



**POMPONIO TERRACE METROPOLITAN DISTRICT  
ARCHITECTURAL REVIEW APPLICATION**

In an effort to provide and protect each individual homeowner's rights and property values. It is required that any Owner or group of Owners considering improvement(s) and/or change(s) to their home or property submit an "Architectural Review Application" to the Architectural Review Committee (ARC). If any change is made that has not been approved, per the governing documents, the Owner may be required to change or remove an improvement. **In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be attached to describe the project in detail.**

**Homeowner Information:**

Name	Date
Property Address	Email:
Home Phone No.:	Cell or Work Phone No.:
Mailing Address (if different)	Alternative Contact Person/Number:
Type of Lot: ___ Front Loaded ___ Rear Loaded	

**SUBMITTAL REQUIREMENTS – Please select one:**

- Please refer to the *Residential Improvement Guidelines and Site Restrictions for Westminster Station* and the *Plant Materials & Landscape Minimum Requirements Chart*
- Include the Review Fee:
  - New Landscape/Hardscapes (\$50.00 fee)** – For a homeowner/builder submitting their landscape plan for the 1<sup>st</sup> time, or for a homeowner proposing extensive revisions to an existing approval plan.
  - Minor Changes to an Existing Landscape/Hardscapes (\$25.00 fee)** – Additional trees, shrubs, patio/deck improvements, etc.
  - Miscellaneous Structures – No Fee**
- **If a payment is required, please MAIL only this application and a check payable to Pomponio Terrace Metro District to the address below. The complete application and photos, illustrations, etc. can be emailed to Angela Elliott (also noted below).**

**Describe Improvement in Detail:**

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**OWNER/BUILDER ACKNOWLEDGEMENT**

In signing this application, I certify that all the information provided by me in connection with my application 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 Architectural Review Committee (ARC) has thirty (30) days upon receipt of this application and complete submittal to review the application and I agree not to begin property improvements or modifications until the ARC notifies me in writing of their decision. **If the ARC fails to review and approve in writing (which may be with conditions and/or requirements) or disapprove, a request within thirty (30) days after complete submission of the request, such request is deemed approved by the ARC.** ARC approval does NOT substitute for any Local, County and State required permits. Owner is responsible for adhering to all Local/County/State guidelines. I have answered, truthfully, all questions pertaining to the proposed improvement or modification and have attached all samples, plan and permits required. **If any changes are made that have not been approved or conform to Local/County/ and State guidelines or per the governing documents, the ARC may require that Owner/Builder change or remove the improvement.**

**SIDE DECKS/PERGOLAS:** Due to the proximity to the adjacent home, I understand decks and pergolas could be subject to additional fire and building codes. I take full responsibility to comply with code requirements and obtain required permits through Adams County or governing entity. **I understand that approval is contingent upon my meeting all code guidelines.**

Homeowner Signature (Required)	Date:
Improvement Start Date:	Improvement Completion Date

**Please return application and mail applicable fee to:**

**POMPONIO TERRACE METRO DISTRICT**  
c/o Don Cullen, Community Manager  
Teleos Management Group  
191 University Blvd. #358  
Denver, CO 80206  
Phone: (720) 648-0277  
Email: [Don@teleos-services.com](mailto:Don@teleos-services.com)

**\*\*Special Note: Please make sure your plans are complete, all required materials are attached and appropriate fee is mailed to the above address. Incomplete plans will be Denied and returned.\*\***

Architectural Review Committee Use Only	
Recommendation of the Committee: _____ Approved _____ Approved w/Conditions _____ Denied	
Comments/Conditions/Other:	
ARC Name:	
ARC Signature:	Date: