



### DRC General Change Application

This Homestead DRC Change Form will help you present a complete application for any changes you plan to make to your property in Homestead. As you know covenants require DRC approval for any exterior change including fencing, painting, remodeling, play equipment, and landscape changes. Submittals for alterations, additions, or remodels require you to fill out a more extensive Design Review Committee Application for New Construction/Additions. For any changes listed below a \$25 application fee will be charged. An hourly rate will be charged for requests that require architectural or other outside consultation. In addition some projects will require a Performance Bond with the amount to be determined by the DRC. Some changes may be staff approved. Please contact staff to find out if your change can be staff approved. Staff submittal review will take 10 days to 2 weeks. For any DRC General Change application (including staff review applications), the following items must be submitted to the DRC representative at least 15 days prior to any regularly scheduled meeting:

- \$25 Application Fee
- General Change Application form and Neighbor Notification form with attached proof of notification.
- General site plan including existing elements and proposed changes. Fence applications will need to provide a licensed survey with fence locations noted.
- Photos of existing elements and a set with notations of changes.
- Rough elevations and material suggestions, if applicable.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physical Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Filing \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Change \_\_\_\_\_

Building Permit Required? (if building permit is required, use new construction form) \_\_\_\_\_

\$25 Fee to DRC \_\_\_\_\_ Charge my account # \_\_\_\_\_ Check attached \_\_\_\_\_ Cash attached \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project End Date \_\_\_\_\_

Repainting – Bring in a complete set of elevations showing which areas you plan to paint which colors. Please provide paint chips or samples and a photo of your home.

Fences – Provide a sketch or photo of the fence design, a licensed survey to scale showing location, dimensions, specifications and materials. All fence applications must be approved by the DRC at a meeting.

Landscape Changes – Provide a new landscape plan on a site plan to scale that clearly shows setbacks, home location, specifications, existing items, proposed items and all new materials.

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_



### DRC Neighbor Notification Form

At the time that plans for any construction or changes on a property are submitted for DRC review, the applicant is responsible for mailing to all adjacent property owners within 60 feet of the property lot line, notification of the application at least two weeks prior to the DRC meeting. Notification will contain: Requesting property owners contact information and property address, reason for request, site plan (reduced to 8.5x11), and DRC meeting date and time. Applicants within a sub-association will provide a signed letter of approval from the sub-associations Board of Directors at time of submittal. Adjacent owner’s addresses can be found on the Eagle County GIS map with assessor’s address of record being used.

Applicant must send notification by certified mail, return receipt required

Return Address: Homestead Owners Association Inc.  
P.O. Box 808  
Edwards, CO 81632-0808

Applicant is to attach all receipts to this form and submit it to the DRC coordinator with DRC Application. All neighbors to be notified will be verified by the DRC, any neighbors missed by the applicant will void the submittal as incomplete.

Please list all property owners below that you have notified and attach receipts:

Name _____	Name _____
Physical Address _____	Physical Address _____
Mailing Address _____	Mailing Address _____
Name _____	Name _____
Physical Address _____	Physical Address _____
Mailing Address _____	Mailing Address _____
Name _____	Name _____
Physical Address _____	Physical Address _____
Mailing Address _____	Mailing Address _____
Name _____	Name _____
Physical Address _____	Physical Address _____
Mailing Address _____	Mailing Address _____
Name _____	Name _____
Physical Address _____	Physical Address _____
Mailing Address _____	Mailing Address _____