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ARCHITECTURAL / LANDSCAPE SUBMITTAL FORM

Date: _____

Homeowners: _____

Address of Property: _____

Phone Numbers: _____ Date of Submittal _____

*****Plans are reviewed monthly by the ARC Committee*****

*****Plans must be approved by the Town of Monument before submitting to the HOA*****

Please review and adhere to the "Summary of Landscape Approval Requirements" under ARC guidelines prior to completing this form.

Please indicate all categories of improvements to be attached to this submittal. Please include as much detail as possible about the size, color, materials used and placement of the improvement. Please make plans at a scale not less than 1"=20'.

Landscape

- Front Yard
- Back Yard

Fence Plan

- Rear yard fencing
- Privacy Fencing

(Please include percentage break down of: rock, blue grass, shrubs/plants/trees, and mulch)

Rock % (include front & backyard) _____

Mulch % (include front & backyard) _____

Plants/Trees/Shrubs % _____

(Must be included in order to support the Town of Monument's requirement that trees will shade 50%, at maturity, of non-grass area)

Blue Grass % (include front & backyard) _____

Sprinkler System

Accessory Structure

- Garden/Utility Shed
- Hot Tub

Home Modification

- Deck or deck cover
- Patio or patio cover/enclosure

Play or Sports Equipment

- Basketball equipment (permanent or temporary)
- Trampoline
- Play house

Other Improvement

Attached: A) _____

Drawing of landscape plans

B) _____

Letter/materials from company contracted to do improvements

***Item A must be attached in order for your request to be processed**

The CC&R's are available on our website at www.diversifiedprop.com

Summary of Landscaping Approval Requirements (as of 1-26-2010)

I. According to the Town of Monument Code, and our own Covenants, backyards are to be landscaped within 12 months of Certificate of Occupancy

II. From the Town of Monument (as of Ordinance, dated March 6, 2006):

1. You or your Landscaper **must submit plans**, with the City, for a permit (\$50 cost) for new landscaping projects. The following percentages should be calculated on the proposal. They have a form.
2. For Drought-protection, Bluegrass may not exceed 1/3rd of your total (front & back) landscapable area. If Drought-tolerant Improved Tall Fescue is used, it may not exceed 1/2 of your total landscapable area. Landscapable area equals your total lot, minus your home footprint & driveway.
3. The remaining, non-grass, area, must be covered by either rock or mulch. Mature trees and plantings should someday shade 50% of this area. These trees and plants must be irrigated with a drip or micro-spray system.

II. From our HOA Covenants (amended January 26, 2010). All "approvals" are through the HOA's Architectural Review Committee (composed of 3 homeowners working with Diversified Management).

1. Having been approved by Town of Monument, you or your Landscaper **must submit plans** (drawn to scale with types of landscaping materials shown) to Diversified Management for our Architectural Review Committee- no cost. (7.8.17.2).
2. Rock may cover no more that 35% of your total (front & back) landscapable area. *(Combine that with the City's #2 above, and you have at least 32% of your lot covered with mulch, assuming you use bluegrass.)* (7.8.17.3)
3. You must utilize an adequate underground sprinkler system for grass and plantings. (7.8.17.3)
4. Within 5 feet of the back of the street curb, no mature plantings can be more than 2 feet high. (7.8.17.4)
5. Vegetable gardens are prohibited, unless screened in the back yard, and in the approved plan. (7.8.18)
6. No livestock. Household pets are not allowed off your lot, except when leashed & accompanied by a person. Dog houses and runs must be screened from public view and approved by the Architectural Review Committee. (7.8.28)
7. No pools or hot tubs, unless screened from neighbors and approved by the Architectural Review Committee and the Town of Monument (7.8.26)
8. Exterior lighting not an annoyance to neighbors. (7.8.29)
9. Play equipment within a fenced or screened area and approved. Wood is preferred. (7.8.30)
10. Basketball hoops and backboard must be affixed to the garage, painted a matching color, or as otherwise approved. (7.8.16)
11. Driveways may not be widened. Any modifications shall require the approval of Architectural Review Committee prior to construction. (7.8.31)
12. Retaining walls must be approved, and cannot substantially alter lot drainage patterns. (7.8.32)
13. Site grading shall maintain the established lot drainage patterns. (7.8.33) *(The City of Monument's Engineering Inspector suggests that soil be added to the backyard grading such that, while maintaining a slope away from the house, a visible "shoulder" is created, angling more sharply down to the bottom of the drainage ditch. This would help keep run-off water in the drainage slough.)*
14. Plants that require regular watering shall not be within 5 feet of home foundation. Sprinkler systems shall not be within 5 feet of home foundation. (7.8.34)
15. The Architectural Review Committee may approve variances to the above, if the variance does not defeat the general intent and purposes of the Covenant. (8.9)

If you feel you are currently in violation of any of the above, please notify a member of the HOA Board of Directors. Perhaps we can suggest mitigations, or the covenant needs to be amended. The City of Monument is willing to "grandfather" any violations of their current ordinance, if you were uninformed.