

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 Exterior Modifications and Landscape Application can be found on our website (www.castlepinesvillage.com). 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 color paint and the replacement of an existing driveway or apron with no changes. 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. All work requires a completed Builder Parking Plan Request Form located on our website.

The Approval Process

Please visit the Castle Pines Village website at www.castlepinesvillage.org for detailed information regarding the Design Review Process. Design Review information is located under Homes Association>Design Review. If you have questions, please contact the CPHA at 303.814.1345.

- For changes to existing homes, complete an Exterior Modifications and Landscape Application that can be found on the Castle Pines Village website at www.castlepinesvillage.org. The completed form along with necessary plans, materials and/or samples should be submitted to the Castle Pines Homes Association (CPHA) at 688 W Happy Canyon Road, Castle Rock, CO 80108.

- For new homes, contact the CPHA to schedule a time on the DRC agenda, 303.814.1345. A New Construction Application, available on the Castle Pines Village website, should be completed and submitted to the CPHA.

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 sub-association before the Master DRC. The sub-associations are more restrictive than the Master Association and therefore must approve the submittal before the Master Association's DRC will review the request.

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.

Fees

In most cases a fee is levied for reviewing plans. The fee varies depending on various 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 the new home.
- The cost of the modification.

Architectural Review Fees

Residential

| | |
|---------|--|
| \$1,980 | Single Family Custom/Spec Home - up to \$1 million |
| \$2,750 | Single Family Custom/Spec Home - \$1 to \$2 million |
| \$3,300 | Single Family Custom/Spec Home - \$2 to \$3 million |
| \$4,400 | Single Family Custom/Spec Home - \$3 to \$5 million |
| \$5,500 | Single Family Custom/Spec Home - \$5 million and above |

\$550 Single Family Custom/Spec Home landscape review on homes \$3 million and above.

Note: fees are for each different architectural plan submitted.

Alternative Homes (Cluster) Landscape Plan

\$825 Alternative master landscape plan

\$165 Site specific plan for each alternative lot

Commercial

\$550 Commercial up to \$10 million

\$850 Commercial \$10 million and up

Modifications to Existing Landscapes

| Review Fee | Cost of Modification |
|------------|---|
| \$55 | Minor modifications up to \$5,000 |
| \$110 | Modifications up to \$15,000 |
| \$165 | Modifications from \$15,000 to \$25,000 |
| \$220 | Modifications from \$25,000 to \$35,000 |
| \$330 | Modifications from \$35,000 to \$50,000 |
| \$440 | Modifications over \$50,000 |

Plans that Have DRC Final Approval but Not Constructed

\$55 Minor Revisions to plans that have been given final approval

\$110 Major Revisions to plans that have been given final approval

Rates approved by the Design Review Committee effective January 1, 2009.

Deadlines

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

New home construction is to be completed (receive certificate of occupancy) within 18 months from receipt of building permit.

Regularly Occurring Covenant and Rules Violations

Each of the following is a covenant and/or rule violation if not approved by the DRC. These violations occur often, generally 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.