

READ THIS FIRST BEFORE SUBMITTING ACC REQUEST

HOA Guidelines

All landscaping projects require ACC approval. Replacement of existing plants with those of a similar species and comparable size do not require approval. Homeowners who fail to gain ACC approval and proceed with work may be subject to fines as outlined in the [Governance Policies](#), 38-33.3-209.5 (1)(b)(IV). The HOA reserves the right to review and approve all requests by way of the [Revised and Consolidated Protective Covenants](#).

All Homes within CKSII Sections 1,2 and 3 are required to submit ACC Requests (even if you are a non-member).

ACC Recommendations

The Architectural Control Committee recommends all projects be designed with compatibility of the existing home, fences, and neighbor in mind. The location of landscaping, walkways, and driveway should be clearly outlined in the request and include the location of surrounding structures (e.g. home, fence, deck, etc.). The intention is to promote harmonious living and preserve the intended design of the community. All projects must adhere to Jefferson County's Building and Zoning Codes.

Please See Next Pages for Request Form Details, Site Plan and Planting Design

Columbine Knolls South II Homeowners Association Architectural Control Committee

Request Form

Please provide details about your project: This will allow the ACC review process to move quickly. The Homeowner is responsible for providing samples, drawings, pictures, and other documentation as requested by the ACC.

- 1) **Landscape Plan:** Clearly state the area being renovated, materials, stone, and plantings.
- 2) **Site Plan:** Provide a bird's-eye view (site map) of the intended project. Please include any existing structures (home, fence, deck, pathway, etc.) in your drawing and clearly display measurements with the distance from fence line, home, street, or any other permanent structure in the vicinity.
- 3) **Landscape Design/Links:** Please provide a photo of the front of home and any additional design images.

Performance: If using a contractor, please include their contact information, indicate the timeline for when the project will start and be completed by and upload a bid with "scope of work" when available.

Sample ACC Request – Landscape:

The screenshot shows a web form with the following sections:

- Project Type:** A dropdown menu with "Landscape" selected.
- Project Description:** A text area containing "Front Yard Plantings / Walk Way / Driveway", "Please see attached", "- Site Plan", "- Planting List", and "- Concrete sample Swatch". Below this is a note: "Describe Improvement in detail. Use the Drop Zone to attach if necessary paint samples, building materials, building or landscape plans, fence layouts, product brochures and other plans for structures."
- Additional Details:** An empty text input field.
- Project Documents:** A dashed box labeled "drop zone" and a button that says "Upload OR Mail a photo of your home."

[ACC REQUEST FORM](#)

Online Form: <https://office.smartwebs.com/Arc//SWForms/index.cshhtml#/forms/10805f4c-10c3-eb11-811b-000c2903e046>

Compliance with Local Municipalities

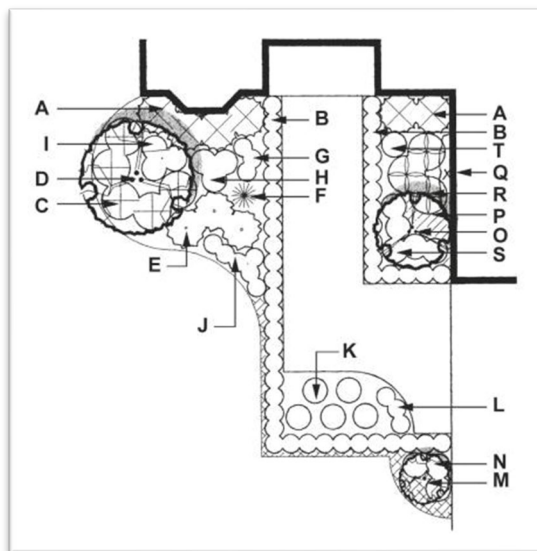
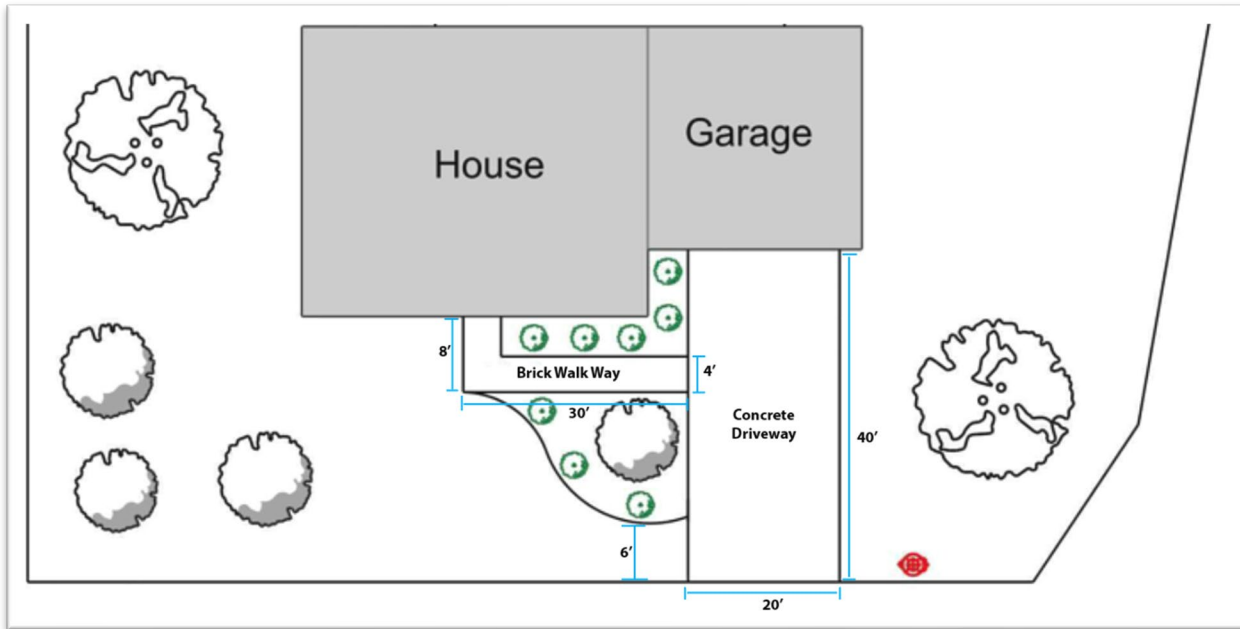
Homeowners are responsible for any work, construction, or improvements to their property and must be entirely compliant with applicable building codes and zoning regulations. Approval by the Architectural Control Committee is not an endorsement of design, material, labor, or contractor, and any such approval shall not provide compliance with building codes, zoning codes, county ordinances, or any other regulation as set forth by local, state, or federal law makers. **Permits may be required for work.**

Jefferson County Websites for zoning reference: <https://www.jeffco.us/>

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Site Plan and Landscape Design Examples

The Homeowner is responsible for providing samples, drawings, and other documentation as necessary.



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Approved Waterwise Landscape Schemes (SB-23-178)

Xeriscape organizes high- and low-water-use plants to maximize watering efficiency and create a landscape that's sustainable in Colorado's dry climate.

1. [Four Season Sensation](#) via Xeriscape Design Solutions
2. [High Elevation Planting Design](#) - Front Yard via Denver Botanic Gardens
3. [High Elevation Planting Design](#) - Backyard via Denver Botanic Gardens
4. [Dry Creek Bed Oasis](#) via Xeriscape Design Solutions