

# Lewis Pointe Metropolitan District

Submit this form email to the District at the following address:

[ccompliance@comcast.net](mailto:ccompliance@comcast.net)

303-422-4473

## ARCHITECTURAL REVIEW REQUEST (ARR) FORM FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Owner mailing address if other than unit: \_\_\_\_\_

Descriptive Nature of Improvement/Change: (Please use one form per request) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Submittal: \_\_\_\_\_

**An application must include a detailed description of all improvements along with all pertinent documents including but not limited to:**

- |  |                       |
|--|-----------------------|
| • legible, completed, and signed application             | • materials           |
| • site plan, survey, or improvement location certificate | • drawings            |
| • all dimensions   | • photos              |
| • setbacks indicated on site plan                        | • brochures           |
| • photo of project location                              | • sample paint colors |

Has the project been started or completed as of today's date? yes\_\_no\_\_ Start/Completion Date: \_\_\_\_\_

Contractor if Applicable: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

I understand I must receive written approval from the District's Architectural Review Committee **before commencement of any work**. I have read, understand, and agree to be bound by the Hold Harmless Acknowledgement and the Other Conditions on page 2 of this application form. I understand that this application will not be considered until all necessary documents have been received and the application is complete. I understand the AR Committee has forty-five (45) days to review once a completed application has been submitted.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**This form must be signed on both pages to be considered.**

**Lewis Pointe Metropolitan District**  
**APPLICATION AND REVIEW FORM**  
**FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**

**HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Board of Directors, the Architectural Review Committee (hereinafter referred to as the ARC), the Management Company, nor any authorized committee representative of the District for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the District and its agents, board members and ARC members in their review of any matter related to the proposed project identified in this form. The District and its agents, board members and ARC members are neither responsible for evaluating the safety, whether structural or otherwise, of this proposed project nor responsible for verifying conformance with building codes or other governmental laws and regulations. District approval of the proposed project shall not be construed as approval of such matters.

**OTHER CONDITIONS**

1. I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the proposed project until I have obtained all required approvals and permits. Approval of the improvement or change by the District DOES NOT constitute approval by any other governmental entities, including but not limited to local building or zoning departments.
2. I will be responsible for future maintenance and repairs of the improvement or change. The District will NOT maintain the improvement or change, nor will the District be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the District, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work.
4. Dumpsters and portable lavatories will be placed on private property and removed immediately after the project is complete.
5. All applications, denied or approved, are further subject to the District's governing documents and the Declaration of Covenants, Conditions and Restrictions. Any improvement which, although mistakenly approved by the District, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the District's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.
6. I must submit a "Notice of Completion" (found on the community website) to the District for a final inspection when the proposed project is complete, and I authorize the District and its agents access onto my property for exterior inspection. Failure to notify the District of completion or refusal to allow inspection shall result in the withdrawal of the District's approval of my request.
7. I will be responsible for the District's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the proposed project, regardless of whether my request or application is later approved.
8. The District may request additional information relating to my proposed project prior to reviewing this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of District approval, if previously granted, and waiver of any time limits imposed upon the District.
9. The work must be completed within twelve (12) months. If the proposed project as built or completed does not conform to the parameters as provided in this ARR Form, or the conditions set forth by the ARC, I will at my own expense and cost, promptly make corrections to meet the conditions or restore the property to substantially the same condition as existed prior to commencement of the proposed project.

---

Signature of Homeowner

---

Date

**This form must be signed on both pages to be considered.**

## Lewis Pointe Metropolitan District

### DESIGN REVIEW REQUEST FORM – REQUIRED INFORMATION CHECKLIST

The following information **must** be included with the request form before the Architectural Review Committee will consider the proposed project:

	Site Plan (A)	Brochure/Photo of proposed Improvement (B)	Color/ Materials Information (C)	Architectural drawings (D)	City Permit (E)	Other Information (F)	Survey or ILC (G)
Deck	X	TBD	X	X	X	TBD	X
Dog run	X	X	X			TBD	TBD
Fence	X		X		TBD	TBD	X
Fire pit	X	X	X	TBD	X	TBD	
Flagpole (free-standing)	X	X	X			TBD	
Front / Back door		X	X			TBD	
Garage door		X	X			TBD	
House addition / expansion	X		X	X	X	TBD	X
House exterior painting			X			TBD	
Landscape improvement	X	X	X	X	irrigation	size and species	X
Lighting (landscaping / house)	X	X	X			TBD	
Patio	X	X	X	TBD	TBD	TBD	X
Pergola/Gazebo/Patio Cover	X	X	X	TBD	X	TBD	X
Playset (including trampolines)	X	X	X			TBD	X
Porch	X		X	X	TBD	TBD	X
Retaining wall	X		X	TBD	X	TBD	TBD
Roof		X	X		X	TBD	
Shed	X	X	X	TBD	TBD	TBD	X
Sidewalk / Driveway extension	X		X		X	thickness, color	X
Solar panel		X		X	X	roof diagram	
Swimming pool / Spa/ Hot tub	X	X	X	TBD	X	TBD	X
Tree(s)	X					size and species	
Windows	X	X	X		TBD	grids or no grids	
Other –	TBD	TBD	TBD	TBD	TBD	TBD	TBD

The items listed above are not all inclusive of what could be requested. Other documents may be necessary once the review begins.

**A** – Site plan must show the current layout of the property and include the following information: (1) setbacks from all property lines and from all structures, (2) indicate all structures and large elements currently on the property.

**B** – A brochure or photo showing the final appearance of the proposed improvement must be included.

**C** – Provide the manufacturer name of the paint/stain and the name and color #; if multiple colors will be used on the structure, include a diagram indicating colors for the body, trim, and accent elements of the structure. Attach all sample colors.

**D** – Architectural drawings must include three views (top-down view, front-facing view, and side-view) and include the following information: (1) dimensions of the proposed improvements, (2) materials to be used, (3) design elements.

**E** – If the project is to be reviewed by the District, the homeowner must submit a copy of all applicable city permits required prior to commencement of the project.

**F** – Other required information:

**G** – Survey or ILC (Improvement Location Certificate). These documents can be found in your closing documents or through your lender.

For questions you can email Susie at [compliance@comcast.net](mailto:compliance@comcast.net) or call 303-422-4473.