

The Queens Homeowners Association

Architectural or Landscape Request

The purpose of this form is to facilitate the approval process on home and site improvements submitted to the Architectural Control Committee ("ACC"). The Committee recommends that you review the Queens Covenants to familiarize yourself with the conditions and restrictions set forth. The homeowner and/or Contractor shall obtain any applicable City (City Planning Dept and/or City Building Dept) approvals, in writing, and any applicable City Permits. These approvals and/or Permits shall be submitted to the ACC prior to commencing construction. **Please complete this form in duplicate with your plans, the necessary City approvals and/or Permits, drawings or paint/material samples and submit to: Western Slope HOA Management, P O Box 153, Mack, CO 81525 or call 778-6149 and make arrangements to have your request picked up at your home. Email: tracey@westernslopehoa.com, Thank you!**

Homeowner Name: _____ Phone _____

Address _____ Email _____

Type of Project: _____

Anticipated Start Date: _____ Completion Date: _____

STRUCTURES

- A plot plan or drawing with appropriate dimensions / scale of structure
- Setback distances (check with CC&R and the City Planning Department)
- Description or samples of materials to be used _____

Comments: _____

FENCES / LANDSCAPING

- A plot plan or drawing with heights and location of fence or landscaping on property
- Description or samples of material to be used _____

Comments: _____

PAINTING / ROOF (Approval required only when *changing* existing colors or materials)

- Paint color chip for body, trim and any other surface to be painted
- or Roof shingle sample (sample book will be returned)

Comments: _____

The ARC will approve, deny or request more information with-in 30 days (per CC&R Article 5.4). Further submissions may be required to assure that permits are issued and proper City Building Planning Department codes and regulations are met by the homeowner.

Date: _____

Approved: Yes No Pending _____

Architectural Control Committee Member Signature: _____