



Design and Improvement Request Form

Updated 6-5-18

NAME: _____

ADDRESS: _____

Home Phone: _____ Work Phone: _____

The following type of improvement/design/change is hereby requested (Check one):

- Landscaping (including pots in common area)
- Solar Shade
- Storm Door
- Patio Gate
- Other _____

Note: If more than one type of improvement is requested, describe all using additional sheet as necessary.

Describe Improvement: (attach a picture, drawing, brochure, etc. of the proposed improvement)

Proposed Completion Date: _____

I/We understand that approval of the Architectural Control Committee is required in advance to proceed. I/We also understand that the ACC approval does not constitute approval of the local City/County building departments and that a Building Permit may be required. I/We agree to complete all proposed improvements promptly after receiving ACC approval. Completion of Improvement is required by the proposed date shown above. Any delay in such completion will be reported to the ACC Committee immediately. I/We have read these instructions and shall comply accordingly.

Homeowner Signature: _____ **Date:** _____

If you have not received written notice confirming receipt of this application within seven days following submission, please contact Hammersmith Management Client Services Department at (719)-389-0700 or communitycare@ehammersmith.com

ACC ACTION: Approved Approved subject to: Denied because:

ACC Member Signature _____ Date _____

For Internal Use only:

Form Received on _____ Returned on: _____

Return this Form to: Hammersmith Management Inc. –1155 Kelly Johnson Blvd., Suite 495, Colorado Springs CO 80920 Phone: 719-389-0700 Fax: 719-328-0576 or scan, attach, and email to communitycare@ehammersmith.com