

All exterior changes and modifications to houses and landscapes are to be approved by the Design Review Committee (DRC). Types of approvals most often include:

- House additions including rooms, patios, decks and garages. Approvals of this type require the submission of an architectural plan, preferably from a licensed architect.
- Hardscape modifications such as fire pits, retaining walls, sports courts, outdoor kitchens and lighting.
- Landscape modifications such as trees, shrubs, water features, boulders and sod.
- Features such as hot tubs, play sets, sculptures, basketball hoops, and invisible dog fences.

In almost all cases the approval process begins with a written submittal to the DRC. The submittal includes a request to make a change as well as a detailed description of what is to be done. In a small number of cases a written submittal is not required. These include such things as the removal of dead or diseased trees and shrubs, repainting with the same paint and the replacement of an existing driveway or apron. Typically, this type of change does not appreciably alter the appearance of a property. The Design Review Committee, however, must be notified of and concur with these changes prior to the commencement of any work.

## **Special Approval Requirements**

Special approval requirements come into play with sub-associations and when golf courses are involved:

### **Sub-Associations.**

Requests for approval must be submitted to both the DRC and sub-association as appropriate. They should be submitted to the DRC before the sub-association. The sub association cannot approve requests the DRC rejects. The sub-association, however, can reject requests the DRC approves.

### **Golf Courses.**

Must solicit golf course approval for any change that encroaches on the golf course set-back or that alters the view from the golf course.

## Regularly Occurring Covenant and Rules Violations

Each of the following is a covenant and/ or rule violation if not approved by the DRC. In the past these violations have occurred fairly often, mostly because of a lack of awareness on the part of the homeowner:

- The addition or modification of exterior lighting either to the house or surrounding grounds.
- Placement of boulders, bollards, reflectors, or any other obstruction on the street's right of way (in most instances 10 feet on either side of the street).
- Installation of trees and shrubs without prior approval.
- Installation of such exterior features as basketball hoops, play sets, hot tubs, and invisible dog fence enclosures improperly designed and/or without prior approval.

## The Approval Process

In order to submit a DRC request for approval, several approaches can be taken:

- The DRC approval form can be accessed at [www.castlepinesvillage.org](http://www.castlepinesvillage.org) (click on design review). The completed form should be emailed to the CPHA.
- Plans may be mailed or submitted directly to the DRC at the CPHA office at 688 Happy Canyon Road (303-814-1345).
- The Design Review Coordinator, at the CPHA can schedule a meeting with the DRC to discuss a plan.
- Regardless of submission type, the DRC administrator and his staff are available to assist throughout the approval process. Both the web site and the Homes Association have a variety of documents that spell out details of the covenants and rules to further assist this process.

## Fees

In most cases a fee is levied for reviewing plans. The fee varies depending on several factors:

- Whether the home is a custom home or alternative home.
- Whether the landscape is new or a remodel of a previously installed landscape.
- The value of a new home.

## **Deadlines**

Landscape deadlines are: 90 days from certificate of occupancy to submit plan, 180 days from certificate of occupancy to complete installation of landscape.

## **Design Review Fee Structure**

### **Custom Home Landscape Plan**

(Note: Fees are for each different plan submitted)

\$385 Single family custom/spec home landscape review on homes up to \$1 million in value

\$440 Single family custom/spec home landscape review on homes \$1 - \$2 million in value

\$495 Single family custom/spec home landscape review on homes \$2 - \$3 million in value

\$550 Single family custom/spec home landscape review on homes over \$3 million in value

### **Alternative Homes Landscape Plan (Cluster Homes in Sub-Associations) and Commercial Sites**

\$825 Alternative master landscape plan

\$165 Site specific plan for each alternative lot

\$550 Commercial up to \$10 million

\$825 Commercial \$10 million and up

### **Landscape Plans That Have DRC Final Approval But Not Constructed**

\$55 Minor revisions to plans that have been given final approval (determined by the DRC)

\$110 Major revisions to plans that have been given final approval (determined by the DRC)

### **Landscape Modifications to Previously Installed Landscapes**

\$55 Minor modifications up to \$5,000

\$110 Modifications up to \$15,000

\$165 Modifications from \$15,000 - \$25,000

\$220 Modifications from \$25,000 - \$35,000

\$330 Modifications from \$35,000 - \$50,000

\$440 Modifications over \$50,000