



Promontory Pointe HOA Property Improvement Application

Date: _____

Name: _____

Address: _____

Phone Number (s): _____

E-Mail: _____

Landscape Revision/Addition Submittal Date: _____

Expected Start Date for Project: _____ Expected Completion Date: _____

The following application is to be used for homes within Promontory Pointe HOA. The application is based on the Design Guidelines and Community Standards for Promontory Pointe, so the Homeowner should review the Guidelines in preparing the required application. When submitting your plan for approval, please include the following:

Landscape Revisions or Additions – please submit a graphically scaled drawing (hand sketched is acceptable) that includes the following:

- Landscape area of the lot. This is done by subtracting the house footprint and pavement square footage from the total square footage of the lot. If you have a copy of your ILC (improvement location certificate) this is an excellent to-scale document that you can use.
- Lot to Lot Transitions illustrated on plan for landscape to match neighboring lots.
- Type of irrigation system (drip, microspray, spray).
- All areas of ground cover including, but not limited to, grass, rock and/or mulch. Please include type, size & color of rock/mulch. Designate existing vs. new.
- Location of trees & shrubs including type and size at planting and maturity. Designate existing vs. new.
- Retaining walls with location, material, height, and length. Designate existing vs. new.
- Any landscape lighting. Designate existing vs. new.
- Any additional concrete – patios, patio extensions or walkways. Designate existing vs. new.

Play/Sports Equipment (Permanent or Portable) – if possible, please attach a brochure of the proposed structure; the maximum height for play equipment is eleven (11) feet.

- Type of Equipment: _____
- Proposed placement: _____
- Height/Dimensions: _____
- Material: _____

Deck/Patio Addition – please provide a drawing to include the placement, size/dimensions, material, & color. In addition to Design Review Approval, you may be required, depending on the addition, to obtain approval by the Regional Building Department.

Fencing – Please attach a drawing showing location. If you have a copy of your ILC (improvement location certificate) this is an excellent to-scale document that you can use.

- Proposed dimensions (total square footage): _____
- Material (please refer to Design Guidelines for approved fencing materials): _____
- Height: _____

Storage Sheds

- Proposed placement on Lot (shown from above with measurements to each Lot line, cannot be placed in easement): _____
- Materials (including roofing): _____
- Colors (must match color scheme for home): _____
- Height & Dimensions: _____

Miscellaneous Item(s)/Notes:

Architectural Control Committee Review

☐ Plan Approved Date: _____

☐ Plan Denied Date: _____ Please Revise & Resubmit Plan

Plan reviewed by: _____ Date: _____

Please send completed application to: **(Electronic Submittals are Preferred):**

Promontory Pointe Architectural Committee
c/o Z&R Property Management
Attention: Brady Berger (brady@zandrmgmt.com)

or

6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918

Phone Number: (719) 594-0506
Fax Number: (719) 594-0473

You will receive notification of approval or denial by email or letter. Please do not install any landscaping or additions until you have received the proper written approval.

Note: This application is only for the approval of the landscaping or other property improvements by The Promontory Pointe Architectural Community. Before installing the landscaping or other improvements you will need to obtain a permit from the Town of Monument and possibly regional build depending on the project. It is the responsibility of the homeowner to secure all required permits.