

Architectural & Landscaping Request Form – Basalt Vista HOA

Date Submitted: _____ Name of Homeowner: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____ Email: _____

Per the governing documents of the Association, all exterior improvements must be pre-approved by the Board of Directors. No work may be commenced until the homeowner receives final approval in writing. The Board of Directors reserves the right to inspect the modification after the work is completed to insure it was completed as approved. Please consult the governing documents of our Association to ensure that the requested improvement complies with the guidelines of our neighborhood. Dues/assessments must be current.

TYPE OF IMPROVEMENT: ARCHITECTURAL ___ LANDSCAPING ___

*A separate request form is required for each type of improvement.

**If requesting that a dead HOA Shrub/Tree be replaced, mark the Replace HOA Shrub/Tree line below and submit form.

___ Replace HOA Shrub/Tree ___ Addition ___ Fence ___ Exterior Painting ___ Deck ___ Patio ___ Storm Door ___ Pergola

___ Porch ___ Awning ___ Gazebo ___ Plantings ___ Add or Expand Natural Area ___ Add border ___ Sod Lawn

___ Other (Specify) _____

PLEASE FILL OUT A DETAILED DESCRIPTION OF THE PROPOSED IMPROVEMENT:

Please be sure to include all available details as applicable, i.e. (1) Copy or sketch of the plat map of your address showing proposed changes in relation to the building, landscaping, and property lines (2) Photos/pictures of samples of structure/improvement plan if applicable (Example: a brochure of a fence type) (3) Detailed plans or drawings including 3 views (front, side, top); must show architectural detail (4) Landscaping details (types of plants, quantities, additions, removals)

Size/Dimensions: _____ Color: _____

Material: _____

Exterior Finish: _____ Roof Design: _____

Contractor Name, Address, Phone # (if applicable) _____

Will the change affect the grade of your lot or your neighbor's lot? _____

The Board of Directors reserves the right to request additional information for clarification purposes. Incomplete applications will be returned and will not be considered until all the required information is provided to the Board of Directors. I understand approval by the Board of Directors does not constitute approval of local City/County building departments and that a building permit or other permits may be required. I agree to complete all proposed improvements promptly after receiving approval.

Estimated Start Date (Please allow 30 days for ACC decision): _____ Estimated Completion Date: _____

Signature: _____ Date: _____

Please mail to Silver Mountain Properties, 326 Hwy 133, Suite 290, Carbondale, CO 81623, or send via email to: admin@smprop.com

ACC/BOD ACTION:

Date Received: _____ Date to ACC: _____ Approval/Denial Date: _____

Approved By: _____

Reason for Denial (if applicable): _____
