

**The Aurora Highlands  
Initial Design, or Improvement/Modification Request Form**

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The following type of improvement/modification/design change is requested (check applicable boxes):

- Landscaping: Initial/Mod (circle)     Deck/Patio/Slab     Room Addition     Painting     Hot Tub
- Drive/Walk Addition     Fire Place/Pit     Patio Cover/Awning/Gazebo/Accessory Structure
- Satellite/Antenna     Pet Enclosure/Run     Fencing/Side Yard Fencing     Roofing/Solar
- Other \_\_\_\_\_

*Note: If more than one type of improvement is requested, describe the project(s) using additional sheets, as necessary.*

**Describe Improvement:** (also, attach a picture, drawing, or brochure showing the proposed improvement, including a plot plan showing the location and measurements, of the improvement, on the lot and any other items required per the Aurora Highlands Homeowner Handbook, as they may be amended).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completion Deadline:** \_\_\_\_\_

I/We understand that approval of the Design Review Committee (“DRC”) is required before beginning work. I/We also understand that the DRC approval does not constitute approval of the local City/County building departments or any other governmental or private entity and that a building permit or other items may be required. I/We agree to complete all DRC approved improvements promptly after receiving, and consistent with, DRC approval. Completion of the improvement(s) is required by the completion deadline shown above. I/We will immediately report to the DRC any delay in such completion to request an extension, which the DRC may approve or deny in its sole discretion. I/We understand that if there is no written response to this request from the DRC within 30 days the request is **denied**. I/We understand that the modification must be **commenced within 6 months, and initial installation for Landscaping must be installed on the front lot within 60 days** from the date of closing, and 90 days for rear landscaping, or the approval is **rescinded**. The only exception is the Winter Deferral Period. I/We have read these instructions, the Declaration of Covenants, Conditions and Restrictions for The Aurora Highlands, as it may be amended, and the Aurora Highlands Homeowner Handbook, as they may be amended, and shall comply accordingly. Review process begins when a **completed** request is received, to include fee.

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please check box)     Fee of \$150 for Initial Design     Fee of \$50 for Improvement or Modification  
 Fee of \$50 for Variance

**For Internal Use only:**

**DRC ACTION:**     Approved     Approved subject to:     Denied because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRC Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed Request Received on: \_\_\_\_\_ Returned on: \_\_\_\_\_

**Submit to:** The Aurora Highlands c/o Timberline District Consulting, 545 3<sup>rd</sup> Street, Unit 482, Monument, CO 80132, or email to [theaurorahighlands@timberlinedc.com](mailto:theaurorahighlands@timberlinedc.com)