



Bent Tree Architectural Control Committee

SUBMISSION FOR CHANGE APPLICATION



Date: _____ **please PRINT**

Name: _____

Address: _____

Lot No. _____

Telephone: _____

Email: _____

Return to: **BTACC Chairman**
P. O. Box 2631
Monument CO, 80132

**To save time and facilitate the review process,
 please follow these steps:**

Step #1

Read the Covenants . . . they will be enforced!
 Call an ACC member if you have any questions on how to proceed.

Article 10 Architectural Control and Design governs the ACC.

Step #2

Complete pages #1 of this application form and sign here:

Property owner has read and will abide by all Bent Tree Protective Covenants, Rules and Regulations pertaining to this project.

X _____ Date: _____
 Homeowner

Step #3

Attach complete plans and description for the proposed change or improvement to this form, **pages 1&2.**
 (get your contractor to draw required plans)

Step #4

Submit the entire packet

The ACC has 30 days from the date of acknowledged receipt of all the required materials to the members of the committee to produce a written statement of all action required. Plan on the Committee taking the full 30 day review.

Change Requested:

I request the following change be made:

{Committee response on page #2 of this form}
 Within 30 days of receiving complete package

Office Use Only

Date Received: _____ Assessments Current: Y N _____

Submission complete and forwarded for Committee review/action on: _____

Submission incomplete and returned to homeowner requesting additional information on: _____

Committee Review:

Board Action:

Response Sent:

Final Inspection: _____ By: _____

Step#5 - Response

It shall be the duty of the Architectural Control Committee to determine that all structures, improvements, construction, decoration, and landscaping on the Property are compatible to and harmonize with the existing surroundings and structures.

BTACC Decision Approvals

Committee Decision:

Committee Signatures (2 of 3 Members):

- Approved as Submitted
- Approved with General Requirements
- Approved with Stipulations & General Requirements
- Partial Approval with Stipulations & General Requirements
- Not Approved
- Incomplete Application Package

1) _____

2) _____

Please submit: _____

General Requirements:

- Notification of adjacent and all line-of-sight homeowners.
- Secure Building Permit from Regional Building Department.
- Contact Landscape Contractor to locate sprinkler lines before any digging.
- Approved changes must commence within 6 months from approval date.

Approved with Stipulation

Stipulation: _____

Partial Approval with Stipulations:

Stipulation: _____

Not Approved:

Change(s)/Reason: _____
