



WHMD ARCHITECTURAL DESIGN APPLICATION

NAME OF OWNER(S): _____

ADDRESS OF RESIDENCE: _____ HOME PHONE: (____) _____

WORK: _____ E-MAIL: _____

Please indicate the type of improvement: (Mark with an X) _____ NEW HOME _____ LANDSCAPING

_____ Driveway/Walk Addition _____ Deck/Patio Slab _____ Fencing _____ Patio Cover _____ Shed _____ Painting _____ Roofing

_____ Other (please explain): _____

Describe improvements below: Send in Sketches, drawings, plans, paint swatches, pictures, brochures, etc. with completed ADA.

Mail in ADA, or scan/e-mail to the office or put in black drop box by the WHMD Clubhouse at 6795 Crystal Downs Drive.

District E-mail: manager@windsorhighlandsmetrodistrict.com

DESCRIPTION OF PROPOSED WORK

Applicant agrees and understands that submittal of this application does not fulfill all of the conditions and requirements for an approval. In addition to this completed Architectural Design Application the applicant must submit one set of plans/drawings/sketch of lot/photos with specifications of any improvements or construction showing location, height, width, length, colors, copy of brochure, materials or "information" cut sheets" from the manufacturer. It is especially important to include the location of any improvements in relation to the lot lines and the home. **WHMD Guidelines should be followed.**

Applicant agrees to maintain proper drainage swales on the lot when making any lot/landscape improvements, while keeping in mind the side lot & back lot setbacks, and all utility easements in the lot. Drainage should remain the same or have qualified person sign off on a new drainage plan. Proper drainage is required to handle storm events and irrigation drainage of your lot. Keep proper drainage flows under District fence, do not pile landscape material onto District fence.

Landscape projects; Submit landscape plans/drawings showing the species, size, shape, height, color, and materials, of the proposed landscaping if you can. It is especially important to include the location of any landscape in relation to the lot line and the home. Keeping in mind, trees should be at least 5 feet from property lines and shrubs at least 3 feet from property lines.

Applicant agrees to maintain proper drainage swales on the lot when adding landscape improvements, while keeping in mind side lot, back lot setbacks and all utility easements. Drainage should remain the same or have qualified person sign off on a new drainage plans for your lot. Proper drainage is required to handle storm events and irrigation drainage of your lot.

The Architectural Design committee may require additional information as it deems necessary to make a decision. Until all of the questions are answered and any requested information is submitted, the application will be deemed incomplete, and the application will stand unapproved. It is further agreed that, in the event the application is approved, all maintenance, repair, or replacement of the approved item will be the sole responsibility of the Owner. All work shall be initiated with consideration of the grounds, aesthetics, timing and noise factors. **Applicant understands that all necessary permits and approvals from any municipalities or other jurisdictions are the sole responsibility of the applicant and for approval.**

This approval does not apply to any changes of the drainage on your lot or neighboring lots. Drainage should remain the same or have qualified person sign off on a new drainage plan for your lot. Removal of WHMD fencing or driving on WHMD landscaping is not allowed for access to yard. **No contractor advertising signs allow. Homeowner** will be held responsible for any damage to Windsor Highlands Metro District property.

The signed off ADA should be retained your records and for proof of the submittal and approval of the ADA/plans. No items are returned from the review, except the signed off ADA and documents that can be scanned. Approved work must be completed within 9 months of approval, or you must re-submit and pay review fees, when required. When you call for locates; WHMD will not come out, no Non-potable water lines in your yard.

The ADA approval does not give any type of variance from the covenants and or guidelines.

The undersigned understands and agrees to the above conditions:

Owner's Signature: _____ Date: ____/____/____ Print Name: _____

For Committee Use: Approval: _____ Denied: _____ Approved upon Completion of listed Contingencies: _____ Date: ____/____/____ Signed: _____

General items.

See District guidelines and covenants, which must be followed:

Your ADA is being approved per information provided by you. All exterior projects approved must follow the covenants and guidelines. District management or board members cannot authorize any changes of the covenants and guidelines. **The ADA approval does not give any type of variance from the covenants and or guidelines.** Follow covenants and guidelines on all projects such as off-sets, required drainage, building requirements of homes or any structures on the property such as sheds, playgrounds etc., tree and shrub planting, along with district approved fencing to name a few items. If unsure contact the district.

Keep tree's 5 feet off all property lines. Some areas of the Districts have a minimum tree requirement.

Keep shrubs at least 3 feet from all property lines.

Planter box should be at least 5 feet from fence/property lines. Don't change drainage.

Please make sure lot drainage stays as engineered.

Keep side lot drainage easement clear for over 3 feet.

Fire pit 15 feet away from combustibles, any wood, house, fence etc.

Wood fire pit: You must follow no burn days. Smoke can be an issue for neighbors.

Trampolines and play structures should be anchored down to the ground, due to high winds.

If you put in a new fence, see specs and heights for your area. See wood fence specs, match existing fences.

The District has several fence types that are approved for certain areas, you will normally match back lot fence.

Where your fence connects to District fence, angle fence down to meet to fence height if different sizes.

Do not remove District fence or drive across District property.

As a side note: When you call for locates at 811, most utilities are marked in the front lot.

If you live on a corner lot, sometime utilities will run down the side of the lot, street side.

SHEDS: ACC approval is required. Materials, including siding, roofing, and trim materials, shall be the match as close as possible to the materials as on the exterior of the residence. Rubbermaid, plastic, should be avoided and aluminum sheds are case by case. Sheds shall be allowed only in rear yards. Sheds must be the same color as the exterior of the residence, unless otherwise approved by the ACC. Sheds shall not be more than Nine feet, 11 inches (9'-11") in height at the peak, nor larger than 120 square feet (10' x 12' x 9' 11"). Your shed location should be at least five (5') feet off property lines. The ACC, in reviewing the application for shed approval, shall consider lot grade, lot size, fence locations, landscape screenings, etc., in granting any approvals for a shed. Only one shed will be allowed per Lot. If shed is close to the home fire codes should be followed.

WHMD

**6795 Crystal Downs Drive
Windsor Colorado 80550
Phone: 970-223-5473**

General items.

Please make sure side lot drainage stays the same and you follow all off-sets.

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