**Chamonix Vail HOA - Design Review Committee (DRC) Change Application**

The Design Review Committee Change Application has been created to support Article 5: Design Review of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF CHAMONIX VAIL COMMUNITY. There are very few exterior alterations allowed at Chamonix Vail. Those that are allowed must submit this Design Review Committee Change Application.

Applicants shall submit an initial review fee of $100.00 (unless waived by the Board), and the Board may require that the applicant(s) reimburse the Board for the actual expenses incurred by the Board in excess of such fee in the review and approval process (including costs associated with hiring professionals to review such materials on behalf of the Board). These applications will be reviewed and responded to no later than the 14th of each month (for all submissions received by the 1st of the month) by a representative of the HOA Board or our property management company.

Additions to landscaping (plants or trees, specifically) can be approved by the HOA, but they must adhere to our list of approved plantings, as well as meet or exceed the guidelines outlined in the Town of Vail Wildfire Homeowner Protection tips. Any other exterior alterations must first be approved by the HOA. Some additions, such as partitions between units have been vetted with the Town of Vail DRB, and the HOA is pleased to help expedite these types of changes at minimal cost to the owners. This pre-approved addition will not be required to pay the Chamonix Vail Design Review Application fee.

If required by the Town of Vail, HOA approved applications must then be submitted by the homeowner through the Town of Vail’s DRB process ([www.vailgov.com](http://www.vailgov.com)). This includes the addition of hardscaping (patios, pavers), hot tubs, awnings\*, etc., as well as the removal of any trees, shrubs, or other landscaping. Please scan and submit all of the following information via email to ChamonixVailHOA@gmail.com.

Checklist for DRC submittal:

□ $100 Application Fee for any modification outside of those for which the HOA has obtained a pre-approval from the Town of Vail. Checks can be made Chamonix Vail HOA.

□ Change Application form and Neighbor Notification form and response.

□ General site plan including existing elements and proposed changes. *[Please attach a detailed (to scale) drawing or blueprint of your plan(s).]*

□ Photos of existing elements and a set with notations of changes.

□ For approved partitions, owner must provide the specific elevations, locations, confirmation of materials and paint colors (as required by Town of Vail DRB).

\*If there is significant community interest, the HOA will consider submitting an application to the Town DRB for a blanket approval of certain exterior alterations

**Partitions** – Application fee waived. The HOA has provided an approved plan for partitions between units. Colors must adhere to TOV DRB requirements, and an updated plan with detailed dimensions must be provided.

**Landscape Additions** – Provide a new landscape plan on a site plan to scale that clearly shows setbacks, multi-family building, location, specifications, existing items, proposed items and any new materials.

**Chamonix Vail HOA - Design Review Change Application**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_ State\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_

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

Nature of Change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In accordance to article 5 of the Chamonix Vail Declaration of covenants, conditions, conditions and restrictions of Chamonix Vail Community, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit: I agree to pay the administration cost of $100.00 to compile, review, process and approve or deny my request.**

I understand that under the declaration and the rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.

2. All work will be done at my expense and all future upkeep will remain at my expense (if warranted, drip-line irrigation can be added to existing HOA irrigation and supported by the annual landscaping company).

3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.

4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.

5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.

7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Chamonix Vail HOA, its board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors’ or its designated committee’s approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

8. The contractor performing work is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. If approved by the fourteenth (14th) of the month, the work would start on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and would be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SIGNATURE OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_ Date Received by Chamonix Vail HOA DRC \_\_\_\_\_\_\_\_\_\_

**DRC Neighbor Notification**

At the time that plans for any construction or changes on a property are submitted for DRC review, the applicantis responsible for notifying all other owners in the same multi-family building, and from the closest neighbors in the next building. Please list the affected neighbors’ contact information below, as well as any comments that they have offered.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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