



GRAND ELK OWNERS ASSOCIATION

Design Review Board

APPLICATION FOR RESIDENTIAL EXTERIOR PAINTING/STAINING OF EXISTING STRUCTURE

See Grand Elk Ranch and Club Design Guidelines and Regulations, Sections 5.12

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.

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

PROJECT LOCATION Lot _____ Village _____ Street Address of Lot _____

PROPERTY OWNER _____ Email _____

Mailing Address _____

Phone _____ Cell _____

The Preliminary Review is typically performed within one week after your **COMPLETE** submission is received. It will detail changes, additions or deficiencies that need to be met before your application will be scheduled for review by the Design Review Board.

Where do you want the Preliminary Review notes sent?

EMAIL ADDRESS REQUIRED: _____

FEES: Refer to Section 8.5 and Appendix D. All Fees and Deposits MUST BE PAID IN FULL on the owner's portal with CFI at time of application submission. The Preliminary Review will not be scheduled if application is incomplete and fees & deposits are unpaid. Applicant/Owner must be current on ALL Grand Elk Owners Association assessments, levies and/or fines.

INSTRUCTIONS ON PAYING FEES & DEPOSITS: Email to drbchair@grandelk.com request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address and type of application (New Construction, Change Request/Variance, Improvement, Paint, etc.)

FEE: \$200 CONFIRMED - PAID ON OWNER PORTAL Date _____

_____ **NO CHANGE FROM CURRENT PAINT/STAIN COLOR** _____ **CHANGE IN PAINT/STAIN COLOR**

FINISH SCHEDULE – LIST OF BUILDING MATERIALS

The Applicant must submit a complete Finish Schedule with a list of Building Materials and Colors (below). Provide physical samples of actual materials (siding, trim, etc.) with each of the appropriate finishes (stain, paint, etc.) applied. Provide a colored photo of the street side of residence to show how materials and colors are currently utilized.

See Appendix E in Guidelines & Regulations for color requirements
(Primary wall stain/paint color must be in the dark tones/shades of the chosen color)

Item	Material (siding, trim, etc.)	Color Name and Reference Number	Manufacturer
Primary Wall Material			
Other Wall Material			
Other Wall Material			
Stucco			
Miscellaneous Accents/Trim			
Window Trim			
Door Trim			
Exterior Doors			
Garage Doors			
Deck Material			
Railings/Balusters			
Fascia			
Soffit			

Attach photos of every side of the structure to be painted/stained to show how materials and colors are currently utilized.

Please submit ELECTRONIC FILES for all items below. Refer to Section 9.2

Completed Application and payment of all Fees & Deposits

Photos of ALL sides of the structure

- All required items are to be received a minimum of **21 days** before the monthly Design Review Board meetings. Visit <https://grandelkliving.com/homeowners-association/design-review-board/> for meeting dates and due dates.
- **Please make sure date of submission, your name, property street address and legal description are on ALL items submitted.**
- Electronic files: Must label file with last name, legal description and what is shown in the file. Example: “**Jones L 72 Arrowhead Site Plan.**” Email required files to drbreview@grandelk.com.
- It is the responsibility of the Builder and/or Owner, Architect, Contractor or Authorized Agent to obtain a current copy of the most recently revised guidelines by visiting <https://grandelkliving.com/homeowners-association/design-review-board/>

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. I further acknowledge that all fees and deposits are paid in full and that all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.

Signed _____

Date _____