



WINDSOR HIGHLANDS

METRO DISTRICT

Windsor Highlands Metro Districts Landscape Guidelines

LANDSCAPE SITE PLAN

The landscape plan must be professionally designed plan, legible, neat and clearly indicate all plant and yard structure locations and names. Plans should be drawn to scale. The extent and scope of each plan shall be designed to enhance the overall home, lot and neighborhood. (See complete approved Architectural Guidelines 12-8-11 on the web site)

SUBMITTAL PROCESS

Two (2) sets of the landscape should be mailed along with a review fee of \$50.00 payable to "WHMD" to the following:

WHMD

6795 Crystal Downs Drive

Windsor, Colorado 80550

The committee reviews are intended to preserve the overall value of the property appearance by maintaining complementary development and avoiding repetitive design projects. Reviews will be completed within 30 days after receipt of a complete and proper application. The committee may approve the plans or may determine that inadequacies exist and will return all remarks/comments to the homeowner. If a second submittal is required, it will be reviewed within 10 days. Landscape plans may be submitted prior to home completion. One set of approved plans will be returned to owner/builder.

PLANT MATERIAL STANDARDS

Planting Requirements. For single family Lots, a minimum of two (2) trees shall be required and three (3) shrubs in the front yard and back yard. **Front yard must have one pine tree as the part of the two trees. (Total 4 trees and 6 shrubs total).** Trees shall be no less than two (2) inch caliper when installed, and in the case of evergreens, each evergreen tree must be no less than six (6) feet (6' above ground, not including root ball) in height when installed. Shrubs should be 5 gallon minimum. Corner lots minimum of two (2) trees shall be required in the median area on the side of the residence. The two (2) trees in the median area must be canopy trees. **Additional quantities and larger planting sizes are encouraged.** At least forty percent (40%) of the front yard's landscapable area must be comprised of turf. All shrub beds shall be designed and installed so that they look fully planted. Large expanses of exposed mulch shall not be allowed.

LANDSCAPE COMPLETION REQUIRMENTS

Timing of Installation. Within the time frames as hereinafter provided, the Owner (other than the Declarant, or a builder with the express written approval of the Declarant) of each Lot shall install landscaping on all of the Lot which is not covered or enclosed by a building, fence or other structure, and shall thereafter maintain such landscaping in a neat and attractive condition, including periodic and horticulturally correct pruning, removal of weeds, and replacement of landscaping. The Owner of each Lot (other than Declarant, or a builder with the express written approval of the Declarant) shall install landscaping on such Lot **within one hundred eighty (180) days** after acquisition (Closing) of such Lot by such Owner if said acquisition occurs between October 15 and April 15 (Winter months); landscaping can wait until the following April 15th to start and must be completed by July 15th. Priority should be given to the installation of landscaping in front yards, and unless otherwise agreed in writing between a builder and the Declarant, builders will be required to install front yard landscaping in conjunction with the construction of the residence on a Lot. Homeowners who fail to undertake or complete landscaping within the time limits set forth will be notified that they are in violation of the **Highland Meadow Golf Course/Windsor Highlands Metro Districts Covenants** and are subject to enforcement action.

LOT GRADING

Landscape plans must not alter or change the original grading as built by the Builder/Developer.

FENCING

Consult the fencing criteria as established by the Highland Meadow Golf Course/ **Windsor Highlands Metro Districts Architectural Guidelines** for the subdivision. Side yard fencing must match rear yard fencing. Individuals phasing plan specifications are available for reference. Homeowner is not allowed to remove District fence or drive across District property to access yard

BUILDER/HOMEOWNER RESPONSIBILITIES

Weeds are to be controlled prior to and during the landscape process to prevent spreading throughout the neighborhood. Maintenance of landscaping areas, replacement of dead, damaged trees/plants and proper removal of yard wastes and grass clippings are the responsibility of the individual homeowners. No dumping yard debris, chemicals or petroleum products is allowed on to the common areas green belts or vacant lots.

COMMON AREA GREENBELTS

Open space areas are outside the individual homeowners' responsibility. Homeowner's are not to alter or interfere with the landscaping and/or equipment activities within the common areas which fall under the jurisdiction of the **Windsor Highlands Metro Districts**. Homeowner is not allowed to remove District fence or drive across District property to access yard.

VARIANCES

Continuing drought conditions may create some variances to planting or seeding or plan materials as well as the extent to which a plant plan can be completed. No variances shall be effective unless agreed upon in writing. Any variances must be submitted for ACC review. Refer to the Architectural Guidelines for additional information.

Landscape Plan (Builder/Homeowner Submittals)

Single Family Homes (New-First time landscaped)

Fee: \$50.00 Landscape plan review fee.

Make check payable to WHMD.

Fill out and send in Architectural Design Application with two (2) sets of landscape plans.

More than two (2) reviews will be charges an additional \$25.00 per review

Mail to: WHMD
6795 Crystal Downs Drive
Windsor, Colorado 80550

Contact Info: E-mail: manager@windsorhighlandsmetrodistrict.com
Phone: 970-223-5473
Fax: 970-225-0054

If you prefer to deliver plans to the District office, please call to schedule drop off time

Plan reviews pricing subject to change



WINDSOR HIGHLANDS
METRO DISTRICT
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) NEW HOME NEW LANDSCAPING MODIFICATIONS TO HOME/LANDSCAPE
 Driveway/Walk Addition Deck/Patio Slab Fencing Patio Cover 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 Windsor Highlands Metro District fencing or driving on Windsor Highlands Metro District landscaping is not allowed for access to yard.** Homeowner will be held responsible for any damage to Windsor Highlands Metro District property.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

_____/_____/_____
 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
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 MINIMUM OF 5:12.

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 ANY RESIDENCE AT A MINIMUM OF 40%
 - b. STONE OR BRICK USED ON THE FRONT ELEVATIONS SHALL BE EXTENDED A MINIMUM OF FOUR (4) 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 8 INCHES. ALL FASCIAS SHALL BE A MINIMUM OF 1" X 8" WITH A 1" X 2" TRIM OR GUTTER.
3. ROOFING MATERIALS WILL BE RESTRICTED TO TILE, SLATE OR 40 YEAR DIMENSIONAL ASPHALT SHINGLES, CEMENT TILE OR METAL ROOFS MAY BE APPROVED BY THE ACC PROVIDED SUCH MATERIALS ARE NECESSARY TO THE ARCHITECTURAL STYLE OF THE RESIDENCE AND ARE AN APPROVED COLOR. **STANDARD ASPHALT SHINGLES ARE NOT ACCEPTABLE.**

C. FLOOR PLANS.

THE TOTAL SQUARE FEET OF RESIDENCE IS _____ (Plans must include area calculations by Architect)
MINIMUM LIVING AREA EXCLUSIVE OF BASEMENTS, GARAGES, BALCONIES, PATIOS, PORCHES, SHALL
BE 1800 SQUARE FOR A RANCH (1 STORY) FLOOR PLAN AND 2000 SQUARE FEET FOR A MULTI-LEVEL PLAN (2 STORY).

D. **IMPROVEMENT PLANS SHOWING ALL LOCATIONS OF THE FOLLOWING:**

1. HOUSE PLANS.
2. LANDSCAPING PLAN. **ASTROTURF IS PROHIBITED.**
3. FENCE PLAN: Side yard fencing must match rear yard fencing. **(USE APPROVED STAIN)**
Diamond Vogel Walnut #AG-8317 water based stain.
4. NO SCREENING OR FENCING SHALL EXCEED rear lot fence 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.
5. DRIVEWAYS PLANS SHOWING LOCATION SIZE
6. SHED PLANS (No larger than 10' x 12' x 8' 6") Shed to located within 3' of house.
7. WALLS AND WINDBREAKS IMPROVEMENTS PLANS SHOWING LOCATIONS AND SIZE
8. HOMEOWNER OR CONTRACTOR CAN NOT TAKE DOWN METRO DISTRICT FENCING FOR ACCESS TO YARD.
9. HOMEOWNER OR CONTRACTOR CAN NOT DRIVE ACROSS METRO DISTRICT LANDSCAPE FOR ACCESS TO YARD
10. OTHER MISCELLANEOUS IMPROVEMENTS:
 - a. BASKETBALL HOOPS.
 - b. PORTABLE BASKETBALL HOOPS must be stored when not in use during September through May. **STORED INSIDE AN ENCLOSED GARAGE WHEN NOT IN USE.**
 - 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.
 - d. ANTENNA. EXCEPT AS MAY OTHERWISE BE PERMITTED BY THE ARC, NO EXTERIOR RADIO ANTENNA, TELEVISION ANTENNA, OR OTHER ANTENNA, OR AUDIO OR VISUAL RECEPTION DEVICE OF ANY TYPE

SHALL BE PLACES, ERECTED OR MAINTAINED, EXCEPT INSIDE A RESIDENCE OR OTHERWISE CONCEALED FROM VIEW.

e. **WIND GENERATORS.** NO WIND GENERATORS SHALL BE CONSTRUCTED, INSTALLED, ERECTED, OR MAINTAINED.

f. **BIRD HOUSES AND FEEDERS.** ARC APPROVAL IS NOT REQUIRED IF LIMITED TO 1 FOOT BY 2 FEET AND IF NOT MORE THAN TWO (2) IN NUMBER ARE INSTALLED ON ANY LOT. A BIRDHOUSE OR BIRDFEEDER MAY NOT BE ATTACHED TO THE **METRO DISTRICT FENCE.**

H. IDENTIFY OTHER ITEMS: _____

I. LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER IF DIFFERENT FROM APPLICANT.

NOTICE TO APPLICANTS:

1. IN ADDITION TO **METRO DISTRICT** ARC'S REVIEW AND APPROVALS, THE CONSTRUCTION, ERECTION, ADDTION, DELETION, CHANGE OR INSTALLATION OF ANY IMPROVEMENTS SHALL ALSO REQUIRE THE APPLICANT TO OBTAIN THE APPROVAL OF ALL GOVERNMENTAL ENTITIES WITH JURISDICTION THEREOVER, AND ISSUANCE OF ALL REQUIRED PERMITS, LICENSES, AND APPROVALS BY ALL SUCH ENTITIES. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING SENTENCE, ISSUANCE OF BUILDING PERMIT(S) BY THE APPLICABLE GOVERNMENTAL ENTITY, IF REQUIRED, SHALL BE A PRECONDITION TO COMMENCEMENT OF ANY CONSTRUCTION OF, ALTERATION OF, ADDITION TO OR CHANGE IN ANY IMPROVEMENT.
2. 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.
3. APPLICANT AGREES TO MAINTAIN PROPER DRAINAGE SWALES ON THE LOT WHEN INSTALLING LANDSCAPE OR BUILDING IMPROVEMENTS.
4. **HOWEOWNER OR CONTRACTOR CAN NOT TAKE DOWN METRO DISTRICT FENCING FOR ACCESS TO YARD.**
5. **HOMEOWNER OR CONTRACTOR CAN NOT DRIVE ACROSS METRO DISTRICT LANDSCAPE FOR ACCESS TO YARD.**
6. ALL CORRESPONDENCE AND REPORTS WILL BE MAILED TO THE APPLICANT OR SOMETIMES E-MAIL.
7. IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE, PLEASE CONTACT: **WINDSOR HIGHLANDS METRO DISTRICT, PHONE#: 970-223-5473. FAX#: 970-225-0054.**
7. UPON THE COMPLETION OF IMPROVEMENT, APPLICANT HEREBY AUTHORIZES THE ARC AND/OR ANYONE WITH **WINDSOR HIGHLANDS METRO DISTRICT** TO ENTER ONTO PROPERTY FOR EXTERIOR INSPECTION AT A MUTUALLY AGREED UPON TIME.

Mail to: WHMD
6795 Crystal Downs Drive
Windsor, Colorado 80550

Contact Info: E-mail: manager@windsorhighlandsmetrodistrict.com
Phone: 970-223-5473
Fax: 970-225-0054