



ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM

INSTRUCTIONS

1. Read this page, the ACC Process Policy and corresponding Policy before submitting your ACC Request Form. *The ACC Process Policy and all ACC Specific Policies can be found on the ACC page of the website, www.rockcreekhoa.com/ACC, or in the Homeowner portal under documents.*
2. Read and complete the Homeowner section at the bottom of this page.
3. Complete page 2 and gather all required documentation. Documentation required is listed in each ACC Policy.
4. Complete page 3 for Exterior Painting Requests.
5. Email complete Request Form to manager@rockcreekhoa.com, including:
 - a. Page 1 and 2 of Request form, initialed and signed
 - b. All supporting documentation required per the policy
 - c. Plot Plan (also called Improvement Location Certificate (ILC))– obtained from the Town of Superior Building Department (303-381-2028) for the following requests:
 - i. Plot Plans required for Arbors, Basketball Hoops/Sport Courts, Deck/Patio/Pergola/Gazebo, Deck/Patio Cover, Driveway/Walkway, Sheds and Structures, Landscaping, and Fencing requests
 - ii. Improvement plans must be drawn to scale with all appropriate dimensions related to your project
 - d. Photographs of home and all areas where improvements are proposed
 - e. Product specification sheets with photos of products

The Architectural Control Committee has 45 days to review an ACC Request. The clock begins once the request is confirmed complete with all supporting documentation by management.

Homeowner Acknowledgement:

_____(Initial) I understand that I must receive the advanced written approval for the ACC for all exterior work to proceed.

_____(Initial) I understand that ACC approval does not constitute approval by the local building department and that I may be required to obtain a building permit. I understand that I am responsible for researching if a building permit is required by the Town of Superior. I agree to follow all Town of Superior code and requirements, and those of other applicable higher jurisdictions (county/state/federal). I also understand that approval of the Town of Superior, or the granting of a building permit does not constitute approval by the ACC. The Town of Superior and the HOA have separate jurisdictions.

_____(Initial) I have read the ACC Process Policy and specific Project Policy or Declaration Article that relates to my requested improvement.

_____(Initial) I understand that additional information may be requested at any time.



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Name:
Property Address:
City/State/Zip:
Mailing Address (if different than property address):
City/State/Zip:
Email:
Phone:

TYPE OF IMPROVEMENT REQUESTED (Check One):

- | | |
|--|--|
| ☐ Arbor | ☐ Garage Doors |
| ☐ Basketball Hoop/Sport Court | ☐ Home Addition/Expansion |
| ☐ Deck/Patio Cover | ☐ Landscaping |
| ☐ Deck/Patio/Pergola/Gazebo | ☐ Outdoor Play Equipment |
| ☐ Doors | ☐ Radon Mitigation System |
| ☐ Driveway/Walkway | ☐ Roof |
| ☐ Exterior Painting | ☐ Pool/Sauna/Hot Tub |
| ☐ Exterior Finishes | ☐ Solar Energy System |
| ☐ Fencing | |

DESCRIPTION: Include a general description of project, including building material type, colors, and any other pertinent information.

INCLUDED DOCUMENTS (check all that apply):

- | | |
|--|---|
| ☐ Plot Plan (project drawn to scale w/dimensions) | ☐ Product Spec Sheet |
| ☐ Drawings | ☐ Aerial and Street Renderings (Solar) |
| ☐ Current photos | ☐ Signed Policy (Solar) |
| ☐ Photos/examples of new items | ☐ Request Page 3 (Exterior Painting) |
| ☐ Neighbor written approval (as requested) | ☐ Other_____ |

By signing this form, I'm acknowledging that I have read and understand the terms of my ACC Request.

Homeowner (Print)

Homeowner Signature

Date



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EXTERIOR PAINT REQUEST DETAILS PAGE

Based on the color palette you select—whether from the RCHOA Color Book or a custom color palette—the ACC must be able to clearly identify where each color will be applied on the body, trim, doors, shutters, accents, and any other painted surfaces included in the ACC Request.

MAIN COLOR CHOICES

Main Area	Paint Manufacturer and Color Name and Number <i>e.g. Sherwin Williams Dorian Gray SW7017</i>
Color Book or Custom Color (circle one)	Color Book Color Scheme #
Body Color	
Trim	
Accent	

DETAILED COLOR CHOICES

Detailed Area (color choice allowed)	Color Name (n/a if does not apply)
Body Color 1 (body)	
Body Color 2 (only homes with specific arch features)	
Window and Door Trim (trim)	
Fascia (trim, body or blend w/roof)	
Soffits (body or trim color)	
Garage Doors (body, trim, other neutral color or wood) Reference the RCHOA Garage Door Policy	
Corner Boards (body, trim)	
Decorative Moldings (body, trim, accent)	
Architectural Bands (body, trim)	
Front Entry Doors (accent or wood)	
Shutters (accent)	
Gutters & Downspouts (trim, fascia, body or blend w/roof)	

_____ (initial) The ACC reserves the right to require modifications of color placement where a design results in excessive visual fragmentation, inconsistency, or is otherwise inconsistent with the architectural standards and character of the Rock Creek community.