



Property Improvement Application

Date Received: _____

To provide for and protect each individual's homeowner rights and property value, it is required that any SunCrest homeowner considering improvements to their property that modify the exterior of the home or property, including landscaping, submit this APPLICATION, along with design plans, to the Design Review Board (DRB) before initiating work on planned improvements. After a submittal is accepted as complete and according to the design review requirements, the DRB will make every effort to approve or disapprove a submittal within ten (10) business days from submittal acceptance. However, the lack of a response within this time frame shall not be considered approval.

Email your application to **Aimee Toner** at atoner@ccmcnet.com or bring the application to the SunCrest Office.

Mailing Address:

2016 E. Village Green Circle
 Draper, UT 84020

The undersigned lot owner at SunCrest Owners Association (SunCrest) represents and warrants to SunCrest and its Committees that they desire to install an Architectural Improvement to the aforementioned lot. The homeowner has read & understands the Guidelines for Architectural Improvements at SunCrest, and the "Release, Waive & Indemnity" Agreement agrees to be subject to and bound thereby.

Owner's Name: _____ Lot#: _____

Home Phone: _____ Other Phone: _____

SunCrest Property Address: _____

Mailing Address If Different: _____

Email: _____

Project start date: _____ Approximate Completion Date: _____

****Note:** Upon approval, if the work has not commenced within 90 days of the proposed start date, the approval is void, and you must submit another Application & fee for leave to install Architectural Improvement.



What is the nature of the improvement that you propose? (Check all applicable)

- | | | |
|--|--|--|
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Shed | <input type="checkbox"/> Dog Run |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Trash Enclosure | <input type="checkbox"/> Addition to House |
| <input type="checkbox"/> Patio Cover / Trellis | <input type="checkbox"/> Basketball Hoop | <input type="checkbox"/> Design Feature |
| <input type="checkbox"/> Driveway / Parking Addition | <input type="checkbox"/> Cement Pad | <input type="checkbox"/> Solar Panel |
| <input type="checkbox"/> Variance To Design | <input type="checkbox"/> Walkway | <input type="checkbox"/> Other: _____ |

Guidelines

Location Of Improvement (Check all applicable areas)

- | | | | |
|--|--|--|---------------------------------|
| <input type="checkbox"/> Front Of House | <input type="checkbox"/> Back Of House | <input type="checkbox"/> Side Of House | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Driveway | <input type="checkbox"/> Second Story | |
| <input type="checkbox"/> Other (please be specific): _____ | | | |

All Submissions must include the following:

- Plot Plan, drawn to scale that shows all property lines, includes:
- An aerial photo of the street. (Assessor site or Google Maps)
 - show location of the project on the lot
- All dimensions of the improvement
- Type of materials used

Certain projects may need additional information such as:

- Landscaping
 - Drainage and grading plan
 - Plant materials
- Structural Improvements
 - An elevation drawing of each improvement
- Structural Addition (additional room, patio cover, etc.)
 - Requires a building permit from Draper City
 - Example of elevation change to home



Acknowledgment:

This Improvement must be completed within six (6) months of the approval date or the date specified for work to commence. If it is not complete within this time frame, and the Association deems necessary, the Association may complete the improvement and file a lien on the unit for cost of completion.

I understand that the Design Review Board (DRB) will act on this request after its receipt, at the next regular meeting. I also understand that if the required information is not included in this APPLICATION, the DRB may not be able to make a valid judgment and the submittal may be returned for more complete information. I agree not to begin proposed improvement(s) until I have been notified of the Board's decision.

Homeowner Signature

Date of Request

Management Committee Review

Denied: _____

Conditions of Approval or Reason for Denial (if applicable)

**Improvement must meet all applicable State, County & City Ordinances, Codes, and Regulations. Obtain all required state, County & City permits and make all proper filings before beginning any work on your home or lot.



Stamp Required For Approval

