



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

REQUEST FOR RESIDENTIAL IMPROVEMENTS

Name _____ Date _____

Property address _____

Mailing address _____

Home telephone _____

Proposed Improvement _____

Brief Description _____

Homeowner _____ Contractor _____ Signature _____

Company name if work is contracted _____

Plans, illustrations, location, or other materials (i.e., plot plan, material samples, photographs, manufacturer brochures, etc.), as applicable, must accompany this form (reverse side of this form may be used to illustrate location and simple detail). Please include all dimensions and material descriptions and colors.

Submittals may be dropped off or mailed to 9568 S. University Blvd. in the Eastridge Recreation Center. Plans may also be faxed to the attention of the Architectural Committee at 303-791-6705. If you have questions, please call the Covenant Compliance & Assistance Department at 303-471-8821.

The Architectural Committee meets on the first and third Tuesday of each month. To ensure timely review of your submitted plans, please have all pertinent materials submitted to the HRCA office by 12:00 p.m. on the Friday prior to each meeting. You will receive a written response after the Committee reviews your submittal. Work should not begin until you have received approval. Thank you for your cooperation.