

BLACKSTONE METROPOLITAN DISTRICT

c/o: Westwind Management Group, LLC
 27 Inverness Drive East, Englewood, CO 80112
 Phone: 303-369-1800

Architectural Design Review Submittal Fees

	Fee	First-Resubmittal	Second-Resubmittal
New Home & Yard Improvements			
Design Review (New Home Build)	\$200	\$0	\$200
Landscaping – Entire Lot	\$75	\$0	\$75
Landscaping – Front or Back Only	\$75	\$0	\$75
Other Requests (List represents common types of requests and should not be considered complete.)			
Addition/Replacement of single bush/tree	\$45	\$0	\$45
Addition of bushes/shrubs/trees/mulch	\$45	\$0	\$45
Awning/Roof Addition	\$45	\$0	\$45
Basketball Hoop	\$45	\$0	\$45
Deck/Patio Installation/Addition/Extension	\$45	\$0	\$45
Fencing – New Installation	\$45	\$0	\$45
Hot Tub/Spa/Pool	\$45	\$0	\$45
House Painting/Storm/Security Door	\$45	\$0	\$45
Playground Equipment	\$45	\$0	\$45
Retaining Wall	\$45	\$0	\$45
Roof Replacement	\$45	\$0	\$45
Satellite Dish	\$45	\$0	\$45
Solar Panels/Device	\$45	\$0	\$45
Trellis/Gazebo	\$45	\$0	\$45
Water Feature	\$45	\$0	\$45
Window Well Covers	\$45	\$0	\$45

1. Most types of improvements, Full Landscape/Design submittals, and new house builds all require an application fee to be paid. If you are installing and submitting them at separate times, you are required to pay the fee for each application submitted.
2. Applications requiring payment may be physically delivered to management's office, sent via mail to management, or submitted via email with payment of the fee through the District website at [Pay Dues & Assessments – Blackstone Metropolitan District](#). (**Note:** you will need to include your account number AND DRC Fee in the PO Number box when submitting payment for your fee electronically. Payment must be received before a review can be processed. Please make all checks payable to Blackstone Metro District.
3. Please note that applications can take up to 45 days to process from the date that they are received. Applications are processed in the order in which they are received.
4. Should additional information be needed in order to review your submittal, review can take up to 45 days after all necessary information is received.

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Design Review Request Form

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or modification(s) to their home or property submit an "Application for Home Improvements and Modifications" to the Design Review Committee (DRC). If any change is made that has not been approved, per the governing documents, the Metropolitan District may require an owner to change or remove the improvement. **The form must be filled out entirely and all fees, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples required must be provided at time of submittal in order for application to be processed.**

Homeowner Information

Name:	Date:	Lot/Block:
Property Address	Email:	
Home Phone No.	Work Phone No.	
Mailing Address (if different)	Alternative Contact Person/Number	

Please circle Type of Request:

Back-yard Landscape	Architectural Design	Awning	Dog Run	Exterior Lighting	Fence
Front-yard Landscape	Firewood Storage	Gazebo/Pergola	Greenhouse	Paint Color Change	Trees
Retaining Wall	Play Equipment	Patio/Deck	Pool/Spa	Playhouse/Swing Set	Roofing
Room Addition	Satellite Dish	Skylight	Solar Device	Storage Areas	Sport Hoop
Garden	OTHER: Describe Below:				

Description:

Please include a sample of all improvements and payment of any required fee(s)! For more information, please review the Design Guidelines or contact Management.

PAINTING: Picture of house with existing colors and digital samples of new colors must be submitted.

Portions of house to be painted:	Body Color(s) (includes all siding):
Trim Color (includes soffits, fascia boards, & window trim):	Accent Color (includes shutters, window hoods, & exterior doors):

GAZEBO/PERGOLA and or Play Equipment: Plot map must be included with Application showing location of building on map.

Materials to be used:	Height of item(s):	Dimension of item(s):
Square footage of item(s):	Location/placement of item(s):	

Proposed Start Date: _____

Estimated Completion Date: _____

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification, or omission of information shall be grounds for denial of this application. I further understand that the DRC has forty-five (45) days upon receipt to review my application and I agree not to begin improvements or modifications until I am notified, in writing, of their decision. I understand that I must complete my improvement/modification within one (1) year after the date of approval and that I must complete the improvements/modifications in accordance with the terms and conditions of the approval. I understand that failure to complete the improvements/modifications in conformance with the conditions of the approval or within one (1) year after the date of approval shall constitute non-compliance and resubmittal will be required. I understand that approval does not substitute for any County/State required permits and that I am responsible for adhering to all Local/County/State requirements. I understand that the DRC may enter onto my property for exterior inspection at a mutually agree upon time in conformance with Declaration.

Owner Signature

Date:

Blackstone Metropolitan District

NOTICE OF COMPLETION

Please return "Notice of Completion" upon completion of your approved project.
(Keep enclosed copy of approval for your records)

Property address: _____

Homeowner's name: _____

Type of improvement: _____

Notice is hereby given that the approved exterior modification work on the above-described property was COMPLETED on _____, 20____, in accordance with the approval received from the Design Review Committee, including any stipulations, and pursuant to the owner's plans and submittal package.

I also certify that I am the owner of the property as listed above.

I understand that the Design Review Committee has sixty days from the date of receipt of this notice to inspect the improvement(s), and to ensure adherence to the plans submitted for approval.

Owner's Signature: _____

Date: _____