



## LOT IMPROVEMENT APPLICATION

**Your application must be fully completed with all attachments before it is reviewed.**

Use the attached application for all lot improvement changes to your property and outside of dwelling. The form can be filled out on your computer or tablet, e-mailed, or uploaded. You can sign your application by typing your name or using an electronic signature if your PDF reader application supports it. The committee does not review an application until you have submitted the following:

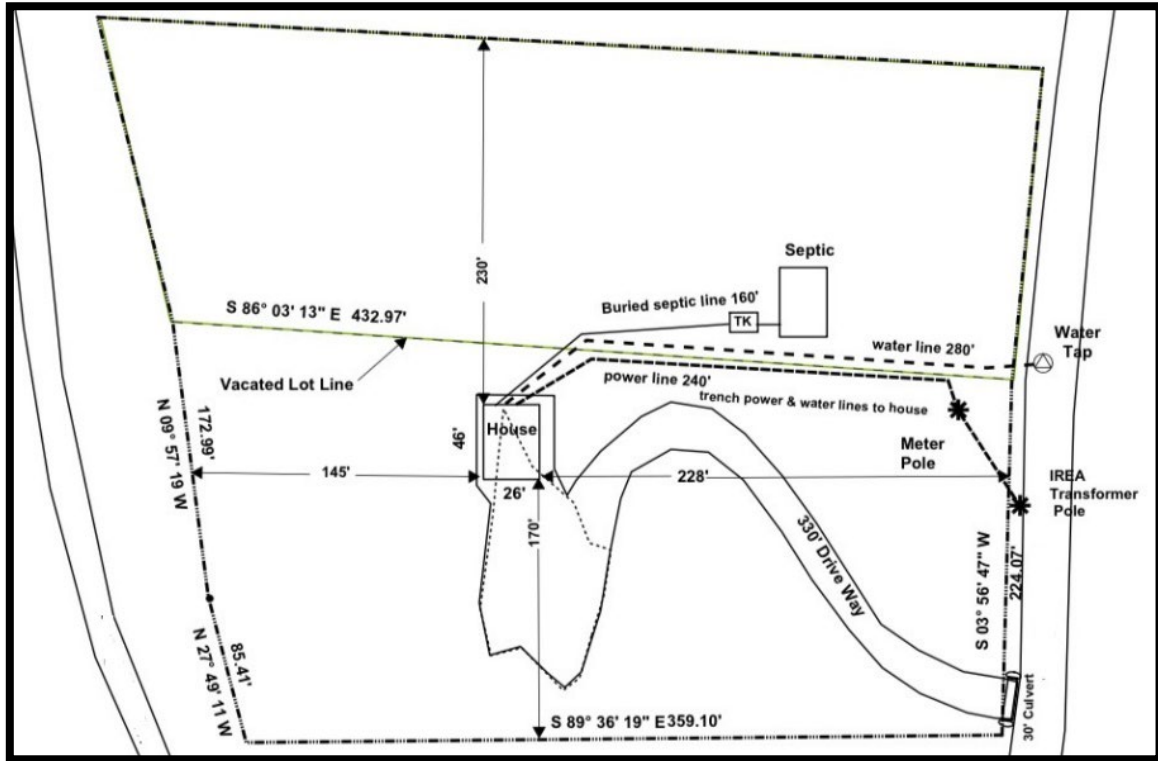
### Check Lists of Requirements for Lot Construction Application and Plot Plan

1. Complete the Lot Construction Application contained in the ACC Packet by filling in all blanks and sign.
2. Prepare and attach a Lot plot plan drawing showing all of the following improvements that are applicable to your project:
  - a. Lot easements and measurements on every plot plan drawing.
  - b. Location of culvert, driveway, and parking on every plot plan drawing.
  - c. Location of utilities, including waterline, electric line, propane tank, propane line.
  - d. Location of Trees to be removed.
  - e. Location of Septic tank and leach field.
  - f. Fencing location and measurements.
  - g. Dwelling, garage and shed location.
  - h. Location of the address sign required by Park County on every plot plan drawing.
  - i. Indicate the setback measurements from all improvements to the sides, rear and roadside property lines and between all structures on the plot plan drawing.

### Check List for Required Attachments to Be Submitted with Application To ACC

Only those attachments that apply to your project need to be submitted. All attachments must be legible and accurate. Plan changes must be resubmitted to the ACC for approval.

1. Completed Lot improvement application
2. Plot plan showing all required information applicable to your project
3. Complete set of house floor plans, include elevation drawings of all sides of the dwelling.
4. Complete set of foundation plans.
5. Complete set of engineered septic plans for an onsite sewage disposal system.
6. Tree removal application including plans for removal of trees from Lot..
7. Color chart indicating siding, trim and roof colors.
8. Signed and Completed Application for water tap permit and contractors information and insurance form. (Found in the Water Policies <https://www.redhillforesthwa.com>) You must follow all RHF Water policies.



**How to Send Your Application and Files**

**Upload:** Via your KC & Associates owner account at <https://kchoa.cincwebaxis.com/>

**E-mail:** Kathy Christensen [kathy.christensen@kchoa.com](mailto:kathy.christensen@kchoa.com)

**Mail Checks:** Attention: Kathy Christensen KC & Associates  
 10106 W. San Juan Way, Suite 210 Littleton, CO 80127

# REDHILL FOREST LOT IMPROVEMENT APPLICATION

Lot # \_\_\_\_\_ Redhill Street Address \_\_\_\_\_ Lot Size \_\_\_\_\_ Date \_\_\_\_\_

OWNER	
Name _____	
Mailing Address _____	
City _____ State _____ Zip _____	
E-mail _____ Cell # _____	

TYPE OF PROJECT(S) (circle all that apply)	
New Residence	RV Pad
Addition	Fence
Remodel	Water Tap
Garage	Tree Removal
Driveway	
Deck	Other
Septic	

BUILDING DESCRIPTION				
Foundation Type _____	Estimated Cost _____	TYPE _____	COLOR _____	ATTACHMENTS _____
# Stories _____	# Bedrooms _____	Siding _____		Plot plan _____
Total SF _____	# Baths _____	Trim _____		Floorplan _____
Finished SF _____	Garage _____	Roof _____		Elevations _____
Main SF _____	Attached/Detached _____			Photos _____
Upper SF _____	Outbuildings _____			Colors _____
# of Trees to be removed: _____				

SETBACKS		
All structures 50' from front property line:	NO _____	YES _____
All structures rear and sides 25' from property line:	NO _____	YES _____
Are all property pins located?	NO _____	YES _____
If <b>NO</b> on any of the above items, please explain: _____		
_____		

PERMITS FROM COUNTY		
Septic	NO _____	YES _____ N/A _____
Building	NO _____	YES _____ N/A _____
Driveway	NO _____	YES _____ N/A _____

BUILDING CONTRACTOR INFORMATION	
Name _____	
Mailing Address _____	
City _____ State _____ Zip _____	
E-mail _____ Cell # _____	

FEES	
HOA Dues	NO _____ YES _____
USAF Paid:	NO _____ YES _____
Tap Fee:	NO _____ YES _____

CONDITIONS FOR APPROVAL/REASON(S) FOR DENIAL
_____
_____
_____
_____

The owner hereby grants ACC access to inspect requested Lot improvements. The inspector must be able to safely access the work to be inspected.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_ ACC Denied by \_\_\_\_\_ Date \_\_\_\_\_

v1.0 Rev 2/2024 Signature (electronic & digital OK) ACC Approved by \_\_\_\_\_ Date \_\_\_\_\_