



DESIGN REVIEW BOARD – HEALTHY TREE REMOVAL APPLICATION

Minor Modification: **Healthy Tree Removal** (on properties with existing structures only)

Please refer to Exhibit D of the Cordillera Design Guidelines for more information.

SITE INFORMATION:

Street Address: _____

Neighborhood: _____ Lot: _____ Block: _____ Filing: _____

DESCRIPTION OF REQUEST: _____

Number of Trees to be Removed: _____ Species of Trees: _____

Identify Trees within Zone 1 (0-5 ft. from house): _____

OWNER INFORMATION:

Property Owner(s) Name: _____

Owner's Signature: _____ **Date:** _____

Email: _____ Phone: _____

Mailing Address: _____

PRIMARY CONTACT/ OWNER'S REPRESENTATIVE:

Primary Contact / Owner's Representative: _____

Email: _____ Phone: _____

Mailing Address: _____

ENCLAVE APPROVAL (if applicable):

Enclave Community: _____

HOA President's Signature: _____ **Date:** _____

Conditions of Approval: _____

DRB Reviews & Decisions:

- All seeking DRB approval must be current on all dues and/or fees related to DRB, Cordillera Property Owners Association and the Metropolitan District.
- Only complete applications will be accepted. No item will be scheduled for DRB review unless an application and all required submittal items are received.
- Submission Requirement Lists, Design Guidelines and Construction Rules and Regulations may be found on the Cordillera website: <https://cordilleraliving.com/services/design-review-board/>
- Contact Community Development Administrator with questions: drb@cordillerapoa.com (970) 855-2658.



Healthy Tree Submission Requirements:

1. Completed **Application signed** or E-signed by the property owner.
 - a. If you live in an Enclave, HOA approval is required prior to DRB Review and must be confirmed by including an HOA Representative’s signature on your application.
 - b. Enclave project review requirements may vary from Cordillera DRBs submission requirements.
2. Provide **Design Review Fee**. Refer to Review Fee worksheet for applicable fees.
 - a. **Pay by check**: Checks should be made payable to Cordillera Property Owners Association (CPOA) and mailed or delivered to this address: Cordillera DRB, 360 Carterville Road, Edwards, CO, 81632. Include a copy of the application with your check. Office hours: Monday–Friday, 8:30am–4:30pm.
 - b. **Pay online with credit card**: Payment can be made via your Homeowners Portal on CiraNet. Credit card payments will be charged a processing fee of 2.95%. Please notify drb@cordillerapoa.com if you plan to pay online.
 - c. **Pay online with an eCheck**: Payment can be made via your Homeowners Portal on CiraNet by entering your bank account information. Please notify drb@cordillerapoa.com if you plan to pay online.
3. **Images** of your home showing the **location** of the tree(s) to be removed.
4. **A site plan** showing where the proposed trees to be removed are located with reference to property lines and built structures.
5. **Adjacent neighbor notifications** and date stamped certified mail receipts.
 - a. Please note that neighbor notifications are a requirement of the DRB for this project and include notifying all adjacent property owners. Adjacent Property Owners are defined as owners of property (including vacant lots) within 75 feet of all outer boundaries of the subject lot including the Colorado Metro District owned property, Windrose Properties LLC aka the Mountain and Summit Golf Courses, and Cordillera Property Owners Association, if applicable.
 - b. All neighbors that are notified have 30 days to comment. Date stamped certified mail receipts are required as proof of mailing. Please note that any DRB Approval will be withheld until the 30-day notice period expires.