

CTC 1 OWNERS ASSOCIATION Inc.

Architectural Review Process

Please read the information below and submit the application form beginning on page 2 along with all required documents for review to jkeeley@thkassoc.com . This completed form is required as part of the review process.

The Declaration of Protective Covenants for the Colorado Technological Center states that no improvement shall be commenced, constructed, placed, erected or maintained upon any Building Site, nor shall any exterior addition to or change or alteration thereof be made, unless and until complete construction plans and specifications have first been submitted to and approved in writing by the CTC I Owners Association and the City of Louisville. To comply with this requirement and enforce the covenants, the CTC Owners' Association ("CTCOA") will review your request in accordance with the following procedures.

Applicant shall submit the completed application form, an electronic plan set, and any other accompanying information, (see checklist pg3). The Applicant must also submit payment of the required fees. Fees will be determined as to an assessment of whether the project is (1) a new development or significant modification or (2) minor modifications (generally landscaping or signage). The designation as a "Significant Modification" or "Minor Modification" shall be determined by CTCOA's Manager. An effort will be made to inform the applicant of the decision at the time the application is received, but the designation is subject to change at any time during the review process.

The fee for new development and/or significant modification is \$500.

The fee for minor modifications is \$300.

Once the submittal has been received, and invoice for fees will be sent to the applicant. Once payment is received, the review process will be initiated.

CTCOA will review the request and provide written notice of approval, disapproval, or a request for additional information. All plans and specifications shall be approved or disapproved within fifteen (15) days after the submission of all such pertinent materials and receipt of fee payment. If approval or disapproval is not provided within 15 days of receipt of the submittal, the Applicant may submit a Notice of Nonaction to CTCOA. If approval or disapproval is then not provided within 10 days after receipt of a Notice of Nonaction, then such approval shall not be required, provided that no Improvement which violates any covenants or restrictions shall be made or be allowed to remain. The issuance of a building permit or license, which may be in contravention of the Protective Covenants shall not prevent CTCOA from enforcing these provisions.

Please be sure your application information includes the below information as appropriate.

Architectural Specifications:

___ Type of materials

___ Colors

___ Building Height (Including mechanical units)

___ Mechanical Systems

___ Structural Systems

Site Plan:

___ Location and design of all improvements

___ Setbacks

___ Easements

___ Utilities

___ Fences

___ Retaining Walls

___ Landscaping

___ Streets and roadways

___ Parking Areas, driveways, and curb cuts