



Mayberry Architectural Submission/Application Form

Homeowner (applicant): _____ Account #: _____

Property Address: _____ Zip: _____

Tenant/ Renter (if applicable): _____

Other Homeowner (if applicable): _____

Homeowner Contact Information:

Day Time Phone: _____ Nighttime Phone: _____

Mailing Address (if different than property address): _____

State: _____ City: _____ Zip: _____

Email address: _____

Tenant Contact Information (if applicable):

Day Time Phone: _____ Nighttime Phone: _____

Email address: _____

Contractor Information (if applicable):

Contractor Name/ Company: _____

Contractor Phone: _____ Contractor Email: _____

Project Start Date: ___/___/_____ Project End Date: ___/___/_____

Modification or Addition Requesting (check all that apply):

| | | |
|--|---|--|
| <input type="checkbox"/> Detached Structure/ Building | <input type="checkbox"/> Fence | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Exterior Modification Patio/ Arbor/ Deck |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Ornamentation | <input type="checkbox"/> |
| <input type="checkbox"/> Pool/ Spa | <input type="checkbox"/> Shed | <input type="checkbox"/> |

Legal Description of Modification:

Make sure you have attached/ included all of the following information:

- A completed Submission Form (including signature below the Owner Acknowledgement notice on next page)
- A description of the project, including; height, width, depth, materials, colors, etc.
- A complete materials list of the project, including; paint samples and/or stain color

- A picture or drawing of the intended/ existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Please send your request to:

Mayberry Metropolitan District

C/o Walker Schooler District Managers
614 North Tejon St
Colorado Springs, CO 80903

Phone: (719) 447-1777

Website: <https://mayberrycospringsmd1-8.colorado.gov/>

Email: adam.n@wsdistricts.co

****For Office/ Committee Use Only:**

Date submission received: ___/___/___

Committee Approval/ Denial Date: ___/___/___

APPROVED

APPROVED W/
STIPULATIONS

DENIED

DENIED – INSUFFICIENT

INFORMATION

Stipulations/ Comments/ Suggestions:

Authorized By:

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Design Review Committee (DRC)
- Any construction or alteration to the subject property prior to approval of the Design Review Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the District incurs any legal fees related to my construction and/or application, I will reimburse the District for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors
- All proposed improvements to the property must comply with city, county, state, and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Mayberry Community.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur because of this work or alteration.

- *The Builder/Applicant acknowledges and agrees that the Committee and District assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the District assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the District accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your District, the DRC and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants, and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Design Review Committee. The Design Review Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** ___/___/___
Co-Owner/Applicant Signature: _____ **Date:** ___/___/___

Informational Addendum:

REVIEW PROCESS – Your District's governing documents stipulate the amount of time the DRC may take to render a decision. However, the DRC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the DRC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the DRC. Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the DRC.

NOTIFICATION - All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

APPEALS – If your District allows appeals of a DRC decision, requests must be based on the District documents and timeframes stated by the documents.