

**Creekside I Homeowners' Association  
Design Review Committee  
Project Submission Form (PSF)**

**Purpose:**

To ensure architectural homogeneity and quality within the Creekside I Homeowners' Association (Creekside) as specified by our Covenants.

All Creekside properties are subject to the rules as set forth in the Creekside Covenants. As per the Covenants, all new exterior construction/landscaping needs to be reviewed and approved by the Design Review Committee (DRC). Please complete this form and submit it to the Committee for review and approval.

An approved PSF must be obtained and kept on record by the homeowner for all new exterior construction, alternations and landscaping changes to architectural character of the property. Please keep the approved PSF copy with your important documents. **It is the responsibility of the homeowner to obtain all other necessary documents and permits prior to construction.** The DRC will review and return either approval or disapproval, with notations/conditions for all PSFs within about 45 days of receipt.

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***The following section to be completed by property owner:***

PSF Submittal Date: \_\_\_\_\_

Project Location and Homeowner (Applicant) Contact Information:

Name of Homeowner: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Cell) (Home)

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

Approximate Start Date: \_\_\_\_\_

Approximate Completion Date: \_\_\_\_\_

Project Description: ***(Please DO NOT state "See Attached")***

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Please provide a project site plan drawn to scale. Depending on the scope of the Project, it could consist of a hand drawing to architectural renderings. All site plans should include dimensions, location, types of materials, etc., as required by the Covenants. Complex projects may require submission of plans and specifications by certified and licensed professionals.

Who will be performing the work?

Homeowner: \_\_\_\_\_

Builder: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Builder Phone Number: \_\_\_\_\_

Building Permit required?       Yes       No

Construction of any new building, addition to existing building or trees to be planted within five feet (5') of side property line or twenty feet (20') of rear property line must have this section completed.

Please provide a list of the contiguous neighbors whose property is adjacent to the subject property. Their signatures of approval and response to your project will help Creekside make a speedier evaluation. **Opposition by neighbors is not grounds for denial of project.**

\_\_\_\_\_  
1) Name, Address, Phone Number

In Favor     Opposed    Notes: \_\_\_\_\_

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

\_\_\_\_\_  
2) Name, Address, Phone Number

In Favor     Opposed    Notes: \_\_\_\_\_

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

\_\_\_\_\_  
3) Name, Address, Phone Number

In Favor     Opposed    Notes: \_\_\_\_\_

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

\_\_\_\_\_  
4) Name, Address, Phone Number

In Favor     Opposed    Notes: \_\_\_\_\_

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

If approved, the homeowner acknowledges that this approval only applies to the Project as described within. Any variation from the Project as described within this PSF may be a violation of Creekside Covenants. The homeowner understands that if they violate this agreement they may be exposing themselves to litigation and correction action as well as Creekside attorney's fees. This completed document serves as the homeowner's official Project Submission Form and Creekside's official written approval or disapproval document. **This PSF is valid for one year from approval date.** If Project is not completed within one year of approval date, renewal of the PSF is necessary. **It is the responsibility of the homeowner to acquire all necessary building permits and adhere to City of Longmont regulations.** Please keep the approved PSF with your important documents. Upon request by current or future Creekside Boards, the homeowner has the duty to provide a complete copy of this PSF for review by the Board. The PSF should be transferred to the new owners upon sale of the property.

Thank you for your cooperation.

Creekside I Homeowners' Association

**Homeowner Signatures and Date:**

I/we understand and will comply with all the above conditions of the Project Submission Form:

Homeowner Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Project Submission Form is not valid until the Original and a Copy is received by and signed by the Secretary of the Board. *(The Original is kept by the Creekside I Homeowners Association; a Copy is kept by the applicant.)*

Please email this form and any photos, drawings, plot plans and specifications to:  
[Architecture@Creeksideneighborhood.com](mailto:Architecture@Creeksideneighborhood.com)

If sending by mail, mail to:

Creekside I Homeowners' Association  
C/O Design Review Committee  
P.O. Box 2510  
Longmont, CO 80502

**This Page To Be Completed By The Creekside HOA**

PSF Receipt Date: \_\_\_\_\_

Approved       Denied       Conditionally Approved

PSF Approval Date: \_\_\_\_\_ This PSF is valid for one year from approval date.

All projects must be completed within one year of PSF approval date.

The Project Submission Form is approved subject to the following notations/conditions:

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- Written Approval must be received before any building or construction can commence. Approval does not constitute City Building Department Approval.
- Applicant agrees to obtain necessary City Building Permit prior to commencement of work.
- Failure to comply with all requirements will result in withdrawal of approval. Approval does not guarantee structural safety, engineering soundness or compliance with applicable codes.
- Applicant agrees not to alter existing drainage patterns on lot without the expressed approval of the DRC.
- Any time during Project applicant agrees to comply with request to enter property for inspection/additional information and upon completion to immediately notify DRC and authorize it to enter onto property for final inspection. Failure to do so shall result in withdrawal of approval.
- Failure to start or complete improvement within time specified on application shall result in withdrawal of approval unless an extension is requested and approved in writing.

**Design Review Committee:**     **Approved**     **Denied**    **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Design Review Chairman**

**Approval of this project is valid for 1 year from the date of approval. Project must be completed within this time period. Please contact the Design Review Committee if you need to get an extension or reapply for new approval.**