect.com

In submitting this Request Form the Owner/Applicant acknowledges that you understand and agree: **(please initial)**

1. _____ that approval by the Design Review Committee (the "DRC") shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the DRC shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the City of Brighton.
3. _____ that the DRC shall not make any investigation into title, ownership, easements, rights-of-way, or other rights appurtenant to property with respect to architectural or landscape requests.
4. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the DRC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. _____ that no work on the proposed change shall begin until written approval of the DRC has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this Request Form is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6. _____ that there shall be no deviations from the plans, specifications, and location approved by the DRC without prior written consent of the DRC; any variation from the original Request Form must be resubmitted for approval.
7. _____ that I authorize members of the Committee or managing agent to enter upon my Property at times mutually agreed to in order to make one or more routine inspection(s).
8. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this Request Form and be completed within 12 months of the approved date, otherwise the approval by the DRC shall be deemed conclusively to have lapsed and to have been withdrawn.
9. _____ that it is my responsibility and obligation to obtain all required building permits, to contact Colorado 811 for utility locates and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
10. _____ that all construction done will proceed in an orderly and timely manner during normal working hours and at acceptable noise levels as defined by the Brighton Municipal Code. Material placement in public streets is prohibited.
11. ____ that, if it is necessary for me to cross over property owned by the Brighton Crossing Metropolitan District No. 4, other than by foot, such as with wheelbarrows, equipment or the like, it is my responsibility and obligation to obtain prior written approval of the Board of Directors of Brighton Crossing Metropolitan District No. 4 or such access, and I may be required to advance funds as may be reasonably required by the Board of Directors to repair any damage.

12. _____ that I am responsible for any damage and all cost to repair public improvements, Brighton Crossing Metropolitan District No. 4, improvements, green space or community property that results from the proposed modification.
13. _____that I will maintain proper drainage swales on the lot when installing landscape or building improvements, while keeping in mind site lot setbacks and all utility easements.
14. _____ that all improvements will be designed and constructed to conform to the overall drainage plan for my residential lot and all neighboring lots and that no established drainage pattern will be affected by these improvements.

A $85 Review Fee is required with some Request Form Submittals. The $85 fee, made payable to Brighton Crossing Metropolitan District No. 4, is due at the time when the Request Form and plans are submitted for review. Please review page 4 of this application to determine if a fee is due with your Request Form.

Generally, driving vehicles, including wheelbarrows, across District property is not permitted. However, when circumstances warrant, the Board of Directors of Brighton Crossing Metropolitan District No. 4 will consider requests provided that prior approval is requested, and the Owner advances funds as may be reasonably required by the Board of Directors to repair any damage.

The DRC will review each request for architectural or landscape approval and approve and/or disapprove in writing each such request (which may be with conditions and/or requirements) within sixty (60) days after the DRC receives the Design Review Request Form and complete Plans and Specifications.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

_____ _____/_____/_____ _____

Owner's Signature: **Date:** **Print Name:**

District Use Only

Plan Reviewer Approval: _____ **Date:** _____
(Landscape Architect or District Manager)

For DRC Use:

Approval: _____ **Denied:** _____
(Reason(s) Outlined Below)

Approved upon Completion of Contingencies: _____
(Contingencies Outlined Below)

Contingencies or Reason(s) Denied:

_____

_____

_____

_____

_____

_____

_____

Date Received _____

Date Reviewed _____

Date Completed _____

DRC Submittal_____

DRC Approval Stamp

Date: _____/_____/_____ **Signed:** _____

www.brightoncrossings-connect.com
Brighton Crossings Operations Board| c/o Pinnacle Consulting Group Inc.
970-617-2462 | services@brightoncrossings-connect.com

NOTICE TO APPLICANTS AND REQUIREMENTS FOR ARCHITECTURAL DESIGN REVIEW:

1. To be considered by the DRC your Request Form must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials). **Make certain your Design Review Request Form is complete**.
2. Homeowner or Contractor cannot take down Brighton Crossing Metropolitan District No. 4 fencing for access to improvement site.
3. Unless otherwise approved by the Board of Directors of Brighton Crossing Metropolitan District No. 4, Homeowner or Contractor cannot drive across but can walk across District landscaped areas to access improvement site.
4. If you have any questions regarding the above, please contact the District Management team at the contact information noted at the bottom of this page.
5. **All correspondence and reports by the District will be email to the applicant or available for pick-up.**

SUBMIT REQUEST FORM WITH A PLAN SET ILLUSTRATING THE FOLLOWING:

The applicant must submit a set of plans and specifications showing the nature, species, kind, shape, height, color, materials, and locations of the proposed landscaping or architectural alteration. All proposed structures should include either elevation drawing with dimensions and materials or "information cut sheets" from the manufacturer. It is especially important to include the location of the improvement in relation to the lot line and structure.

LANDSCAPE IMPROVEMENTS:

- Plans should be submitted to scale of 1 inch = 30 feet, minimum. **NOTE: The width of your lot must be included on this plan.**
- Plot Plan, Foundation Plan, Engineering Plan or Grading Plans can be used as a base for proposed Landscape Design
- Submittals are highly encouraged to depict the full yard showing the proposed Landscaping/Deck/Patio/Fence shown in context with the house, the property line and adjacent neighbors.
- Please use the words "existing" or "proposed" so that the DRC knows what is already in place or what is proposed as new.
- All landscape design plans must include species and quantity of plants and meet the minimal requirements by rear lot width size.
- All Fence plans must comply with the fence guidelines.
- All trees/shrubs must be located so that their mature spread/width/canopy does not encroach on neighboring properties.
- All paths, patios, rock beds, mulch beds will require specific material information include type of rock/stone/mulch and color.
- Pictures and additional product information is helpful in gaining approval without additional information being requested.
- Decorative walls and sitting walls require dimensions as well as material and color information
- All privacy screens will require dimensions as well as material, color, and exact location details.
- All wood-built structures, including but not limited to, a trellis, deck, pergola will require wood species and stain color information for approval. Compliment

ARCHITECTURAL IMPROVEMENTS:

- Plans should be submitted to scale.
- Floor Plan, Foundation Plan, Engineering Plan or Exterior Elevations can be used as a base for proposed Architectural Improvements.
- Submittals are highly encouraged to depict the improvement in plan and elevation showing the proposed improvement in context with the house, the property line and adjacent neighbors.
- Please use the words "existing" or "proposed" so that the DRC knows what is already in place or what is proposed as new.
- All improvements will require material and color information as well as dimensions. Pictures and additional product information is helpful to receive approval.

EXTERIOR PAINT IMPROVEMENTS:

- Approved color schemes can be found at www.brightoncrossing-connect.com or at your local Sherwin Williams store. Submitting a Design Review Request Form is still required for approved color schemes. Approved color scheme applications are reviewed and processed within 10 business days of submittal.
- Exterior photo(s) of the home in its current state along with exterior photos of the two adjacent homes on either side to avoid replication/duplication.
- Color selections that are not in the approved color scheme book will not be approved by the Design Review Committee.
- The Design Review Committee will not approve multiple color schemes selections, resident must select one scheme from the approved color schemes book.
- Note: Photos from Google Earth/Maps will not be accepted as they may not represent the house with current colors.

LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER, IF DIFFERENT FROM APPLICANT.

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SUBMIT REQUEST FORM WITH A DESIGN REVIEW FEE DETERMINED BY THE PARAMETERS BELOW:

A $85 Review Fee is required with all initial improvement or substantial modifications Request Form submittals. Design Review Request Forms cannot be sent to the Design Review Committee until the Review Fee is received. This fee helps cover the costs for the landscape architect and management team to review and process applications.

No Review Fee is required with all minor modifications to existing improvements.

If you are submitting your form online, a Brighton Crossings management team member will review your application, determine if the Review Fee is required, and apply it to your Brighton Crossings online bill pay account. You will be notified once this has occurred and payment can be made by going to www.brightoncrossings-connect.com.

If you are submitting your application via mail and paying your Review Fee by check, please email services@brightoncrossings-connect.com if you have questions regarding the appropriate Review Fee to submit with your Design Review Request Form.

Major Improvements ($85 Review Fee):

- Room additions,
- Structural changes,
- Accessory buildings,
- Original installation of rear yards,
- Exterior paint requests outside of the pre-approved paint booklet,
- Any modification to more than 25% of rear yard landscaping,
- Any modification to more than 25% of front yard landscaping.

Minor Modifications (No Review Fee):

- Fence installation, if submitting plans using the approved fence styles found in the Landscape Guide for Residents,
- Exterior paint color changes within pre-approved paint booklet,
- Any modifications to less than 25% of rear yard landscaping,
- Any modifications to less than 25% of front yard landscaping.

The Review Fee, made payable to Brighton Crossing Metropolitan District No. 4, are due at the time the Request Form and plans are submitted for review.