



Water Valley – New Home DRC Application/Approval Form (Exhibit A)

Lot _____ Block _____ Address _____ Plan or reference title _____

Lot owner _____ Phone _____ Email _____

Owner's address _____ City _____ State _____ Zip _____

Builder Name & Address _____ Phone _____ Email _____

Address to send back application submittal reply: Owner's address Owner's email Builder's address Builder's email

Applicants may submit plans for DRC approval with just the \$300.00 DRC check and without Utility & Impact Fees checks. However, we will not pay the fees due to the Town until we have received all checks from the applicant. The Town will not release the permit until they have received payment of the fees due to them.

Requirements to Submit Application for DRC Review (Do not submit incomplete applications)

- \$300.00 DRC review fee in the form of a check made payable to "Water Valley Master Association" (WVMA)
- Building Floor Plans (printed on **11x17** paper only)
- Exterior elevations (printed on **11x17** paper only)
- Site Plan (to scale and as required for town permit submittal)
- Signed *Water Valley Exterior Finishes & Colors Submittal and Approval Form*
- This document must be completed in full and signed by the owner or his/her representative

Check Requirements for Permit Release

- Pay all applicable Water and Sewer Tap fees along with any school impact fees that are applicable to Trollco, Inc.
- Pay the Raw water fee to Water Works Investments
- Pay the Raw Water Irrigation Dedication, meter and meter installation fees to Poudre Tech Metro District.

****Fees vary by location. Current Fee Summary sheets are at the HOA office as well as online at watervalley.com ****

Application Process

1. Completed and signed application along with all required documentation received by Water Valley.
2. WV DRC reviews application and replies within one week (in most cases) to the reply address indicated above.
3. When an application is approved and all fees from the Owner/Builder have been paid to Water Valley, we will then make the required payment to the Town of Windsor.
4. Once the Town receives our check and receives approved reviews from Safebuilt and the Windsor Engineering Department, they will finalize the permit process.
5. Permits may be picked up at the Town Offices. To check on permit status please check the Town's website for directions.

Please note: DRC approval does not convey any responsibility to the DRC regarding your plan's structural integrity nor does it convey that your plans meet the Town of Windsor's code, grading and setback requirements. It is the responsibility of the Builder/Owner to build according to architectural guidelines and requirements, covenants and the Town's building and permit requirements.

Owner or owner's Representative Signature _____ **Date** _____

Printed Name _____

For Office ACC Committee Use Only Date Received: _____ Received By: _____

____ Approved As Submitted DRC Member Signature: _____ Date: _____

____ Approved subject to following requirements: DRC Member Signature: _____ Date: _____

____ Declined for following reason(s): DRC Member Signature: _____ Date: _____

Comments/Requirements: _____
