



Concord Hill P/C Homeowners Association

Design Review Form

(Modification/Installation Request)

This form must be completed and submitted with all plans for which design review is required.

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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. All submittals must include a plan with a description of the work to be done.

- Landscaping, Existing Home – Provide drawing indicating changes/additions.  
(Note: Any greenery removal requests must be accompanied by a specific greenery replacement plan.)
- Retaining Wall(s) – Provide as-built survey with proposed location of retaining wall clearly marked. Indicate material type, installation technique, dimensions. If possible, provide photo/brochure of material type.
- Sheds – Provide as-built survey with proposed location of shed clearly marked. Indicate material type, dimensions. Sheds must be painted to match the home, no later than 30-days following construction completion.
- Painting – Provide one set of color chips for all proposed colors and clearly outline color scheme. Even if you are painting the same color, you must submit choices. Unpainted garage doors are not acceptable. **(Write in name of color.)**

Body / Garage Door / Deck Color: \_\_\_\_\_

Trim Color: \_\_\_\_\_

Front Door Color: \_\_\_\_\_

- Building Decks, New or Extensions – Provide as-built survey with proposed location of deck clearly marked. Indicate material type, dimensions, detail work, color (railings built-in benches, built-in flower boxes, hot tubs, etc).
- Fences – Provide as-built survey with proposed location of fence clearly marked. Indicate material type. Fence shall not exceed 6-feet in height, and must be wood.
- Siding – Provide material type.
- Additions to Home – Provide as-built drawing, architectural drawings, and description of add-ons. Be sure to detail windows doors, material types and exterior painting details.
- Other: \_\_\_\_\_  
\_\_\_\_\_

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Desired Time Schedule: \_\_\_\_\_ Project Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

The Association strongly recommends the use of properly licensed, insured and, if applicable, bonded contractors. Please do not approach Board members directly - all design review requests must be submitted via the management office.

**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 are implied by this approval. It is the responsibility of each individual homeowner to ensure compliance with such codes.

Please show design in the area provided below. Include elevations, measurements, and relationships of the modification to your home. Please attach any relevant plans and/or specifications, such as your building plans found in your Declarations. Please consult the Concord Hill P/C HOA Governing Documents regarding building and landscaping approval requirements.

Please deliver your request to the Concord Hill P/C HOA c/o PMSI, 601 W 41<sup>st</sup> Ave, Suite 201, Anchorage, AK 99503, email [info@pmsialaska.com](mailto:info@pmsialaska.com)

Description of materials to be used:

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**Note: Please attach** samples of paint color and/or finish to be used. These will not be returned; they will be kept by the association, attached to this form.

Contractor's Name: \_\_\_\_\_

Contractor's Phone(s): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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**Request Approved**

Date of Approval/Disapproval: \_\_\_\_\_

**Request Denied**

Date Copy Returned to Homeowner: \_\_\_\_\_

**Note:** Please be advised that the Municipality of Anchorage has independent authority to enforce building codes and may require a building permit to be issued. The homeowner is responsible for presenting their design to the MOA, Building Safety Division, for their approval prior to construction as required.

Committee Comments:

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Signature of Committee Chairperson (or Acting Chairperson/Manager): \_\_\_\_\_

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The Concord Hill P/C HOA retains original of this three-page document, plus attachments. A copy will be returned to the homeowner for their records. Please allow up to 30 days for committee review and approval. (Rev. 03/15)