

HIGHLAND PARK APPLICATION FOR APPROVAL OF PROPOSED STRUCTURES/LANDSCAPING

Fill out completely and accurately and submit with plans. Please print or type



**HIGHLAND PARK
NEIGHBORHOOD ASSOCIATION, INC.**

3578 Hartsel Dr. E 324

Colorado Springs, CO 80920

www.highlandpark-colorado.com

email: hpa@highlandpark-colorado.com

THIS FORM MUST BE COMPLETED BY OWNER, NOT CONTRACTOR

Unless this is a Preliminary Approval Request

Property: Highland Park Filing # _____, Lot # _____ Address: _____ Date: _____

Owner(s): _____

Contact Info: Hm # _____ Cell #(s) _____

Email(s) _____

I/WE AM REQUESTING APPROVAL OF: ___ Final site plan ___ Final home construction plans ___ Final detached garage plans ___ Final Driveway location ___ Final fencing plans ___ Final Well/Septic plans ___ Final addition plans ___ Final sports/play structure plans ___ Final Landscaping Plans (plants and hardscape) ___ Conceptual drawings/sketches of improvements (has now plus future structures for ACC input) for Preliminary Approval ___ Other _____

Who will do the actual work in this improvement? Owner: _____ Contractor _____

Builder/Contractor: _____ Contact Info:

Cell # _____ Office # _____ Email _____

This Contractor shall have my permission to be my agent in all other requests/submissions ___ YES ___ NO

Proposed date of start of improvements _____ **Proposed date for completion** _____

Note: The site plan should be a scaled drawing of the property showing the locations and dimensions with distances from the lot lines of the present and/or proposed well, septic system, home, garage, driveway, fencing, plus of any other present or proposed improvements. In any event, the plan must give the ACC sufficient detail and information, in the ACC's sole opinion, to determine what is being proposed and how it will fit into a complete design. Please note that a detached outbuilding or garage is to architecturally match the home.

Submit all documentation in the following forms: Site plan (electronic and one hard copy), Plans (electronic and one set hard copy), Samples of color, brochures of materials and colors (electronic and materials as needed, original hardcopy of color brochures better represent proposed colors)

NEW HOME CONSTRUCTION

HOME STYLE: ___ Ranch ___ 2-Story ___ Bi-level ___ Tri-level ___ Multi-level Contemporary

Other _____

SIZE: State square feet of living space, exclusive of porches and patios.

_____ sq ft in attached garage.

_____ sq ft on 1st floor (ranch or tri-level), or for bi-levels, total above grade square footage.

_____ sq ft on 2nd floor (2-story or tri-level), or for a multi-level contemporary, area above 1st floor or main level.

_____ sq ft in basement or partially below-grade areas, including garden levels or walk-outs.

OUTBUILDING: _____ sq ft in outbuilding/garage.

FENCING: _____ sq ft of area enclosed by fencing.

SPORTS/PLAY STRUCTURES: _____ sq ft of area covered.

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MATERIALS/COLORS: Give full commercial description (brand, model, exact color, etc.). For example, do not say "blue", but "Sherwin Williams flat latex in Wedgwood Blue (color #12345)". Please submit color chips and materials samples with plans. If the list of materials or colors is submitted at a later date, submit the **"Change Form"**

Item	Material	Color
Roof		
Front Masonry		
Sides		
Back		
Trim		
Doors		
Other		
Fencing		
Landscaping hardscape		

MISC./REMARKS: _____

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ACKNOWLEDGEMENTS/AGREEMENTS/CERTIFICATION

____ (initials) I/WE AGREE THAT NO CONSTRUCTION MAY BEGIN UNTIL THE APPROVAL OF THE ASSOCIATION HAS BEEN RECEIVED PURSUANT TO THE ASSOCIATIONS CC&R'S AND ACC RULES AND REGULATIONS.

____ (Initials) I/WE acknowledge that ACC approval does not constitute municipal/county building department approval and do agree to obtain necessary municipal/county building permit approval prior to commencement of any work.

____ (initials) I/WE acknowledge that failure to comply with all requirements will result in withdrawal of approval.

____ (initials) I/WE acknowledge that approval is not a guarantee of structural safety or engineering soundness.

____ (initials) I/WE agree not to alter existing drainage patterns on the lot without express approval of the ACC, as well as agree to check with the necessary municipal/county for approval of any change in drainage patterns.

____ (initials) I/WE acknowledge that failure to start or complete improvement(s) within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing.

____ (initials) I/WE agree that no construction material or debris of any type shall be stored on the lot. All construction debris shall be cleaned up and disposed of properly each day.

____ (initials) I/WE agree that refusal to allow inspection shall result in withdrawal of approval. Any time during the process applicant agrees to comply with any request to enter onto the property or for additional information for purposes of determining if improvement is being constructed in accordance with the approval plan and in compliance with the covenants and guidelines. Refusal by applicant shall result in withdrawal of approval.

____ (initials) I/WE agree that upon completion of improvement, applicant agrees to immediately notify committee/board and authorize it to enter onto property to inspect improvement.

CERTIFICATION: I/WE request approval of the foregoing from the Architectural Control Committee (ACC) of Highland Park Neighborhood Association (HPA). I/We certify that I/We: 1) have carefully read the Covenants applicable to my lot and filing; 2) have furnished a copy to my builder/architect/contractor, and have discussed all provisions with said persons, and 3) understand my obligations. I/We acknowledge that items not shown on the site plan will be considered denied, even if listed on this form. All proposed structures will be staked on-site before the ACC site visit, and my failure to do so, or to allow a site visit by the ACC prior to the staking being completed, will be sufficient grounds for denial. I/We further certify that I have provided the information on and submitted with this form, which information is an integral part of this request, and that the data are accurate and complete and may be relied upon by the ACC.

Owner Signature(s):

Print _____

Date: _____

Do Not Write Below This Line

Date Form received: _____

APPROVAL PROCESS:

___ Request for more information: Notice to Owner Dated _____ Email ___USPS ___Phone

___ Adequate information received: Notice to Owner Dated _____ Email ___USPS ___Phone

30 days begins (Use ACTION Forms for all decisions during process to eliminate email only decisions)

___ Changes or more information requested: Notice to Owner Dated _____ Email ___USPS

___ Phone

___ Approval/Approval with conditions Letter: Dated _____ Email ___USPS ___ Delivered

Disapproval Letter: Dated _____ Email ___USPS ___ Delivered

___ BOD Review Date: _____ Requested by: _____

___ BOD Decision Date: _____ ACC Decision upheld ___ ACC Decision modified or overturned

Attach HPA ACC Checklist , HPA ACC Action Form(s) and copy of all electronic documents along with this application for HPA recording