

Burning Tree HOA – Architectural Review Committee (ARC)

Exterior Change Request Form

- All proposed improvements must follow BT Covenants, Architectural Review Guidelines, Exterior Color Guidelines, Roof Products List, and any other governing documents found at burningtreehoa.org.
- All exterior home improvement projects and landscaping must be approved *in writing* by the ARC prior to beginning the project. This includes, *but is not limited to*, all exterior additions/remodels, adding/removing concrete, changing/removing landscaping and hardscaping, playground equipment, trampolines, all window and door replacements, roofing/gutters, painting (including repainting an existing color), temporary construction dumpsters/portable bathrooms, exterior lighting, and mailboxes. Exterior home repairs/maintenance, removal of small dead shrubbery, and changes in flower beds do not need approval unless they involve installation of new structures or large plantings. Please contact the ARC for questions.
- Provide as much information as possible with this proposal form to enable the ARC to make a timely decision. Incomplete proposals will be returned.
- Include color photos of your home showing *all area(s)* to be improved. Paint requests must also include photos showing adjacent homes and those directly across the street and behind your home. Include professional architectural plans/drawings for all exterior remodel projects.
- Provide samples of paint, shingles, gutters, or any other new materials. If an actual sample is not possible, include manufacturer's pictures (example: doors, windows, shutters, playground equipment, etc.). Paint projects also require a 2'x2' sample of each proposed color painted on the house in their respective locations, in well-lit areas. Do not paint a sample on brick. See Exterior Color Guidelines for details.
- **Plan ahead. Proposals may take up to 30 days to process.**

Name(s) of Property Owners _____

Address _____

Phone Number(s) Home _____ Cell _____

Email Address _____

Additional Email Address _____

Anticipated project start date _____ Anticipated completion date _____

This request includes the following improvements (check all that apply and complete sections below):

paint/stain windows driveway/sidewalk trampoline retaining wall

roofing/gutters door(s)/garage play structure deck/patio

landscaping fixed outdoor firepit or BBQ other _____

PAINT/STAIN

I have reviewed and agree to follow the Burning Tree Exterior Color Guidelines: YES _____ NO _____ (please check one)

Paint Manufacturer: _____

Paint Color *Name and Number*:

Body of House/Dominant Color: _____

Trim Color: _____

Accent Color (optional: front doors, shutters, etc.): _____

Contractor Name and phone: _____

Include a complete description of what parts of the home will be painted each color. Paint may not exceed three colors on a home. See Exterior Color Guidelines before selecting paint. Allowable sheens are flat, matte, or eggshell.

ROOFING

Please contact the ARC for current BT Roof Products List. Roof selection is on the current BT Roof Products List:

YES _____ NO _____ (please check one)

Type of product (dimensional asphalt or tile): _____

Manufacturer: _____

Series Name and Color: _____

Contractor Name/Phone: _____

Roofing must comply with Exterior Color Guidelines and requires a permit from the Town of Columbine Valley.

ALL OTHER EXTERIOR IMPROVEMENTS:

1. Provide a detailed description and include photos, drawing, plans, or sketch of your home and lot showing the location, size and scope of your proposed project. Include the name and number of contractor(s) who will be completing each portion of the job. If you are doing the work yourself, indicate "homeowner" as the contractor.
2. Include all material descriptions (with photos, product brochures and/or samples), dimensions, and colors. Please utilize the blank 3rd page if you need more space .

The ARC members will discuss your proposal among the entire committee and view the sample(s) on your home prior to making their decision. They will contact you with any questions and may meet with you at your home to discuss the project if desired. The ARC will perform a final inspection upon completion of project when necessary.

Note: The ARC retains all authority, rights of discretion, and subjectivity afforded them in the BT Governing documents.

In signing and submitting this application, I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application. Prior to receiving written Burning Tree ARC approval, I agree NOT to begin property improvements or modifications. ARC approval does NOT substitute for any local, county, and state required permits. The Owner is responsible for adhering to all local, county and state guidelines, and securing permits. If any changes are made to this proposal that have not been approved, the Owner may be required to change or remove the improvement at the Owner's expense. Project approvals are valid for work to be completed within 60 days; after which time, a new request must be submitted. Any modifications to this proposal will necessitate submitting a new proposal.

Homeowner Signature: _____ Date: _____

By typing your signature you are agreeing to signing this document.

ARC USE ONLY

Approved as submitted. Separate ARC approval letter will be provided to you.

Needs modifications prior to approval.

Please revise and resubmit due to the following:

Once signed, download it to your computer, and send it as an attachment to architecture@burningtreehoa.org or contact an ARC member for drop off address

