

# LOWRY COMMUNITY MASTER ASSOCIATION Design Review Request Form

Questions? Contact Community Manager, Jennifer Bublitz  
Email: [jbublitz@msiho.com](mailto:jbublitz@msiho.com)  
Phone: (970) 663-9685

## Community Manager Checklist

Request Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Crucial Date \_\_\_\_\_  
Date Sent To Committee \_\_\_\_\_  
Date Rcvd from Committee \_\_\_\_\_  
Date H/O Notified \_\_\_\_\_

### Step 1: Provide Contact Information (all fields required)

Name: \_\_\_\_\_ Sub-Assoc Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Step 2: Write a description of the improvements to be made, detailing the complete scope of work.

Planned Start date: \_\_\_\_\_ Planned Completion date: \_\_\_\_\_

### Step 3: Attach required supporting documents. Quick approval of Design Review Requests relies on ample and complete supporting information.

- Images: aerial view of home (i.e., GoogleMaps) showing area to be improved plus pictures specifically of improvement area. Painting requests should include an image of the front of the home with homes on either side. If applicable, please include a plot plan with dimensions, elevations and relation to home, fence, property lines – please provide detailed measurements
- Materials Information: details of materials to be used, may include warranty information, product descriptions (i.e., link to manufacturer website), image of product color and style, paint chips and/or cards (please indicate body, trim, accent colors), stain samples, construction materials to be used, etc.
- Landscaping Information: itemized lists of plants and trees, along with a map of their location.

### Step 4: Initial each of the following statements:

\_\_\_\_\_ If my home is a part of a sub-association, I have attached approval for this project from my sub-association to this request or my sub-association has signed, below. **LCMA will not review Design Review Requests for sub-association properties without documentation of the sub-association's approval.**

Sub Association Signature Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I have reviewed the Design Guidelines for this project on [www.lowrydenver.com](http://www.lowrydenver.com) → Owner Resources → HOA Guidelines.

\_\_\_\_\_ This form includes a detailed description and I have attached supporting images, photographs, plot maps and materials and landscaping information.

\_\_\_\_\_ I understand that I am responsible for obtaining necessary permits and approvals from the city/county.

\_\_\_\_\_ I have address numbers mounted on the alley side of my home or garage. Write N/A if your property is not located on an alley.

If you do not have address numbers mounted in the alley side of your home or garage, doing so will be a condition of the approval of this Design Review Request. Address numbers may be of a style of your choosing, mounted over the garage door, beside the garage door or on the fence edge or corner closest to the garage door, between four and ten feet from ground level and positioned and sized such that they are easily visible from the alley.

### Step 5: Date and Sign Request

Date: \_\_\_\_\_ Homeowner's Signature: \_\_\_\_\_

### Step 6: Submit Request and Supporting Documentation

Fast: Mail to LCMA, 7581 E Academy Blvd., Ste 211, Denver, CO 80230

Faster: Drop off at our office at 7581 E Academy Blvd., Ste 211, Denver, CO 80230 (slide submission under the door if we are out on inspections!)

Fastest: Email to [jublitz@msiho.com](mailto:jublitz@msiho.com)

#### 1. LCMA Buildings and Grounds Committee Action:

- Approved as submitted:
- Approved subject to the following requirements:
  
- Disapproved – Not enough information submitted to make a proper determination of what is being requested:
- Disapproved for the following reasons:

2. Completion of all improvements is required by: Date: \_\_\_\_\_