

# TRAILCREST

## Homeowners Association

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### Design Review and Approval Request Form

**Any improvements requiring design review will require and will be preceded by the submission and approval of this form. Any project started without an approval is in violation of the TrailCrest HOA CC&Rs.**

DATE

HOMEOWNER NAME

ADDRESS

PHONE

EMAIL

PROPOSED START DATE

PROPOSED ENDING DATE

Please describe the nature of the changes or improvements for which you seek design review and approval. Please be as specific as possible (drawings with dimensions, location on lot, materials to be used, photographs of similar projects, colors, etc.). Use additional paper if needed.

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Does this project require a building permit?     Yes     No    (Please check one)

If a general contractor or major subcontractor is to be used, please list the name and address:

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Please note enclosures: \_\_\_\_\_

It is required that you notify all adjacent neighbors of your upcoming project. Please list addresses of residents and how you notified them: \_\_\_\_\_

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**Please attach other appropriate information such as plot plan (required for exterior additions/modifications of the building's foot print, landscaping, fencing, and/or outbuildings), elevations, pictures, brochures, architectural plans, etc. Include dimensions, lot line set backs, color choices, etc. to make sure that there is enough information to properly evaluate the project.**

Please return this form to Riverside Management Company, 8919 W. Ardene Street, Boise, Idaho 83709 / Fax 208.378.7676 / email [riversideboise@aol.com](mailto:riversideboise@aol.com)