

**Columbine Knolls South/Estates  
Architectural Control Committee  
Homeowner's Project Request Forms**

Please Print \_\_\_\_\_ Date \_\_\_\_\_ Project Start Date \_\_\_\_\_

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

Address \_\_\_\_\_

The CKS/E Homeowners' Association Covenants requires that the homeowner obtain approval from the Architectural Control Committee (ACC) before making any additions or alterations to the outside appearance of his/her home or property. This includes but is not limited to home additions, patios, decks, concrete flatwork, paverstone driveways/sidewalks/patios, patio/deck roofs, re-roof house and storage shed, detached structures/garages, storage sheds, gazebos, pergolas, fences, landscaping, xeriscape, playhouse (over 6 feet) and repainting the residence. Please see Covenant paragraph C-2 and Covenant Rules & Regulations posted on our web site ([www.cksearchives.org](http://www.cksearchives.org)) for additional details and then complete all forms.

**Description of project (attach necessary drawings, sketches, paint samples, permits, etc):**

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Storage sheds must be roofed with the same roofing material as the house and be painted the same colors as the house. Do you have a storage shed? Yes \_\_\_\_\_ No \_\_\_\_\_

I, the undersigned, do agree that if the above project request is approved, I will build or change, or have built or changed, the item(s) requested above, according to the plans and/or description submitted with this project request. Failure to do so will result in withdrawal of the approval. I am aware that any variation from the approved request could result in an order to remove the non-complying item, or to modify it to comply with the approved request. ACC approval of the project does not guarantee structural safety or engineering soundness. I understand that approval must be received before any work on the proposed project begins. I understand that proper drainage away from my foundation is required and that I not impede proper drainage on my lot or surrounding lots. Upon completion of the project, I will notify the ACC of completion so that the finished project may be inspected. I will get necessary permits and provide copies to the ACC. I am also aware that approval of my request by the ACC in no way supersedes building codes or permits required by the Jefferson County Planning and Zoning or Building Departments.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Columbine Knolls South/Estates  
Architectural Control Committee  
Neighbors Signatures**

Name \_\_\_\_\_ Address \_\_\_\_\_

Project \_\_\_\_\_

The ACC needs to know that the proposed project has been discussed with adjacent neighbors (front, behind and both sides) who will be able to see your project from their property. Use a continuation sheet if more than four adjacent neighbors will view your proposed project. Please be sure you show them your detailed plans for your proposed project. This does not mean that neighbors must approve your proposal. Please ask them if they have any objections to your project and please note below. We believe that getting neighbor input can reduce complaints or conflicts that might surface after a project is completed. Being listed here does NOT indicate **approval or disapproval** of the project. It merely indicates that neighbors have been shown and reviewed the proposed project.

*Neighbors who have objections to the proposed work should: Talk to the homeowners proposing to do the work or notify any Board member immediately to raise your concerns/objections about the project.*

I understand the project proposed by my neighbor as listed above.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Homeowner – Did any neighbors express concerns or have objections to your project?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ ACC Signature \_\_\_\_\_ Date \_\_\_\_\_

**Columbine Knolls South/Estates  
Architectural Control Committee  
Project Request Results Letter**

Date \_\_\_\_\_

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

Address \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for submitting your Project Request Forms to the Architectural Control Committee (ACC). The ACC has reviewed your project and taken the following action:

\_\_\_\_ Request approved

\_\_\_\_ Request has been approved contingent upon the owner providing a permit from Jefferson County. **Please mail copy of the permit to CKS/E ACC, P.O. Box 620271, Littleton, CO 80162-0271.**

\_\_\_\_ Request disapproved \_\_\_\_\_

\_\_\_\_ Please notify ACC when the project has been completed. ACC will conduct a site inspection to verify that it meets the approved plans. **Please mail notification to CKS/E ACC, P.O. Box 620271, Littleton, CO 80162-0271 when project has been completed.**

Thank you for doing your part in maintaining our neighborhood.

Sincerely,

Board Officer or ACC Chairperson