



## Sanctuary Pointe Property Improvement Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Initial Landscape Submittal: \_\_\_\_\_ Revision/Addition: \_\_\_\_\_

The following application is to be used for homes within Sanctuary Pointe. Since the application is based on the Design Guidelines and Community Standards for Sanctaury Pointe, the Homeowner should review the Guidelines in preparing the required application. When submitting your plan for approval, please include the following:

**Initial or Revised Landscape Plan** – please submit a graphically scaled drawing (hand sketched is acceptable) that includes the following:

- Landscape area of the lot. This is done by subtracting the house footprint and pavement square footage from the total square footage of the lot.
- Lot to Lot Transitions illustrated on plan for landscape to match neighboring lots
- Type of irrigation system (drip, microspray, spray)
- All areas of ground cover to include, grass, rock and/or mulch, please include type and size of rock & color of mulch
- Placement of trees & shrubs to include type and size
- Retaining walls to include placement, material, height, and length
- Any landscape lighting
- Any additional concrete – patio's, patio extensions, & additional sidewalks or walkways

**Play/Sports Equipment (Permanent or Portable)** – if possible, please attach a brochure of the proposed structure, the maximum height for play equipment is eight (8) feet.

- Type of Equipment: \_\_\_\_\_
- Proposed placement: \_\_\_\_\_
- Height/Dimensions: \_\_\_\_\_
- Material: \_\_\_\_\_

**Deck/Patio Addition** – please provide a drawing to include the placement, size/dimensions, material, & color. In addition to Design Review Approval, you may be required, depending on the addition, to obtain approval by the Regional Building Department.

**Fencing/Dog Runs** – if possible, please attach a drawing showing placement

- Proposed placement: \_\_\_\_\_
- Material (please refer to Design Guidelines for approved fencing materials):  
\_\_\_\_\_
- Height (If a dog run): \_\_\_\_\_

**Storage Sheds**

- Proposed placement (can not be placed in easement): \_\_\_\_\_
- Materials (including roofing): \_\_\_\_\_
- Colors (must match paint scheme for home): \_\_\_\_\_
- Height & Dimensions: \_\_\_\_\_

**Miscellaneous Item(s)/Notes:**

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**Architectural Control Committee Review**

- Plan Accepted
- Please Revise & Resubmit Plan

Plan checked by: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of the homeowner to contact N.E.S. Inc. when the landscape installation is completed. At that time, N.E.S. Inc. will inspect the landscape for compliance with the approved Landscape Plan and advise you and the homeowner if the installation is acceptable.

- Landscape Installation inspected and Accepted
- Landscape Installation inspected and corrections needed

Installation inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

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Please send completed application to **(Electronic Submittals are Preferred)**:

Sanctuary Pointe Architectural Control Committee  
C/o Hammersmith Management  
Attention: Steve Emery  
1155 Kelly Johnson Blvd, Suite 495  
Colorado Springs, CO 80920  
Phone Number: 719-389-0700  
Fax Number: 719-328-0576  
Email: semery@ehammersmith.com

To schedule your final landscape inspection, contact:

Sean Cummings  
Brett Jackson  
N.E.S. Inc.  
508 South Tejon St.  
Colorado Springs, CO 80903  
Tel: (719) 471-0073  
Fax: (719) 471-0267  
www.nescolorado.com  
[scummings@nescolorado.com](mailto:scummings@nescolorado.com)  
[bjackson@nescolorado.com](mailto:bjackson@nescolorado.com)

You will receive notification of approval by E-Mail or Letter. Please do not install any landscaping or additions until you have received the proper approval.

**Note: This application is only for the approval of the landscaping or other property improvements by The Sanctuary Pointe Architectural Community. Before installing the landscaping or other improvements you will need to obtain a permit from the Town of Monument.**