



# GRAND ELK OWNERS ASSOCIATION

Design Review Board **Revised October 19, 2020**

## CHANGE REQUEST FOR CURRENT CONSTRUCTION or VARIANCE REQUEST APPLICATION

*This Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.  
Contact RMG to pay \$100 fee on owner portal.*

**TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.**

Submittal Date

Legal Description

Requested by

Owner

Email

Phone

Builder

Email

Phone

### **CHANGE REQUEST FOR CURRENT CONSTRUCTION ONLY (REQUESTING A CHANGE FROM DRB APPROVED PLANS):**

Describe in narrative detail the specific change(s) requested from the approved documents and the reasons for the change.

**VARIANCE REQUEST ONLY:** Describe in narrative detail the specific waiver/variance requested from the Design Guidelines. List the reasons the variance is requested, how it will not detract or negatively impact the subdivision and list specific actions that will mitigate any impacts created by the variance.

Attach additional information, narrative or graphic, which helps further to explain the nature of the request and why it should be granted.

Enclose a check payable to the Grand Elk Owners Association for the minimum review fee of \$100.00. The applicant will be notified of any additional fees relative to the time involved with the review of this request.

Requests will be considered on a case-by-case basis. The fee provided to the GEDRB in regard to the review of the request, regardless of the outcome, shall be borne by the applicant. This fee is in addition to the standard Design Review Fee.

All required items are to be received a minimum of **21 days** before the monthly Design Review Board meetings. Contact Resort Management Group at 970-887-6030 (dial option 4) for a meeting schedule or visit <https://grandelkliving.com/homeowners-association/design-review-board/> Save form and label file with last name, legal description and what is shown in the file. Example: "Jones L 72 Arrowhead Variance."

Email application and required files to [gedrb1@gmail.com](mailto:gedrb1@gmail.com).

### STATEMENT OF RECOGNITION

I have read, understood and affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/company. *Electronic Signatures accepted. Email completed application to [gedrb1@gmail.com](mailto:gedrb1@gmail.com)*

PROPERTY OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_