

ARCHITECTURAL CONTROL COMMITTEE  
**LANDSCAPING CHANGES / UPDATING - SUBMITTAL FORM**

Homeowner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Name of company performing work: \_\_\_\_\_

Name of company contact: \_\_\_\_\_ / Phone: \_\_\_\_\_

Anticipated date work will start: \_\_\_\_\_ / anticipated date of completion: \_\_\_\_\_

**Please submit your request to:**

Z&R Property Management, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918  
719-594-0506, Fax: 719-594-0473, Email: [Derek@ZandRMgmt.com](mailto:Derek@ZandRMgmt.com)

Please use the appropriate checklist below to help you submit the necessary information.

**LANDSCAPING - Please submit a plan showing the following (if they apply):**

Landscape Plan at 1"=10' or 1"=20' scale (copy of Site Plan or professional landscape plan)

- \_\_\_\_\_ Color photographs of the work area from different angles on the Lot
- \_\_\_\_\_ Drawings, sketches or brochures are suggested
- \_\_\_\_\_ Lot lines, setbacks, easements, no build areas located on Site Plan or ILC
- \_\_\_\_\_ Indicate building location, driveway, walks, patios, decks, stairs, etc.
- \_\_\_\_\_ Precise location of all materials (shrubs, grasses, flowers, sod, trees, rock, mulch, etc.)
- \_\_\_\_\_ Drainage: specify plans for turf or native area drainage, plans for underground piping, downspout extensions, rock "dry" streambed features, and/or plans to control silt runoff from the Lot
- \_\_\_\_\_ Existing trees to be saved or removed
- \_\_\_\_\_ Lawn or turf (type and location) square footage of sod/spray irrigated areas. (Note: Irrigated areas MUST be less than 15% of the lot square footage)
- \_\_\_\_\_ Proposed trees (types, sizes, and locations). All front yard areas must have a minimum of two (2) trees, either two Deciduous or Evergreen or one of each totaling two is the minimum requirement. Deciduous trees must be a minimum of 2.5" caliper in size and Evergreen trees must be a minimum of 6' tall after planting.
- \_\_\_\_\_ Proposed shrubbery (types, quantity, and locations). NOTE: all plants and shrubs must be a minimum of 5-gallon in size or larger.
- \_\_\_\_\_ Proposed groundcover, low growing perennials, flowers, etc. (types, sizes, quantity, and locations). NOTE: all groundcover and perennials must be a minimum of 1-gallon in size or larger.
- \_\_\_\_\_ Vegetable garden location (type, size, location, any irrigation, screening, fencing, etc.)
- \_\_\_\_\_ Mulch/Rock: indicate area on Site Plan or ILC to include (type, size, color, weed barrier). Materials may not be dropped off/stored on the street; they must be kept on the Lot/driveway.
- \_\_\_\_\_ Proposed retaining or decorative rock/boulder walls: indicate location on Site Plan or ILC (height, material type, colors, method of construction "mortar, dry stack, etc.", retaining and other wall heights not to exceed forty-eight inches.)

- \_\_\_\_\_ Proposed raised berming, planting beds, drainage control or any other grade alterations (size or area, height above finished grade, etc.)
- \_\_\_\_\_ Areas of natural vegetation. (Note: Due to City Hillside Ordinance, no existing vegetation may be removed.)
- \_\_\_\_\_ Other (specify)

Please have **all adjoining/impacted** neighbors sign below. This is only an acknowledgement stating that the neighbor has seen the proposed submittal. **Please be aware that the neighbor acknowledgement does not constitute approval or denial of the submittal.**

Neighbor Acknowledgement: I/we as owners of the property located at \_\_\_\_\_  
\_\_\_\_\_ acknowledge that we have seen the proposed item being submitted for review and realize that by signing this form *we are not approving nor denying this item*. It is understood that I/we must notify the ACC in writing if there are any concerns/issues regarding the item being submitted that I/we would like addressed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

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