



DESIGN REVIEW BOARD – MINOR MODIFICATION APPLICATION

Minor Modifications:

- Color Change Landscaping Sculptures/Artwork Other: _____
- Deck/Railing Windows/Doors Air Conditioning
- Firepit Hot Tub Exterior Lights

SITE INFORMATION:

Street Address: _____

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

DESCRIPTION OF REQUEST:

Material: _____ Color: _____

Dimensions: _____ Other: _____

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/>
- Please refer to the Review Fee worksheet for applicable fees.
- Cordillera DRB approvals are valid for one year. If approval should lapse, an application, including all submittal requirements, must be resubmitted to the Community Development Administrator for review and approval.
- Contact Community Development Administrator with questions: drb@cordillerapoa.com (970) 855-2658.

Minor Modification 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 (\$300/item reviewed)**.
 - a. Pay by 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.
 - b. 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.
3. **Images** of your home showing the **proposed location** of minor modification
4. **Images** of the **proposed product** (these may be screenshots or links from the manufacturer's website)
5. **Spec sheets** of the proposed product, including dimensions, colors and details (can be found on the manufacturer's website)
6. **A site plan** (may be a survey or ILC) showing location of proposed modification relative to existing home and building envelope may be necessary depending on application. The proposed location should be inside the building envelope to be considered a minor modification.
7. **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.