

**Hollow Creek HOA**  
**Architecture and Landscape Request**

The purpose of this form is to allow the approval process on home and site improvements submitted to the Architectural Control Committee (ACC). The committee suggests that you review your Covenants and familiarize yourself with conditions and restrictions set forth, as they may apply to your home. Please complete this form and submit with your plans or drawings. Form can be emailed to info@highplainshoa.com or mailed to PO Box 898, Clifton, CO 81520.

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

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

Type of Project: \_\_\_\_\_

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**Project Information Required for Submittal**

**Structures:**

- \_\_\_\_\_ Date on Drawing
- \_\_\_\_\_ A plot plan or drawing with appropriate dimensions/scale of structure
- \_\_\_\_\_ Setback distances (check with the City Planning Department for property setback requirements)
- \_\_\_\_\_ Description of materials to be used (Provide color samples paint, siding, brick, stucco, shingles):  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Proposed starting date of construction: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

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**Fences/Landscaping:**

- \_\_\_\_\_ Submit drawing with heights and location of fence/landscaping on property.
- \_\_\_\_\_ Types of materials to be uses:  
\_\_\_\_\_  
\_\_\_\_\_

**Changing Colors:** (Approval needed by ACC only if you are changing the color of your home. Allow at least 5 days for approval.)

- \_\_\_\_\_ Paint chip (minimum 2 square inches)
- \_\_\_\_\_ Date paint chip received by ACC member.

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**Note:** to seek approval for all structural improvements, this completed form and plans must be submitted to Management Company. The committee has up to 15 days to approve or disapprove plans/drawings/requests. Further submittal may be necessary for approval of City Building/Planning Departments to assure that permits are issued, and proper codes and regulations are met by homeowner.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Architectural Control Committee Member Signature:** \_\_\_\_\_

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