**The Village at Highlands Ranch Homeowners Sub-Association**

Request Form to The Village Architectural Review Committee (ARC)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Homeowner(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My/Our request involves the following improvement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of Work (include nature, kind, color, and location of proposed improvement):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(If more space is needed, use back of this paper.)

Attachments: Provide detailed architectural and elevation drawings, plat plan,

construction plans, specifications, photographs of existing condition, and samples or description of colors, material(s).

Project will be accomplished by a Licensed Contractor: Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner’s Signature Homeowner’s Signature

**The Village ARC Approval/Disapproval:**

Yes \_\_ No \_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Comments from ARC Committee Members:

**A homeowner must also comply with Highlands Ranch Community Association (HRCA) Guidelines.** A permit is needed from HRCA for any outside major project. Visit their website at [hrcaonline.org](http://hrcaonline.org) for more information or call 303.471.8821. HRCA forms may also be picked up from The Village’s current ARC Chairperson.

**Approval of this request by the ARC does not relieve the Homeowner from complying with Douglas County regulations as well.** It is the Homeowner’s responsibility to verify with the Douglas County Building Department whether or not a building permit is required for this project. A homeowner will receive a reply within thirty (30) days from receipt of this request.

**Return this request form to current ARC Chairperson.** Revised: 11/14