

Three Lakes Homeowners Association Design Review Form and Instructions

Name _____ Phone # _____ Date _____

Address _____ Lot # _____

Project Start Date – anticipated _____ Project End Date – anticipated _____

Signature _____ Notify by Phone _____ Yes _____ No _____

The following items must be completed before this request is submitted for review by the Design Review Committee (DRC).

_____ 1. Provide an accurate description of the work proposed. Include material, color(s), preservation techniques, structural details, similarities to existing structures, and anything else that will help describe what the final work will look like. Use additional sheets if necessary. Attach color chips or samples of paint changes.

_____ 2. Attach a “Top Down” view. This is best accomplished by making a copy of your lot survey and marking your change in colored pen or marker.

_____ 3. Attach as many elevations (front, back, side views) of the proposed work as necessary to accurately describe it to the Design Review Committee.

_____ 4. Have each homeowner, whose land is adjacent to yours or would reasonably view the improvement from their property, sign this form.

Note to homeowners: Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should come in person to the monthly Design Review Committee meeting to voice your opinion or submit your concerns in writing prior to the meeting. If you want to be notified of the DRC decision, please include your phone number under Notify.

Signature	Name	Address	Lot #	Notify

_____ 5. Submit completed form to the Design Review Committee Chair at least 7 days prior to the DRC meeting.

Homeowner Board of Director Use Only: Date Received _____ Received by _____

All items Checked 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

