

# Discovery Heights Owners Association

## **Design Review Application**

### **Instructions**

All modifications to the exterior of your home, outbuildings or grounds require written approval from the DHOA Architectural Design Review Committee. Failure to obtain approval prior to beginning a project may or failure to complete a project according to the approved plan may result in a fine, order to return the property to its former condition or make modifications.

### **Application and project process:**

1. Complete the Design Review Application.
2. Complete the detailed application form specific to the type of project. These forms contain instructions, additional details and requirements. For complex projects or those without a specific form, a letter with supporting documents may be submitted. All applications should contain as much detail as possible in order to speed review and approval. The appropriate level of detail required in the application is similar to that which a homeowner would provide to a contractor to complete the job.
3. Specific application forms available:
  - a. Painting
  - b. Fencing
  - c. Satellite Dish or Exterior Antenna
  - d. Landscape or Rock Gardens
  - e. Shed or Outbuilding
  - f. Retaining Wall, Planters or Statuary
4. Submit all documents, review fee and attachments required in the application instructions to the Association Manager in person or by mail.
5. A design review fee of \$50 is required for all exterior projects.
6. The homeowner may apply for an expedited review to receive a decision within seven (7) days. An expedited review fee of \$50 must accompany the application. Complex projects or those requiring the homeowner provide additional details to complete the application may take longer than 7 days to consider.
7. The Association Manager will review the application for completeness but will not submit the application for consideration by the DHOA Design Review Committee until the application contains all needed information.

8. The DHOA Design Review Committee will review the application and render a decision within 45 days. In most cases with a detailed application, approval is provided in 1-2 weeks.
9. Application approvals will specify any additional conditions that must be followed.
10. Once an application has been approved, the homeowner must not vary from the approved plan. If a change is needed or desired, the homeowner must notify the Association Manager and file an amended application for consideration prior to initiating any changes. Projects not completed to plan may be ordered removed or modified.
11. Upon completion of the project, the homeowner must notify the Association Manager that the project is complete and arrange for a final inspection.

**Avoid approval delays, fees and fines by submitting a detailed plan, completing the project as approved and keeping the Association Manager apprised of the project status.**

What is covered in the design review fee:

- Administrative cost of processing the application and tracking your project
- One (1) inspection by the association manager upon completion of the project.
- Follow-up paperwork and closeout of the project by the Association Manager

What to expect from an on-site inspection:

- The Association Manager will schedule an appointment with the homeowner to inspect the project for compliance with the approved plan.
- The Association Manager will note any deficiencies from the approved plan and provide the homeowner a list of items to correct.
- The homeowner must notify the Association manager when the deficiencies are corrected. If another on-site inspection is required, an additional inspection fee may apply.

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# Design Review Application

Owner Name			
Property Address			
Mailing Address			
Phone Numbers	Home:	Cell:	Work:
Email Address	Best Way to reach you:		
Date of Request	<b>Note:</b> Allow 3 weeks for project approval (longer for complex projects).		
Anticipated Start Date		Anticipated Completion Date	
Expedited Review?	<input type="checkbox"/> Yes      Attach expedited review fee of \$50.00 for a decision within 7 days after application is accepted as complete		
Brief Project Description			
Attach	Specific project application form, supporting documents and \$50 design review fee		
<b>Association Manager Input</b>			
Total Fees	\$	Payment type / Check # / Date	
Project Application accepted as complete	By:		Date:

I understand that the project should not be started until approval is received. I agree to complete the project according to the approved plans including any conditions placed thereon. I understand that failure to complete the project as approved may result in costs, fees and other enforcement action.

Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Mail or hand deliver to:</b>  Discovery Heights Owners Association.  c/o Property Management Services, Inc.  601 W 41st Avenue, Suite 201  Anchorage, AK 99503-6602</p>	<p>E-mail: <a href="mailto:info@pmsialaska.com">info@pmsialaska.com</a>  Office: 562-2929  Monday - Friday, 9:00 AM - 5:00 PM.   <a href="http://www.pmsialaska.com">www.pmsialaska.com</a></p>
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<input type="checkbox"/> Approved **	Signature: <b>** See approval conditions on page 2</b>
<input type="checkbox"/> Disapproved	Printed Name: _____ Date: _____

## Design Review Application

### Approval Conditions:


### Post-job inspection:

<b>Owner Name</b>	
<b>Property Address</b>	
<b>1<sup>st</sup> On-Site Review Date Inspected:_____</b>	<b>Project complete and to specifications</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deficiencies Noted:</b>	<b><u>Note:</u></b> An additional \$50 Inspection Fee will be charged to the unit owner for a follow-up inspection.     
<b>2nd On-Site Review Date Inspected:_____</b>	<b>Project complete and to specifications</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deficiencies Noted:</b>	<b><u>Note:</u></b> An additional \$50 Inspection Fee will be charged to the unit owner for a follow-up inspection.     

<input type="checkbox"/> Final Project Complete	Signature	Printed Name	Date
Notes:			