

**WOLF CREEK MAINTENANCE CORPORATION**  
**DESIGN REVIEW COMMITTEE APPLICATION**  
**CHECKLIST**

(Owner to Complete)

This checklist must be completed by Owner and be attached to the Design Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. All incomplete submittals will be returned without review by the Design Review Committee.

A description of what must be included on each of the drawings required below may be found in the Design Guidelines.

**PART I - ALL IMPROVEMENTS**

This part lists the submittal requirements for All Improvements which must be included with any and all submittal requests.

- ☐ Completed Design Review Committee Application Form
- ☐ Signed Neighbor Awareness Form
- ☐ Submittal Checklist
- ☐ Plot Plan

**PART II - LANDSCAPE IMPROVEMENTS**

This part must be completed by all applicants for Improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- ☐ Landscape Plan (may be included on plot plan)

**PART III - EXTERIOR IMPROVEMENTS**

This part must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

- ☐ Exterior Elevations
- ☐ Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan).

**PART IV - SPACE IMPROVEMENTS**

This part must be completed for space Improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

- ☐ Exterior Elevations
- ☐ Floor Plans (may be included on plot plan)
- ☐ Building Section(s)
- ☐ Roof Plan

Revised 1/31/07  
Adopted 4/18/05



## Exterior Home Improvements - digital submissions

Avalon Management provides the opportunity to submit applications digitally. Please review the following steps to submit your Architectural (ARC) Request below.

Avalon Portal submission:

1. Avalon – Online Portal. Please visit [www.mywolfcreek.com](http://www.mywolfcreek.com) to create/log on to your account through “My Account”.
2. Once logged into the account you will select “Submit a New Request” located on the bottom of the page. Then select ARC Request.
3. Please make sure you upload the Architectural Home Improvement application and supporting documents before submitting.
4. After submission of the ARC Request you will be able to view your submission, receive updates on the application, leave messages, upload more documents, etc.
5. Please note a common error for all submissions, is file size. The system will not allow submission if the file size exceeds 25MB. If there are any difficulties, you may break up the application into multiple attachments.
6. Having troubles? Please review our Homeowner videos at [www.avalonweb.com](http://www.avalonweb.com). You may also view the link here: <https://www.avalonweb.com/how-to-submit-an-arc-application.html>

Email Submission:

1. Please ensure your Architectural Home Improvement application and supporting documents are complete.
2. Please email [tarc@avalonweb.com](mailto:tarc@avalonweb.com).

Home Improvement applications are available to be digitally filled out. However, the Neighbor Awareness page within the document may need to be printed.

If you need a hard copy please reach out to Management and we can mail you a copy, or you may pick one up at our office located at the address below. A copy may also be obtained at the Wolf Creek Community Center.

*We appreciate your willingness to improve the exterior of your home and look forward to assisting you through the process with the Homeowners Association.*

**WOLF CREEK MAINTENANCE CORPORATION**  
**DESIGN REVIEW COMMITTEE**  
**HOMEOWNER CHECKLIST - POOL/SPA & EQUIPMENT**

This document is being provided to aide Homeowner(s) on what would be required for a complete application to be reviewed by the DRC Committee.

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ 1. Pool site plan to include a Licensed Engineered stamp/seal of review. Please ensure the file is printed clearly and all information is legible. Management recommends a digital copy to be submitted and can be emailed to [tarc@avalonweb.com](mailto:tarc@avalonweb.com).

\_\_\_\_\_ 2. Pool/Spa detail specs. (i.e., coping, tile, decking (concrete stained, brushed etc.), size, features, surface materials, etc. If the Pool site plan does not provide this information, please draft an additional page to include the detail specs as requested.

\_\_\_\_\_ 4. Pool/Spa Equipment location and noise barrier details.

\_\_\_\_\_ 3. Drainage information.

\_\_\_\_\_ 4. Firepits are to be gas/propane operated. Wood burning is not permitted.

\_\_\_\_\_ 5. All landscaping changes will require detailed information. (i.e., dimensions, plant material, ground cover, etc.

\_\_\_\_\_ 6. Any gate changes will require detailed information. Please review the Governing Documents for further information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

WOLF CREEK MAINTENANCE CORPORATION

DESIGN REVIEW COMMITTEE APPLICATION

(Applicant to Complete)

Please complete this request form, the submittal checklist form and attach a copy of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Design Review Committee.

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Mailing Address City Zip  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Home Phone Number Area Code Work Phone Number

Property address (if different than mailing address):  
\_\_\_\_\_

Architect, Engineer or Applicant's Representative: (If applicable)

\_\_\_\_\_  
Contact Company Name

Description of improvements desired - give full details of type and extent of improvements; materials; colors and location on the lot.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WOLF CREEK MAINTENANCE CORPORATION

## NEIGHBOR AWARENESS FORM

(Applicant to Complete)

**NOTE TO APPLICANT-** This form is designed to advise your neighbors that you propose to construct Improvements on your Lot. Affected neighbors (identified by the management company) must sign this form and they may add their comments in the spaces provided below. Each neighbor must also review and initial each set of plans for proposed Improvements.

**NOTE TO NEIGHBORS:** This form is to provide to you notice of a proposed Improvement which may occur on adjacent property. This Neighbor Awareness form is part of the Applicant's request for Design Review Committee approval of proposed Improvements. You should review the plans and other materials provided to you and you should indicate your receipt and review by signing below. Each Owner in the Community is subject to the Community Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for Wolf Creek, which provides that the Committee has the power to review and approve or disapprove all proposed Owner-installed Improvements in the Community. You are encouraged to write your comments concerning the Improvements below. However, please note that your approval or disapproval of the proposal is not a veto power or an approval right. The CC&R's give the Committee the sole power to make the final decision to approve or disapprove the proposed Improvements.

1. \_\_\_\_\_  
Neighbor name and Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

2. \_\_\_\_\_  
Neighbor name and Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

3. \_\_\_\_\_  
Neighbor name and Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

4. \_\_\_\_\_  
Neighbor name and Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AGREE: \_\_\_\_\_ DISAGREE: \_\_\_\_\_

NEIGHBOR COMMENTS (attach additional sheets as necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted 4/18/05

WOLF CREEK MAINTENANCE CORPORATION

DESIGN REVIEW COMMITTEE APPLICATION

(Applicant to Complete)

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Design Review Committee has been received.
2. The "General Conditions of Approval" section of the Design Guidelines shall apply to any approval.

SIGNATURE:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by the Design Review Committee: \_\_\_\_\_ Date: \_\_\_\_\_

(Do Not Write Below Line - To Be Completed By Design Review Committee Only)

Committee Comments:

☐ APPROVED

☐ DISAPPROVED

☐ Incomplete Submittal

☐ Require Additional Information

☐ RETURNED TO APPLICANT/OWNER

Date: \_\_\_\_\_

☐ CONDITIONAL APPROVAL

☐ Community CC&R's

☐ Notes on plans

☐ Appearance Evaluation Review Checklist

☐ Letter dated \_\_\_\_\_

☐ Notes on plans

☐ Neighbor Review Signature

☐ Neighbor Review Signature

COMMITTEE SIGNATURE(S):

Signature

Date

Signature

Date

Signature

Date

# *Wolf Creek Maintenance Corporation*

## **ARCHITECTURAL PROJECT NOTICE OF COMPLETION**

***(Pictures must be submitted with Notice of Completion for Review by the Design Review Committee.)***

Name(s) of Owner: \_\_\_\_\_

Print Name

Print Name

Telephone Number: \_\_\_\_\_

Type of Improvement Completed: \_\_\_\_\_

Project Address: \_\_\_\_\_

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

-----  
For Committee Use

Date of Final Inspection: \_\_\_\_\_

Property is in: \_\_\_\_\_ Compliance \_\_\_\_\_ Non-Compliance

Reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architectural Control Committee Signatures:

Member: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Member: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Member: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date