



**General Instructions:**

- ✓ This form is for Landscape and Fence projects only. Include descriptions of all colors and types of materials to be used in this project, and state if they match existing materials on the property.
- ✓ For landscape work, identify types and location of all proposed trees. Remember to preserve view corridors from other properties. If adding sod, identify the amount and location of sod already existing and the additional sod proposed by this project. Landscape applications generally must be accompanied by drawings.
- ✓ Proposed changes to land contours or drainage patterns must be clearly annotated; drainage across property boundaries shall not be altered.
- ✓ Any changes to exterior lighting must be identified. All exterior lighting must be properly shielded or designed to avoid annoyance to other properties.
- ✓ Application should be accompanied by carefully drawn plans that adequately convey how the project will modify existing conditions. Consider including photographs with annotations; these greatly improve understanding of the existing conditions and the intended modifications.
- ✓ Owners are encouraged to attend the ACC meeting so they can answer any questions that may arise during consideration of the application.
- ✓ Applications that do not clearly describe the proposed project will not be approved.
- ✓ Applications for projects that potentially affect neighboring properties (e.g. view corridors, house expansion toward a neighbor's property), may require extra review time for an ACC action to allow for coordination with adjacent property owners. Covenants allow up to 60 days for ACC review; plan accordingly.
- ✓ Submit this form with all supporting documents by email to: admin@kingsdeer.org; hand delivery to: 19255 Royal Troon Dr, Monument; or mail to: King's Deer HOA (Attn: ACC), PO Box 3143, Monument, CO 80132

***\*All items below marked with an asterisk must be completed or the application will be rejected without review.***

**\*Submittal Date:** \_\_\_\_\_ **Lot no.** \_\_\_\_\_ **Filing no.** \_\_\_\_\_ **\*Email:** \_\_\_\_\_

**\*Property Address:** \_\_\_\_\_

**\*Owner:** \_\_\_\_\_ **\*Phone:** \_\_\_\_\_

**\*Owner current mailing address:** \_\_\_\_\_ **\*City, State Zip** \_\_\_\_\_

**\*Detailed description of work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all accompanying documents and items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner agrees to the following:

- No work shall begin prior to application approval by the ACC.
- The owner or representative must not remove live trees or cut them down without ACC approval.
- Owner acknowledges that there are underground utilities on each lot and it is owner's responsibility to ensure these utility locations are properly identified prior to any digging, whether for construction, for landscaping, or for any other purpose.
- **ACC approval is effective for 60 days. Projects not started within 60 days of approval are no longer approved.** ACC may grant extension if requested in writing and justified.
- The effective start date shall be the day immediately following the ACC approval date, unless Owner notifies the ACC in writing of the actual project start date, which shall not be more than 60 days following the ACC approval date.
- Project completion must be within 9 months of start date. ACC may grant extension if requested in writing and justified.
- Owner grants permission for King's Deer HOA representative to visit the project site during normal duty hours, for the project duration, for the purpose of validating that the project is in compliance with ACC approval.

**\*Owner Signature:** \_\_\_\_\_ **\*Date Signed:** \_\_\_\_\_

ACC Comments and Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## Application Checklist Landscaping / Fencing

*Disclaimer: This checklist is a guide, not a specification. Any conflicts with the covenants, standards, rules or policies of the Association will be resolved by following those documents rather than information in this checklist*

### Administration

- ☐ Application filled out completely and signed and dated by the property owner.
- ☐ Fence applications must include composition material, height, color, and details of wire mesh (if used).
- ☐ A site plan that includes the applicable items below based on what is being submitted.
- ☐ Change orders *must* be submitted for all changes made to any approved plans before changes are made.

***There are no application fees charged for Landscaping or Fencing nor change orders.***

### Landscaping Site Plan

A scale drawing is preferred but not essential if the ACC deems the drawing provides a reasonable representation of the property and the proposed Landscaping. Annotated photographs of the area to be landscaped or fenced are often useful but not required.

A submitted landscape site plan must include the following existing features and structures. These include but are not limited to:

- ☐ General property outline indicating the location of all setbacks.
- ☐ The location of house and other existing structures.
- ☐ The location of all existing sidewalks, retaining walls, driveways, gazebos, berms, decks, patios, play areas and any other existing hardscapes.
- ☐ Location and identification of existing trees, shrubbery, ground cover and all turf grass areas being irrigated (turf grass areas must include approximate square footage being irrigated).
- ☐ Any and all existing landscape ornamentation, including, without limitation, statues and fountains.
- ☐ Existing ponds, dry creek beds, water features.

Additionally, the landscape site plan must include all features and structures to be added to the property in conjunction with the above. These include but are not limited to:

- ☐ The location of any proposed sidewalks, retaining walls, driveways, gazebos, berms, decks, patios, play areas and any other new hardscapes.
  - ☐ All proposed new structural features (e.g. gazebo, additional deck space) to be added to the property in conjunction with the landscape project, will require accurate renderings with dimensions, material composition, geographic placement on the lot and compliance with the *Design Standards Guidelines* will also be required.
- ☐ Proposed ponds, dry creek beds, water features.
- ☐ Any and all proposed landscape ornamentation, including, without limitation, statues and fountains.
- ☐ Location and identification of all proposed trees, shrubbery, ground cover and all turf grass areas (turf grass areas must include approximate square footage being irrigated).
- ☐ **HIGHLANDS ONLY:** Identification of the locations and types of trees being added to satisfy the covenants requirements.

If the landscape project is planned to be completed in a two or three phase process, the plan must identify what is included in each phase and the timing of each phase. Completion of the minimum landscape requirement is normally expected to be within one full growing season of the initial residential occupancy. However, the ACC may extend this by a year if the ACC determines the extension is beneficial to the overall success of the Landscape project and in the interest of the association.

### Fencing Site Plan

A submitted fence site plan must include the following:

- ☐ General property outline indicating the location of all setbacks, the house, and other existing structures.
- ☐ The location of proposed fence showing distances from the fence to the closest property lines.
- ☐ Accurate renderings of the proposed fence with dimensions of each leg, material composition, geographic placement on the lot and compliance with the *Design Standards* will also be required.
- ☐ A detailed landscaping plan to be immediately implemented around the fence to effectively soften and reduce the visibility of the fence structure itself as outlined in the *Design Standards*.