

## Three Hills Metro District DESIGN REVIEW REQUEST

*Incomplete submissions will not be reviewed and will delay the approval of your application.*

**\*It may take up to 45 days for your application to be processed and approved.\***

**\*Failure to complete an approved Improvement within 12 months or in full compliance with approval conditions constitutes noncompliance. However, the ARC may grant extensions if requested in writing, provided the Owner is actively working on completion or has a valid reason.\***

**Architectural Review Fee:** Applied to Owner Account upon Approval or Approval with Conditions

- Minor Improvements: \$25.00
- Major Improvements: \$50.00

Type of Improvement will adhere to governing documents, and ARC Committee recommendation

**Please submit via one of the following methods:**

- **Owner website:** [www.advancehoa.com/homeowner-login](http://www.advancehoa.com/homeowner-login) > 'ARC Plans' under Account Info > Add New
- **Email:** [clientservices@advancehoa.com](mailto:clientservices@advancehoa.com)
- **Mail:** Three Hills Metro District, c/o Advance HOA Management | P.O. Box 370390 | Denver, CO 80237
- **Fax:** 303-495-5895

<b>Three Hills Metro District</b>			
<b>Property Address:</b>			
<b>Owner Name:</b>			
<b>Email:</b>			
<b>Phone:</b>			
<b>Project Type</b>			
<input type="checkbox"/> Addition	<input type="checkbox"/> Deck Installation	<input type="checkbox"/> Exterior	<input type="checkbox"/> Fence
<input type="checkbox"/> Garden	<input type="checkbox"/> Hardscaping	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Paint
<input type="checkbox"/> Other:		Completion Date:	
<b>Description of Project</b> <i>Include detailed diagrams, materials, dimensions, pictures, colors, drawings, brochures, types or other information that will be helpful to understand your request.</i>			

I understand that approval of the Association is required in advance to proceed. I also understand that the approval does not constitute approval of the local City/County building departments and that a Building Permit may be required. I agree to complete all proposed improvements promptly after receiving approval. I understand that any change in drainage and elevation must not negatively impact neighboring properties. I understand that any change in drainage and elevation may affect builder warranties and are not the responsibility of the HOA and must contact the builder directly for verification.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_