



# Winsome Metro Architectural Submission Form

## Applicant Information:

Applicant/Homeowner: \_\_\_\_\_

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

Property Legal Lot and Block: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

## Contractor Information:

Contractor Name/ Company: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Project End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Requested Modification or Addition (check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Principal Structure/Building | <input type="checkbox"/> Fence          | <input type="checkbox"/> Mailbox               |
| <input type="checkbox"/> Detached Building            | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Retaining Wall        |
| <input type="checkbox"/> Garage                       | <input type="checkbox"/> Solar Panels   | <input type="checkbox"/> Exterior Modification |
| <input type="checkbox"/> Landscaping                  | <input type="checkbox"/> Signage        | <input type="checkbox"/> Patio/ Arbor/ Deck    |
| <input type="checkbox"/> Colors or materials          | <input type="checkbox"/> Shed           | <input type="checkbox"/> Other: _____          |

## Make sure you have included all of the following information:

- A completed Submission Form (**including signature of the Owner/Applicant Acknowledgement on page 3**)
- An emailed description of the project, including height, width, depth, materials, colors, etc.
- A complete set of drawings for the improvement
- Site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)
- Materials list of the project
- Technical data / cut sheets if applicable
- Applicable Review fee - \$350 for principal structure and comprehensive plan review, \$100 per application for other improvement review paid to Winsome Metropolitan District No. 1

## Please send your request to:

**Winsome Metropolitan District No. 1**  
 C/O Public Alliance  
 405 Urban Street, Unit 310  
 Lakewood, CO 80228

**Owners Acknowledgements:**

I understand:

- That no work on this request shall commence until I have received approval of the **Community Council (CC)**.
- Any construction or alteration to the subject property prior to approval of the **Community Council** is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the District incurs any legal fees related to my construction and/or application, I will reimburse the District for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- That there are architectural requirements covered by the Covenants, design guidelines and a board review process as established by the Board of Directors.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval.
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Winsome Community.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible, at my expense, to correct any drainage problems to such areas that may occur as a result of this work or alteration. Additions or alterations must not affect the grades, swales, and drainage patterns established by Builder, which assure that any water falling on the property, surrounding the Residence, whether from natural precipitation or lawn irrigation, will flow positively away from the Residence. I will be responsible at my expense for any damage caused to my house or bordering properties resulting from grading modified by this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Community Council and Metro District assume no liability resulting from the approval or disapproval of any plans submitted. The Community Council and the Metro District assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Community Council’s review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration or Design Guideline as applicable. The Builder/Applicant agrees to grant the Metro District access to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The Metro District, the Community Council and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

**I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_\_\_

**Owner (if not applicant) Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_\_\_

**Informational Addendum:**

REVIEW PROCESS – Your Metro District’s governing documents stipulate the amount of time the CC may take to render a decision. However, the CC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the CC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the CC. Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the CC.

NOTIFICATION - All owners will be notified in writing by email once the request has been approved or denied.

APPEALS – If your association allows appeals of an CC decision, requests must be based on the association documents and timeframes stated by the documents.

**\*\*For Office/ Committee Use Only:**

Date submission received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Committee Approval/ Denial Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED  APPROVED W/ STIPULATIONS  DENIED  DENIED- INSUFFICIENT INFORMATION

Authorized by: \_\_\_\_\_

Stipulations/ Comments/ Suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Notified by: \_\_\_\_\_ on: \_\_\_\_\_ via: \_\_\_\_\_

