

**SKY HILLS SUBDIVISION HOMEOWNER'S ASSOCIATION**

**DESIGN REVIEW REQUEST**  
**(Existing Home)**

This form must be completed and submitted with all plans for which design review is required. Please provide the following information.

NAME: \_\_\_\_\_ LOT NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONES:  
DAYS: \_\_\_\_\_ EVENING \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

Review the choices of design review requests below and check the most appropriate box. **Pay close attention to the detailed information provided with each box.** This information tells you what must be included with your submittal in order for your request to be deemed "complete". **Incomplete submittals will result in design review delay.**

- Fences - Provide as-built survey with proposed fencing drawn in. Provide material type (chain link is prohibited). Insure that the fence does not exceed 6-foot height restriction. Indicate how the fence will be finished (painted to match the home, stained, etc).
- Landscaping, Changes - Provide drawing indicating changes/additions. (Depending on extent of changes/additions, this may be an informational submittal only). Keep in mind that the covenants require each front yard to have two trees, at least 5-feet tall, 3-inch diameter trunk (when measured at the base of the trunk).
- Painting - Provide two sets color chips for all proposed colors (body, trim, doors) and clearly outline color scheme. Provide name of contractor, start date and completion date.
- Decks, New or Extensions - Provide as-built survey with proposed location of deck clearly marked. Indicate material type, dimensions, detail work (railings, built-in benches, built-in flower boxes, hot tubs, etc). **A meeting with at least 3 members of the Design Committee must be held, prior to approval of any substantial modification to the structure. Necessity of meeting will be determined either by Association manager or Board President.**
- Additions to Home - Provide as-built drawing, architectural drawings, and description of add-on. Be sure to detail windows, doors, material types, exterior painting, start-up and completion dates. **A meeting with at least 3 members of the Design Committee must be held, prior to approval of any substantial modification to the structure. Necessity of meeting will be determined either by Association manager or Board President.**
- Other, Waiver Request - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(If this is a waiver request, provide detailed explanation as to why you feel a waiver is appropriate).

**Over, please**

**To speed up the review process**, make sure you have all required information included with your submittal. You may deliver your **complete** submittal to the management office or directly to the Design Review Committee Chairman (a resident in your neighborhood).

Please remember that the Design Review Committee's review is limited to examinations of the request to ensure compliance with the Association's covenants. No compliance or non-compliance with Municipal, State, or national building codes and standards is implied by this approval. It is the responsibility of each individual homeowner to ensure compliance with such codes.

The Association strongly recommends the use of properly licensed, insured and, if applicable, bonded contractors.