



Architectural Review Request Leyden Rock Metro District

Log date:

Date Critical:

SUBMIT TO:

Email: ARC@scmcolorado.com
Fax: (303) 309-0468
Post: Stillwater Community Management
Attn: ARC
5690 Webster Street
Arvada, CO 80002

Instructions to Homeowner:

Please fill out form and email, fax or mail to Stillwater Community Management, attn: ARC. The District Governing Documents and Design Guidelines are found at www.scmcolorado.com, select "Your Community" then "Leyden Rock" then "Documents" in the sidebar menu. Email the District at Arc@scmcolorado.com if you have questions.

Submittal Date:	Owner Name:
Phone:	Email:
Address of Proposed Improvement:	
Builder:	
Builders Model and Elevation:	
Is this a Corner Lot? <input type="checkbox"/> YES or <input type="checkbox"/> NO	
Plot Plan Included? <input type="checkbox"/> YES or <input type="checkbox"/> NO - - PLOT PLAN IS REQUIRED FOR ALL MAJOR ARRs	

ARRs must include the builder's name, home model number (or name) and elevation type. This information can be obtained from the builder's sales office. A plot plan should be included in your closing documents, or you can get a plan from the City of Arvada (visit <http://arvada.org/DM/address.php> to obtain a plot plan online).

Major ARR – Fee \$150 – MAKE CHECK PAYABLE TO STILLWATER COMMUNITY MANAGEMENT

A major Improvement requires a fee of \$150 per ARR. Improvements to the following are considered "Major" changes.

<input type="checkbox"/> Landscape Installation	<input type="checkbox"/> Grade Changes	<input type="checkbox"/> Concrete and Hardscape
<input type="checkbox"/> Landscape Improvement	<input type="checkbox"/> Berm, Retaining Wall	<input type="checkbox"/> Play Structure
<input type="checkbox"/> Out Building	<input type="checkbox"/> Home Addition/Expansion	<input type="checkbox"/> Fencing, Patio, Deck, Pergola

Minor ARR – Fee \$25 – MAKE CHECK PAYABLE TO STILLWATER COMMUNITY MANAGEMENT

A minor Improvement requires a fee of \$25 per ARR. Minor changes are items such as the addition of a storm door or minor addition to an existing, approved request.

For Owners who install improvements without receiving prior approval, a fee of \$50 is required per ARR in addition to submission fees and any fines or penalties levied.

ACTION TAKEN BY ARCHITECTURAL REVIEW COMMITTEE: (ARC to complete)

☐ **Approved as Submitted** – The application and accompanying documentation is approved as submitted.
☐ **Approved as Modified** – The application and accompanying documentation is approved with the following clarifications.

☐ **Not Approved** – The application and accompanying documentation is not approved. Homeowner may resubmit with additional information and/or changes made.

Comments:

Signature of Approver:

Date:



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Please include any descriptive documentation to completely describe your project. Design review is for community covenant and architectural design guidelines only. It is the responsibility of the homeowner to comply with local laws and permitting requirements. Project must be completed as approved, including any stipulations and clarifications by the committee attached to the approved request.

Description of Improvements:

Attach additional documentation as needed. See following page for additional information.

ARR Page 2

Drawing. Attached drawings if appropriate

Additional Information

Rev 1 – 05/14/2015



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Stillwater Community Management receives all faxes digitally so an email or fax works equally well. The advantage to you is a digital submission by fax or email will likely make review of your submission faster. To expedite the review process, completely define your proposed project. Consider providing the following information as appropriate:

1. Drawings or illustrations showing design of proposed improvement.
2. Scale drawing or architectural plans showing exact dimensions of improvement. Preferable drawn on the plot plan.
3. Promotional brochures, images or for major products used.
4. Type of material to be used.
5. Color(s).
6. Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. retaining walls or patios.
7. Legal site plot plat (plan) with location of improvement drawn to scale. You can get your lot plat on your community website under links. Select your city.
8. Landscaping plan.

The design review process can be confusing, please give us a call at (303) 872-9224 ext. 102, or send an email if you need any additional information.

Notice of Completion:

ARR is valid for one (1) year from the date of approval of the ARR. Please notify the District of completion. Once Notice of Completion is given to the District, the District and any impacted owner has 60 days to review the project for conformance with the ARR, make comments or appeal approval of the ARR or the completed project. Basic notice format:

Dear District Board. This is notice of completion for the submitted project at the address as follows:

Homeowner Name: _____

Street Address: _____

Unit or Building: _____

Basic subject of ARR: _____ .

Date of ARR original approval: _____ .

Notice is submitted this ____ Day of _____, 20__ of final work completion.

Submitted by: _____