

# Outline of the Approval Process

The Canterbury Homeowners Association's (CHOA) intention is always to balance the communities desire to have the architectural guidelines of the Canterbury Homeowners Association Covenants upheld while serving the individuals desires to make changes or improve their residence. In order to accomplish these goals in a timely and efficient manner, the CHOA has streamlined and outlined the approval/denial process, which consists of 5 steps.

## 1. Submission\*

The homeowner submits the completed Project Submission Form and site plan by mail to the **CHOA P.O. Box 621382 Littleton, CO 80162**. Members of the board will meet to review the application and site plan.

## 2. Site Visit

One or more members of the Architectural Control Committee (ACC) will go to the homeowner's property to view the project. The site visit is a major portion of the approval process, allowing the ACC to visualize the project and the homeowner's desire to expedite the approval process by being available to answer questions, point out details of the project, and address any issues or concerns of the CHOA.

## 3. Clarification And Consideration

During or after the site visit the ACC and homeowner may have discussed issues that need further consideration or clarification. There maybe changes to the original plan that need to be addressed. If all issues have been resubmitted, clarified or resolved the ACC will discuss the project in regard to approval or disapproval. During this time the homeowner should have a good idea of how the approval is shaping up.

## 4. Approval

Members of the ACC will discuss and agree by majority vote to approve or disapprove the project.

**Approval** – the approval will outline what is being approved and the homeowner will sign the document acknowledging their understanding of the approval. A copy of the signed document will be retained by the CHOA.

**Disapproval** – the document will outline why the project has been disapproved. If possible, it may outline what steps can be undertaken to bring the project to approval. You also may appeal to the CHOA Board to appeal a disapproval.

## 5. Follow-up

During the project, or following completion of the project the ACC will visit the site to verify that the project follows the approval that was granted.

# Frequently Asked Questions

## **How long will the CHOA take to approve my project?**

The ACC is dedicated to a fast approval or denial process. We are here to help you get your project completed in a timely manner. The better prepared the homeowner is the faster the process can work. While 30 days is the norm the board is willing to work with homeowners who have timetables that may require a quicker turn around.

## **What usually slows down the approval process?**

Unfortunately, it is usually the homeowner, being unprepared. Not having a completely filled out submission form, or a sub-standard site plan, or not having informed the neighbors are common causes of delays.

## **Speaking of site plans, how professional does it need to be?**

Depending on the scope of the project it could be as simple as a hand drawing, to architectural renderings or 3D models for home additions. Better site plans make for easier and quicker approvals. Any site plan should be drawn to scale.

## **Do I really need to speak to all my neighbors?**

Yes, it is an important part of the approval process. The worst thing to happen is having your project just about to be approved and then having a neighbor grind it to a halt. By speaking to them early in the process we get all the issues out in the open early.

## **Will a neighbor's opposition to my project cause it to not get approved?**

Yes, it may. Often a neighbor just needs some clarification or details to satisfy them, but your neighbor's approval is a requirement. The ACC takes all issues presented into consideration on all approvals. The ACC's procedures are strictly defined by the board and must be followed by the ACC. However, you may appeal to the board for approval.

## **I have a contractor involved, who submits the forms for approval?**

It is the homeowner's responsibility to submit the form and receive approval. You have agreed to the Canterbury Homeowners Association Covenants when you purchased your home, and therefore are ultimately responsible to receive approval. A good contractor will not begin work on a project without a copy of the approval letter to protect him from litigation.

## **When should I get a building permit from Jefferson County?**

You need your approval from the ACC before you or your contractor applies for a county building permit. The ACC will suggest the departments you need to contact at the county.

## **Do I just submit and wait for your approval? What if it comes back disapproved?**

The process is one of communication, the board would have a hard time trying to process your application without speaking to you, and so you will be in contact and aware of any issues as they come up.

## **I'm not a paying member of the homeowners association; do I still need an approval?**

Yes, every household in the subdivision whether you are a paying member or not, is still bound to abide by the Canterbury Homeowners Association Covenants. Actually the protection your home's value receives by this process is a prime reason to join the association and be a dues paying member.

## **What types of projects require approval from the CHOA?**

Just about any outside project that will affect the looks of your home or impacts a neighbor. Sheds, landscaping, concrete driveway work, home additions, decks, fences, and some roofs are

just a few of the projects that require approval. If you are in doubt contact the ACC for clarification.