



APPENDIX A

DESIGN REVIEW REQUEST INSTRUCTIONS

To make a request for design review, complete a request form and submit (with all back-up documents necessary) to:
PrairieStar Metropolitan District
141 Union Blvd., Suite 150
Lakewood, CO 80228
Phone Contact: 303-987-0835

SUBMISSION REQUIREMENTS

All Improvements must be made in accordance with the Declaration of Protective Covenants of PrairieStar and these Rules and Design Guidelines. Please review these referenced documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Authorized Entity.

Pursuant to the Declaration of Protective Covenants, the Authorized Entity shall review each request for approval and make a decision within forty-five (45) days after the complete submission of plans, specifications and other materials and information which the Authorized Entity may require in conjunction therewith.

Submittal Fees shall be charged on the following schedule each submittal:

- Landscape Review and/or Fence Review - \$50 (Landscape and fences submitted individually must pay two review fees)
- A Main Building Addition, Addition of Accessory Building, Deck, Patio, Site Plan, Footprint (including Driveway) Review - \$100
- Paint Color - \$50
- All other items - \$50

Landscaping - Include a site and grade plan as well as a plan showing in detail what you intend to accomplish, which should be on a separate sheet. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the plan. In order to ensure and acknowledge that you did not alter the drainage on your lot, please include a copy of the Grading Certification/Improvement Location Certification you received upon purchase of your property. See “Exhibit C” attached to the Design Review Request Form for an example of this documentation.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall you must indicate how it will be constructed.

THIS IS EXTREMELY IMPORTANT - YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT.

Painting – if requesting a paint color other than the preapproved colors provided in “EXHIBIT B”, submit paint samples and indicate the color in general terms of the houses on either side of yours (example: light beige with brown trim). Large samples help give a better impression of color than small samples.

Fencing – Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence. Fences must be treated with clear waterproof stain. Fences that can be seen from the street or common area/open



space must have the finished side of the fence facing the street or common area/open space. Fences that cannot be seen from the street or common area/open space can have the finished side facing either direction.

Roofing – Submit manufacturer’s sample or brochure showing the type and color of shingle you intend on using.

Patio Covers, Pergolas or Gazebos – You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.



DESIGN REVIEW REQUEST FORM

FOR OFFICE USE ONLY

PrairieStar Metropolitan District
141 Union Blvd., Suite 150
Lakewood, CO 80228
303-987-0835

Date Received _____
Crucial Date _____

HOMEOWNER'S NAME(S): _____
ADDRESS: _____
E-MAIL ADDRESS: _____
PHONE(S): _____

My request involves the following type of improvement(s):

- | | | | |
|-------------|---------------------------------|-------------------------|----------------------|
| Landscaping | Deck/Patio Slab | Room Addition | Drive/Walk Addition |
| Painting | Patio Cover,
Pergola, Gazebo | Accessory Building/Shed | Basketball Backboard |
| Fencing | Roofing | Other: | |

Include one (1) set of a plot plans and describe improvements, showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. Example: If you will be planting trees and shrubs, be sure to indicate the type and size on the plan. For landscaping, fencing, deck/patio slab, patio cover, accessory building/shed/room addition, and drive/walk additions you must also include the Grading Certification/Improvement Location Certification you received upon purchase of your property (see attached "Exhibit C").

I understand that I must receive approval from the Authorized Entity in order to proceed with installation of Improvements if Improvements vary from the Rules and Design Guidelines or, are not specifically exempt. I understand that I may not alter the drainage on my lot. I understand that the Authorized Entity is not responsible for the safety of Improvements, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed Improvements. The Authorized Entity and the members thereof, as well as the District, the Board of Directors, or any representative of the Authorized Entity, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the Authorized Entity for any action, failure to act, approval, disapproval, or failure to approve or disapprove submittals, if such action was in good faith or without malice. All work authorized by the Authorized Entity shall be completed within the time limits established specified below, but if not specified, not later than one year after the approval was granted.

Date: _____ Homeowner's Signature: _____

Authorized Entity Action:
 Approved as submitted
 Approved subject to the following requirements:

 Disapproved for the following reasons:

 All work to be completed no later than: _____

 Authorized Entity Signature: _____ Date: _____



SUBMITTAL FEES

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