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You should get three pages;
the memorandum, the ACC form and the instructions.



Architectural Improvement Request Form Memorandum

Please take the time to read the instruction page for the Architectural Improvement Request Form.

ACC requests must have the appropriate supporting documentation as described on the instruction page. Incomplete requests will be returned to the homeowner, delaying the review process.

Repainting or restaining your house (trim and/or field colors) even when using the same colors requires the submission of an Architectural Improvement Request Form and color chips (paint samples) to the ACC.

Plan well in advance. Per the governing documents, the ACC has 45 days to review your request. Most requests are handled in 7 to 10 business days. The ACC does not wait for their monthly meeting to review requests. Requests are reviewed throughout the month.

You may mail your request and supporting documentation to:

**The Architectural Control Committee for Piney Creek (ACC)
5800 S. Joplin Way
Centennial, CO 80015**

You may also drop your request off at the Piney Creek clubhouse. If the clubhouse is locked, there is a mail slot through the front glass doors.

Need Help? Call the Community Manager at 303-699-8069

The Community Manager is the administration person for the ACC.
The Community Manager does not approve ACC requests.

ARCHITECTURAL IMPROVEMENT REQUEST FORM

Architectural Control Committee

**Piney Creek Clubhouse
5800 South Joplin Way
Centennial, CO 80015**

Date Received: _____

Date Forwarded to ACC: _____

Applicant Name	Phone
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Address	Subdivision/Filing (i.e. The Ridge)
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Email Address

See instructions and requirements on back of this form.

Proposed improvement: (Describe fully; include paint chips, building materials, landscape plans, fence layout, site plan, elevation drawings, and other plans or brochures as needed. Roofing material warranty of 50 years or more is the standard.)

Planned Completion Date: _____

I understand that I must receive approval from the Architectural Control Committee in order to proceed. I understand ACC approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving approval. I have read the accompanying information and will comply with the community guidelines. I understand that all projects are subject to final inspection by the ACC.

Applicant Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE—COMMITTEE ACTION—TWO SIGNATURES REQUIRED

Action is suspended pending submission of the items listed.

The request is approved as submitted.

The request is approved subject to the requirements stated.

The request is disapproved for reasons stated.

NOTES: Asphalt Roofing Material Warranty = _____ yr. OTHER COMMENT:

Committee Member Signature: _____ Date: _____

Committee Member Signature: _____ Date: _____

How long will the ACC approval/disapproval process take?

Most routine decisions made by the Committee take 7-10 business days. Committee actions require two signatures. You should submit your request to the Community Manager at the clubhouse. The Community Manager coordinates the distribution of the request to the appropriate Committee members. Committee members evaluate applications throughout the month and do not always wait for Committee meetings to render a decision. Requests which may not be routine (i.e. an addition to the house) may require the full 45 day review period as specified in the protective covenants. Please plan well in advance so that the Committee can make informed decisions to the benefit of the entire community.

What do you need to submit?

Along with the Architectural Improvement Request Form, you should also submit any supporting materials including brochures, blue prints, color samples, site plans, elevation drawings, etc., which will best describe your proposal. Incomplete or unclear applications will be returned to the homeowner and will delay the review process. One copy of the application will remain on file with the Committee and one copy, with comments as necessary, will be returned by mail to the applicant indicating the decision of the Committee.

Roofing - All roofs shall be covered with original quality or better materials and which are harmonious with the rest of the Filing; multi-dimensional and multi-layered asphalt products or other high quality materials (tile, slate, etc.) that have discernable width, depth, height and colors which are aged appropriate tones (e.g. weathered wood), typically in 50 year or greater warranty levels* are approvable by the Committee. The Committee may eliminate approval of materials that had previously been allowed, provided that this elimination shall not affect such materials already approved and installed on existing roofs. Homeowners who are considering the use of a low weight concrete tile are advised to seek the advice of a structural engineer in regard to the weight bearing capacity of their existing trusses.

**The Village-Filing #7, Morningside, and Overlook which were constructed originally with 3-tab shingles may be replaced with a similar material to the original, provided it is at least a 40 year asphalt shingle. These must still be approved on a case by case basis.*

Architectural and Landscape Improvements – Submit two (2) copies of a site plan, material descriptions, construction drawings and any elevation drawings which are necessary to adequately explain your improvement. Plans need not be professionally prepared, but must be adequate to fully describe the improvement. Photographs are often helpful. If a manufactured improvement is planned such as, but not limited to, a gazebo, sunporch, awning, storage shed or spa, a manufacturer's brochure should also be submitted.

Painting – Submit paint samples of your requested colors (**even** if repainting in the same color) and describe the colors of the house immediately next door (e.g. light tan base, cream trim). It is preferable that a photograph of your home and each neighbor's be submitted. Touch up painting using the same paint currently on the home does not require pre-approval.

Fencing – All perimeter (lot line) fencing shall be of the approved fencing type only, and may be required to be stained in an approved color. The approved fencing style is that of the perimeter fence bordering the common area throughout the property. All other fences, such as interior fencing to enclose patios, screen trash receptacles, support arbors, etc., shall be of a type, finish, color, etc., compatible with the approved perimeter fencing type and the building architecture. Chain link, barbed wire and concrete block fencing is not allowed.

Mechanical Equipment/Utilities – Air conditioners, heating equipment, etc., shall be installed as an integral part of the architecture whenever possible. Under no circumstances shall these items be roof mounted or located in such a way that they are visible from neighboring properties or public streets.

Play Equipment – May be erected within a fenced or screened area, but shall require the approval of the Committee. Play equipment shall be an appropriate scale and of approved materials and color. Equipment utilizing natural materials (wood vs. metal) is preferred. General guidelines for play equipment are; (1) Structure at the widest points must be a minimum of seven (7) feet from all fence and/or property lines, (2) The peak of the structure may not extend more than four (4) feet above the fence line, (3) Any platform may not extend above the height of the fence line, (4) Screening of the play structure with trees and/or shrubs may be required by the Committee, and (5) A brochure or elevation drawing of the proposed play structure and a site plan showing the proposed location, with measured distances from adjacent lot lines, must accompany the application.

Dog Houses/Runs – Shall be completely screened from the view of adjacent public or private properties and streets, and shall be built from materials compatible with the house. Chain link is not allowed.

Basketball Goals – May be approved by the Committee under the following criteria; (1) Posts must be removable from ground, (2) Portable goal posts are encouraged if properly stored when not in use, (3) House mounted goals must be painted to match the base color of the house, and (4) Written permission from the nearest adjoining neighbor is recommended.

Storage Sheds – All ancillary structures, such as green houses, storage sheds, patio covers, arbors, cabanas, etc., shall be approved by the Committee. Any such structures shall be sited and designed to be compatible with the house and all adjacent houses, fences, etc. In no case shall ancillary structures be located within the setbacks required by the County. General guidelines for storage sheds and ancillary structures are; (1) The shed must have a roof similar to that of the dwelling (i.e. wood shake), (2) The shed must be compatible with the house (i.e. same color/staining and materials as the home – wood siding and/or brick), (3) The shed must reside clear of the setbacks required by the County, and (4) The shed must be free standing, fully enclosing the property bounded by the shed. Metal storage sheds are not allowed.

Additional Information:

- Any approval does not apply to drainage from your lot or neighboring lots. Careful study pertaining to the proper drainage of both irrigation and storm drainage should be made of your and your neighbors' lots by qualified individuals. Maintaining proper drainage is the sole responsibility of the applicant.
- It is the responsibility of the applicant to accurately identify lot lines, property lines, easements and setbacks.
- It is recommended that the homeowner request evidence of insurance (both workmans compensation and liability) from any contractor working on their behalf prior to the performance of services. Homeowners are also advised to obtain a lien waiver from the contractor upon satisfactory completion of work and final payment.
- It is the responsibility of the applicant to insure that all appropriate building permits are applied for and obtained from the local building authority.
- Homeowners should review the Covenants and the Piney Creek Guidelines prior to submitting requests to the Architectural Control Committee.