

# NEW WINDSOR METROPOLITAN DISTRICT

2619 Canton Court, Suite A  
Fort Collins, CO 80525

## Application for Modifications or Improvements

Send to reviews@ccgcolorado.com

### A. General Information:

Owner's Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### B. My request involves the following type of improvement:

- |   |  |
|---|--|
| <input type="checkbox"/> Landscaping                          | <input type="checkbox"/> Storage shed                    |
| <input type="checkbox"/> Fencing                              | <input type="checkbox"/> Deck / Patio / Slab             |
| <input type="checkbox"/> Drive / Walk addition or improvement | <input type="checkbox"/> Roofing                         |
| <input type="checkbox"/> Basketball backboard / pole          | <input type="checkbox"/> Patio Cover / Awning / Pergola  |
| <input type="checkbox"/> Storm doors                          | <input type="checkbox"/> Painting (please see Section D) |
| <input type="checkbox"/> Room addition                        | <input type="checkbox"/> Other _____                     |

### C. Description of work (include materials, kind, exterior color(s), & location of improvement)

Replacing existing landscaping in front of house. Redoing the dripline as well as replacing the mulch. Please see attached layout. \_\_\_\_\_

### D. Paint form for exterior paint (if applicable)

Please include a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted. Home exterior paint does not need approval for original home colors.

Base / Body	
Trim	
Front Door	
Accent	

### E. Name and contact information of contractor or other owner representatives, if any:

### F. Attachments:

- |   |   |
|---|---|
| <input type="checkbox"/> Color sample / description     | <input type="checkbox"/> Plot plan              |
| <input type="checkbox"/> Specifications (e.g. brochure) | <input type="checkbox"/> Elevation drawings     |
| <input type="checkbox"/> Construction plans             | <input type="checkbox"/> Architectural drawings |
| <input type="checkbox"/> Photographs                    | <input type="checkbox"/> Sample of materials    |
| <input type="checkbox"/> Other _____                    |   |

I understand that I must receive the written approval of the Design Review Committee (DRC) in order to proceed. I understand that the District may request additional information prior to reviewing this request. DRC approval does not constitute approval of the local building or zoning department, drainage design, structural or engineering safety and/or soundness. I understand approval by the DRC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed Improvement being reviewed. I understand the DRC shall not make any investigation into title, ownership, easements, rights-of-way, or other rights appurtenant to property with respect to architectural or landscape requests. I understand that I may be required to obtain building or other permits prior to the commencement of any work. I agree that my failure to obtain required building or other permits/approvals will result in the withdrawal of DRC approval. I understand that it is my responsibility and obligation to obtain all required building permits, to contact Colorado 811 for utility locates, and to construct the Improvement in a workmanlike manner in conformance with all applicable easements, regulations, and building and zoning codes.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or DRC. I understand that the proposed improvement, if approved, will be designed and constructed to conform to the established drainage plan for my Lot and all neighboring Lots, and that no established drainage patterns will be affected by the proposed improvement.

I will not damage or alter District property at any time, and resulting damages may be repaired by the District and my responsibility to pay. Upon completion of my improvement, I hereby authorize the DRC or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of DRC approval. I understand that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the DRC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance. I understand that there shall be no deviations from the plans, specifications, and location approved by the DRC without prior written consent of the DRC. Any variation from the original application must be resubmitted for approval.

I further agree that if, at any time during the process, the DRC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and/or Covenants, I will comply with the request. I agree that my failure to comply with the request shall result in the withdrawal of DRC approval. In addition, I agree that my failure to start or complete the Improvement within the time specified on the application shall result in withdrawal of DRC approval unless an extension is requested in writing and approved in writing.

Planned start date: \_\_\_\_\_ Planned completion date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Your first submittal for a project is no charge and a \$50.00 DRC fee applies for re-submittals.**

**If applicable, I prefer to pay this fee via:**  Check (enclosed)  Check (mailed separately)  Pay via Online Portal  
Make check payable to: New Windsor Metro District

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**Design Review Council**  
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The DRC / Board of Directors, having reviewed the submission above, hereby find that the request is:

- Approved as submitted.
- Approved with the following provisions and/or subject to HOA governing documents: \_\_\_\_\_

\_\_\_\_\_

Must be completed by: \_\_\_\_\_

Further information is requested: \_\_\_\_\_

Denied for the reason(s) stated below:

Improvement does not comply with governing documents: \_\_\_\_\_

Improvement is not reasonably suited for the lot.

Not an approved exterior paint color

Other reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DRC / Board Member / Authorized Representative

\_\_\_\_\_  
Date