



**DESIGN REVIEW BOARD – MINOR MODIFICATION APPLICATION**

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**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: \_\_\_\_\_



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### **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.
- Contact Community Development Administrator with questions: [drb@cordillerapoa.com](mailto: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 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](mailto: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](mailto:drb@cordillerapoa.com) if you plan to pay online.
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.