



Please fill out all requested information. Incomplete submittals may result in delay or denial.

Date: _____

Name of Business: _____

Address: _____

Business Center Name: _____

Setback Required (from property line): _____

SUBMITTAL MUST INCLUDE:

- 10 (ten) 11" x 17" Site Improvement Plan sets*
- 10 (ten) copies of Project Narrative (Notice of Design)*
- 10 (ten) Full Color Architectural Elevation Drawing sets*
- Electronic copy of the materials in a PDF file*
- Materials Board*
- Applicable review fee (check payable to HRCA or can be processed via credit card).**

*Unless otherwise noted after discussions with Community Improvement Services staff- 303-471-8821.

** Review amount to be determined by staff based on scope of project.

Application must be submitted and approved in writing with property manager/landlord/owner's approval and signature.

Applicant Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Property Owner/Manager: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Authorized Signature (Owner/Manager): _____

Submit to Community Improvement Services at CommercialReview@hrcaonline.org or
9568 University Blvd, Highlands Ranch, CO 80126.