

Discovery Heights Owners Association

Design Review Application

Instructions

All modifications to the exterior of your home, outbuildings or grounds require written approval from the DHOA Architectural Design Review Committee. Failure to obtain approval prior to beginning a project may or failure to complete a project according to the approved plan may result in a fine, order to return the property to its former condition or make modifications.

Application and project process:

1. Complete the Design Review Application.
2. Complete the detailed application form specific to the type of project. These forms contain instructions, additional details and requirements. For complex projects or those without a specific form, a letter with supporting documents may be submitted. All applications should contain as much detail as possible in order to speed review and approval. The appropriate level of detail required in the application is similar to that which a homeowner would provide to a contractor to complete the job.
3. Specific application forms available:
 - a. Painting
 - b. Fencing
 - c. Satellite Dish or Exterior Antenna
 - d. Landscape or Rock Gardens
 - e. Shed or Outbuilding
 - f. Retaining Wall, Planters or Statuary
4. Submit all documents, review fee and attachments required in the application instructions to the Association Manager in person or by mail.
5. A design review fee of \$50 is required for all exterior projects.
6. The homeowner may apply for an expedited review to receive a decision within seven (7) days. An expedited review fee of \$50 must accompany the application. Complex projects or those requiring the homeowner provide additional details to complete the application may take longer than 7 days to consider.
7. The Association Manager will review the application for completeness but will not submit the application for consideration by the DHOA Design Review Committee until the application contains all needed information.

8. The DHOA Design Review Committee will review the application and render a decision within 45 days. In most cases with a detailed application, approval is provided in 1-2 weeks.
9. Application approvals will specify any additional conditions that must be followed.
10. Once an application has been approved, the homeowner must not vary from the approved plan. If a change is needed or desired, the homeowner must notify the Association Manager and file an amended application for consideration prior to initiating any changes. Projects not completed to plan may be ordered removed or modified.
11. Upon completion of the project, the homeowner must notify the Association Manager that the project is complete and arrange for a final inspection.

Avoid approval delays, fees and fines by submitting a detailed plan, completing the project as approved and keeping the Association Manager apprised of the project status.

What is covered in the design review fee:

- Administrative cost of processing the application and tracking your project
- One (1) inspection by the association manager upon completion of the project.
- Follow-up paperwork and closeout of the project by the Association Manager

What to expect from an on-site inspection:

- The Association Manager will schedule an appointment with the homeowner to inspect the project for compliance with the approved plan.
- The Association Manager will note any deficiencies from the approved plan and provide the homeowner a list of items to correct.
- The homeowner must notify the Association manager when the deficiencies are corrected. If another on-site inspection is required, an additional inspection fee may apply.

Design Review Application

Approval Conditions:

Post-job inspection:

Owner Name	
Property Address	
1st On-Site Review Date Inspected: _____	Project complete and to specifications <input type="checkbox"/> Yes <input type="checkbox"/> No
Deficiencies Noted:	<u>Note:</u> An additional \$50 Inspection Fee will be charged to the unit owner for a follow-up inspection. <hr/> <hr/> <hr/> <hr/>
2nd On-Site Review Date Inspected: _____	Project complete and to specifications <input type="checkbox"/> Yes <input type="checkbox"/> No
Deficiencies Noted:	<u>Note:</u> An additional \$50 Inspection Fee will be charged to the unit owner for a follow-up inspection. <hr/> <hr/> <hr/>

<input type="checkbox"/> Final Project Complete	Signature	Printed Name	Date
Notes:			

Landscaping or Rock Gardens Application

Owner Name	
Property Address	
Attach	Design Review Application, this application, as-built survey, \$50.00 application fee and documents as required below.

Landscaping changes should be explained in a detailed letter with accompanying landscape plan. All changes and plant locations should be indicated. Indicate trees or bushes with a circle containing the letter (E) for evergreen, (D) for deciduous and (S) for shrub. Planters, retaining walls, statuary, etc. should be properly indicated and include appropriate details on materials, etc.

Guidelines:

If rock(s) are part of your landscaping plan, please indicate size of rocks and overall distribution of them (percentage of yard containing rocks). An all rock or wild, “natural” lawn is not permitted.

The front portion of a lot for the purpose of satisfying declaration minimum landscaping requirements shall be limited to the area between the front of the building and the front property line. The property line is usually located 30 ft. from the centerline of the street. No planters, trees, bushes or rocks are allowed in the front yard within thirty feet from the centerline of the roadway. Flowers or low plants are acceptable. Any encroachment into this area will require a Municipal permit.

Minimum landscaping requirements by subdivision phase (numbers and heights):

<u>Subdivision</u>	<u>Evergreens</u>	<u>Deciduous</u>	<u>Shrubs</u>
Discovery Heights 1 & 2	(3) Six feet in height	(2) Eight feet in height	(4) Two feet in height
Discovery Heights 3 & 5	(2) Six feet in height	(1) Eight feet in height	(4) Two feet in height

Owner Signature

Printed Name

Date