



ARCHITECTURAL DESIGN APPLICATION

NAME OF OWNER(S): _____

ADDRESS OF RESIDENCE: _____ HOME PHONE: (970) _____

WORK: _____ E-MAIL: _____

Please indicate the type of improvement: (Mark with an X)

Landscaping Deck/Patio Slab Fencing Patio Cover Drive/Walk Addition Shed Painting Roofing

Other (please explain): _____

Please briefly describe improvement below: Sketches, drawings, plans, brochures, etc., should be attached to this form, as applicable:

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 for, the applicant must submit a set of plans and specifications showing the nature, species, kind, shape, height, color, materials, and locations of the proposed landscaping or architectural alteration. All proposed structures should include either elevation drawing with dimensions and materials or "information cut sheets" from the manufacturer. It is especially important to include the location of the improvement in relation to the lot line and structure. The submission must be in writing and this copy will be retained for the Committee's records. The approval letter, when received from the Committee, should be retained for proof of submittal and approval of plans. The Architectural Design committee may require additional information as it deems necessary to make a decision. Until all of the Committee's questions are answered and any requested information is submitted to the Committee, the application will be deemed incomplete and the application will stand unapproved.

Applicant further agrees and understands that in the event that the Committee approves the modification that they may impose "Special Conditions of Construction" on the approved work. Any special conditions shall be attached and be a part of the approval, any deviation from the approved plans, specifications or special conditions shall cause the approval to terminate and become null and void. You are required to notify the Committee when your work is completed so that this final completion approval can be obtained.

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 municipalities or other jurisdictions whenever are the sole responsibility of the applicant and that approval. Requirements for inspection must be complied with and evidence of said inspection must be provided to the Committee upon completion of the work. This approval does not apply to drainage from your lot or neighboring lots. Qualified individuals should make careful study pertaining to the proper drainage of both irrigation and storm drainage of your lot and your neighbor's lots. Applicant agrees to maintain proper drainage swales on the lot when installing landscape or building improvements, while keeping in mind side lot setbacks and all utility easements. **Removal of Windshire Park Metro District fencing or driving on Windshire Park Metro District landscaping is not allowed for access to yard.** Homeowner will be held responsible for any damage to Windshire Park Metro District property. **Reminder: Keep landscaping of trees and shrubs at least 3 feet away from District fence. The District has to have room for maintenance and staining of the fence. No contractor advertising signs to be placed on property.** Approved work must be completed within 9 months of approval, or you must re-submit and pay review fees, when required.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

Mail, fax and or scan/e-mail to the Districts.

Fax: (970) 225-0054 or e-mail: manager@windshireparkmetrodistrict.com

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

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

REQUIREMENTS FOR ARCHITECTURAL DESIGN REVIEW

1. COMPLETE APPLICATION FORM (Attached below)
2. TWO (2) SETS OF COMPLETE PLANS AND SPECIFICATIONS (1/8" OR 1/4" SCALE) ILLUSTRATING THE FOLLOWING:

A. BUILDING ELEVATIONS WITH EXTERIOR DESIGN INCLUDING EXTERIOR HEIGHT.

1. **ROOF PITCH** MUST BE BETWEEN 6/12 AND 12/12. PORCHES AND SHED ELEMENTS MAY HAVE ROOF PITCHES AS LOW AS 4/12. ANY RESIDENTIAL PLAN SHOULD BE DESIGNED TO LOOK ATTRACTIVE FROM ALL FOUR SIDES. MULTIPLE ROOF PITCHES AND PLANE CHANGES ARE ENCOURAGED.

B. COLORED RENDERING AND MATERIAL PALLET OF EXTERIOR MATERIALS AND COLOR(S).

1. **MUTED EARTHTONES ARE RECOMMENDED.**
2. **MASONRY ACCENTS** ARE RESTRICTED TO STONE, BRICK OR STUCCO (WITH NO ROTTLED PATTERNS) SHALL HAVE THE FOLLOWING REQUIREMENTS:
 - a. MASONRY ACCENTS SHALL BE MANDATORY ON THE FRONT ELEVATION OF ANU RESIDENCE AT A MINIMUM OF 20%
 - b. STONE OR BRICK USED ON THE DRONT ELEVATIONS SHALL BE EXTENDED A MINIMUM OF TWO (2) FEET ON BOTH SIDES OF THE RESIDENCE AT THE SAME HEIGHT AS THE BRICK OR STONE ON THE FRONT.
 - c. LAP BOARD SIDING MUST BE A MAXIMUM EXPOSED BOARD WIDTH OF 9 INCHES. ALL FASCIAS SHALL BE A MINIMUM OF 12 INCHES.
3. **ROOFING MATERIALS** WILL BE RESTRICTED TO TILE, SLATE OR 30 YEAR DIMENSIONAL ASPHALT SHINGLES, CEMENT TILE OR METAL ROOFS MAY BE APPROVED BY THE ACC PROVIDED SUCH MATERIALS ARE NECESSARY TO THE ARCHITEDTURAL STYLE OF THE RESIDENCE AND ARE AN APPROVED COLOR. **STANDARD ASPHALT SHINGLES ARE NOT ACCEPTABLE.**
- 4.

C. FLOOR PLANS.

THE TOTAL SQUARE FEET OF RESIDENCE IS _____ (plans must include area calculations by Architect)
(MINIMUM LIVING AREA EXCLUSIVE OF GARAGES, BALCONIES, PATIOS, PORCHES SHALL BE 1400 SQUARE FEET FOR A RANCH FLOOR PLAN AND 1550 SQUARE FEET FOR A MULTI-LEVEL PLAN).

D. IMPROVEMENT PLANS SHOWING ALL LOCATIONS OF THE FOLLOWING:

1. **LANDSCAPING PLAN. ASTROTURF IS PROHIBITED.**
2. **FENCE PLAN** SHOWING LOCATION, MATERIALS, AND HEIGHT. **USE APPROVED STAIN, NO CLEAR STAIN.**
KWAL #6250 Wood Craft Cedar (Water based stain). Store # 11-309 F.C...
3. **NO SCREENING OR FENCING SHALL EXCEED FIVE (5) FEET IN HEIGHT.** ANY FENCES CONSTRUCTED ON A LOT SHALL BE MAINTAINED BY THE OWNERS OF SUCH LOT. NO CLOTHESLINES, DRYING YARDS, SERVICES YARDS, WOOD PILES, STORAGE AREAS OR CHAIN-LINKED (OR OTHER) DOG RUNS, SHALL BE SO LOATRED AS TO BE VISIBLE FROM A STREET OR FROM THE GROUND LEVEL OF ANY LOT. DOG RUNS SHALL NOT BE LOCATED WITHIN FIVE (5) FEET FROM ANY PROPERTY LINE, AND SHALL BE SCREENED BY APPROVED MATERIALS SO THAT THE DOG THEREIN IS NOT VISIBLE FROM NEIGHBORING LOTS. "INVISIBLE" ELECTRIC FENCES SHALL GENERALLY BE PERMITTED ALONG PROPERTY LINES.
4. DRIVEWAYS PLANS SHOWING LOCATION SIZE
5. SHED PLANS (No larger than 10' x 12' x 8' 6"- Keep in mind 5' off set from PL)
6. WALLS AND WINDBREAKS IMPROVEMENTS PLANS SHOWING LOCATIONS AND SIZE
7. HOWEOWNER OR CONTRACTOR CAN NOT TAKE DOWN **WINDSHIRE PARK METRO DISTRICT** FENCING FOR ACCESS TO YARD.
8. HOMEOWNER OR CONTRACTOR CAN NOT DRIVE ACROSS **WINDSHIRE PARK METRO DICTICT** LANDSCAPE FOR ACCESS TO YARD
9. **OTHER MISCELLANEOUS IMPROVEMENTS:**
 - a. **BASKETBALL HOOPS** – NO BASKETBALL HOOPS MAY BE ATTACHED TO A RESIDENCE OR GARAGE. SUBJECT TO ARC APPROVAL, CERTAIN BASKETBALL HOOPS MAY BE INSTALLED ON A PERMANENT FREE STANDING POLE ALONG THE DRIVEWAY BETWEEN THE SIDEWALK AND THE RESIDENCE.
 - b. **PORTABLE BASKETBALL HOOPS ARE PROHIBITED UNLESS THEY ARE STORED INSIDE AN ENCLOSED GARAGE WHEN NOT IN USE.** (See Guidelines: Ok to leave in driveway from May 1st through October 15th)
 - c. **HVAC.** NO TYPES OF REFRIGERATION, COOLING OR HEATING APPARATUS SHALL BE PERMITTED ON A ROOF. NO SUCH APPARATUS SHALL BE PERMITTED ELSEWHERE EXCEPT WHEN APPROPRIATELY SCREENED FROM VIEW OF ADJACENT PROPERTY OWNERS AND APPROVED BY THE ARC. SUCH APPARATUS SHOULD BE INSTALLED IN A WAY THAT NOISE HEARD FROM ADJACENT PROPERTIES IS MINIMIZED. WITHOUT LIMITING THE FOREGOING, CONVENTIONAL AIR CONDITIONING UNITS LOCATED ON THE GROUND OF A LOT ARE PERMISSIBLE WHEN APPROVED BY THE ARC IN ACCORDANCE WITH THE PRECEDING SENTENCE.