



**Bel-Aire Estates Homeowners Association  
Request for Landscape Design Approval**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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Section 3.12 of the Bel-Aire Estate HOA Declarations and Covenants, as amended states:

“Landscaping shall be installed by the Owner on the part of each lot not previously landscaped after approval of an owner’s landscape plan by the Architectural Control Committee. The landscaping shall be installed within sixty (60) days after such approval if the approval is given between April 1 and August 30, and not later than May 31 if the approval is given between September 1 and March 1. Landscaping plans shall be submitted to the Architectural Control Committee by an Owner within sixty (60) days after issuance of a temporary or final certificate of occupancy (whichever comes first) for the residence located on such Owner’s Lot.”

The Landscape Design Standards (attached) define the minimum requirements. Effective December 1, 2005, all new and renovated landscape designs must meet or exceed the Landscape Design Standards.

If other improvements such as decks, hot tubs, accessory buildings, play sets, etc. are being installed with a new landscape, please illustrate the location and details within the plans. Additionally, substantial changes to existing landscaping also require submission of landscape plans and Board approval. (Covenants Section 4.1 and 4.2)

Please attach your drawn plans to this form and submit them to the Board. The Board of Directors generally meets monthly. Check the website for specific dates. You will receive a written response after the Board reviews your submittal. Work should not begin until you have received written approval. When the landscaping work is complete, please contact the Board to arrange for an on-site review to validate that the installation was completed consistent with the approved plan and in the required timeframe.

The Board may grant an extension if the homeowner has valid reason and a written request is submitted.

Board evaluation or approval of a plan or installed landscaping or other improvement is not a substitute for any legally required permit issued by the City of Aurora, Colorado or any other agency.

Thank you for your cooperation.

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# Landscaping Design Standards

## TURF OPTION Front, Side and Back Yard Landscaping Requirements

### FRONT YARD

Any combination of trees and shrubs as noted to equal lot size. (See note 1)		
	Plant Quantity and Type	Requirements
1.	Trees per lot size: Large = 3 Estate = 5	Shade Tree = 2 ½ inch caliper
		Ornamental Tree = 2 inch caliper
		Evergreen Tree = 6 foot height
2.	Shrubs per lot size: Large = 25 Estate = 35 Allocated at owner's discretion between front and back yard. (See notes 2 and 3)	Shrubs = 5-gallon container minimum Plant material shall conform with <u>American Standard for Nursery Stock, Ansi Z60.1</u> , current addition.  Use a variety of shrubs and plant materials that will provide visual interest during all seasons.

### BACK YARD

Back yards are to be completed in progression with front yard landscaping and back yard design standards shall reflect front yard design standards.		
	Plant Quantity and Type	Requirements
1.	Trees per lot size: Large = 3 Estate = 5	Shade Tree = 2 ½ inch caliper
		Ornamental Tree = 2 inch caliper
		Evergreen Tree = 6 foot height
2.	Shrubs per lot size: Large = 25 Estate = 35 Allocated at owner's discretion between front and back yard. (See notes 2 and 3)	Shrubs = 5-gallon container minimum Plant material shall conform with <u>American Standard for Nursery Stock, Ansi Z60.1</u> , current addition.  Use a variety of shrubs and plant materials that will provide visual interest during all seasons.

**Note 1:** Lot sizes: Large 9,000 – 14,999 square feet  
Estate 15,000 square feet and greater

**Note 2:** Perennials and ornamental grasses may be substituted for shrubs at 3 one-gallon perennial or ornamental grass species per one five-gallon shrub. Shrubs may not be substituted for trees.

**Note 3:** Trees may be substituted for shrubs, (or perennials and ornamental grasses per Note 2). Shrubs may not be substituted for trees.

**XERIC OPTION (XERISCAPE)  
Front, Side and Back Yard Landscaping Requirements**

**FRONT YARD**

Any combination of trees and shrubs as noted to equal lot size.		
	<b>Plant Quantity and Type</b>	<b>Requirements</b>
1.	Turf	No turf is required.
2.	Rock and inorganic mulches (See note 4)	Rock mulch is limited to not more than 50% of the area to be landscaped.  50% of all rock and other mulch areas shall be covered with living plant material  Fabric underlayment (weed block) is required.
3.	Pavers (See note 4)	Pavers and natural stone limited to not more than 40% of the landscaped area
4.	Features	One of the following features shall be incorporated: <ul style="list-style-type: none"> <li>a. Wall—1 ft. to 2 ½ ft. high decorative natural stone, stucco, or approved CMU wall</li> <li>b. Fence—per standards</li> <li>c. Berms—low earth berm 2 ½ ft. tall maximum. Slopes not to exceed one foot rise for each 4 feet minimum.</li> <li>d. Natural boulders – 3 – two feet by three feet minimum.</li> </ul>
5.	Trees per lot size: Large = 3 Estate = 5	Shade Tree = 2 ½ inch caliper
		Ornamental Tree = 2 inch caliper
		Evergreen Tree = 6 foot height
6.	Shrubs per lot size: Large = 25 Estate = 35  Allocated at owner’s discretion between front and back yard. (See notes 5 and 6)	Shrubs = 5-gallon container minimum Plant material shall conform with <u>American Standard for Nursery Stock, Ansi Z60.1</u> , current addition.  Fabric may be omitted under annuals and perennials.  Use a variety of shrubs and plant materials that will provide visual interest during all seasons.

## BACK YARD

1. Back yards are to be completed in progression with front yard landscaping and back yard design standards shall reflect front yard design standards.		
	Plant Quantity and Type	Requirements
1.	Turf	Limited to no more than 45% of the area to be landscaped.
2.	Rock and inorganic mulches (See note 4)	Rock mulch is limited to not more that 50% of the area to be landscaped.  50% of all rock and other mulch areas shall be covered with living plant material.  Fabric underlayment (weed block) is required.
3.	Pavers (See note 4)	Pavers and natural stone limited to not more that 40% of the landscaped area
4.	Features	One of the following features shall be incorporated: a. Wall—1 ft. to 2 ½ ft. high decorative natural stone, stucco, or approved CMU wall b. Fence—per standards c. Berms—low earth berm 2 ½ ft. tall maximum. Slopes not to exceed one foot rise for each 4 feet minimum. d. Natural boulders – 3 – two feet by three feet minimum.
5.	Trees per lot size: Large = 3 Estate = 5	Shade Tree = 2 ½ inch caliper Ornamental Tree = 2 inch caliper Evergreen Tree = 6 foot height
6.	Shrubs per lot size: Large = 25 Estate = 35  Allocated at owner’s discretion between front and back yard. (See notes 5 and 6)	Shrubs = 5-gallon container minimum Plant material shall conform with <u>American Standard for Nursery Stock, Ansi Z60.1</u> , current addition.  Fabric may be omitted under annuals and perennials.  Use a variety of shrubs and plant materials that will provide visual interest during all seasons.

**NOTE 4:** At corner lots with a side yard visible to public view, front and side yard areas shall be combined for calculation of xeric requirements

**NOTE 5:** Perennials and ornamental grasses may be substituted for shrubs at 3 one-gallon perennial or ornamental grass species per one five-gallon shrub. Shrubs may not be substituted for trees.

**NOTE 6:** Trees may be substituted for shrubs, (or perennials and ornamental grasses per Note 5). Shrubs may not be substituted for trees.

# Specific Types of Improvements

**Retaining Walls.** Retaining walls may be used to accommodate or create abrupt changes in grade. Such walls should be properly anchored to withstand overturning forces. Stonewalls should be made thicker at the bottom than at the top to achieve stability. To avoid destructive freeze-thaw action, all retaining walls should incorporate weep holes into wall design to permit water trapped behind them to be released. Walls should not be located so as to alter the existing drainage patterns, and should provide for adequate drainage over or through (by means of weep holes) the wall structure. Approval is required and in certain situations, a building permit may be required.

**Lights and Lighting.** Board approval is required to modify a lighting plan or add exterior lighting. Therefore, the use of motion detector spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) requires Board approval. Consideration will include, but may not be limited to, the visibility, style, and location of the fixture. Exterior lighting for security and/or other uses must be directed at the ground and house, whereby the light cone stays within the property boundaries and the light source does not cause glare to other properties (bullet type light fixtures are recommended).

Holiday lighting and decorations do not require approval. It is recommended that they not be installed more than 30 days prior to the holiday. They must be removed within 30 days following the holiday.

**Kennels.** Kennels are not allowed

**Greenhouses, Gazebos.** Approval is required

**Sport Courts.** Approval is required. Consideration will include, but may not be limited to, the following criteria:

- No more than two colors will be approved
- Shall be a minimum of five feet off all property lines, consideration will be given to neighbor's living area
- Shall be located in side and back yards only
- Appropriate screening will be required for adjacent lots and open spaces
- A maximum of one basketball goal per lot
- May not be lighted

**Ponds and Water Features.** Approval is required. Consideration will include, but may not be limited to, the following criteria:

- Must be integrated into landscape theme
- Set back shall be a minimum of five feet off all property lines
- Must not affect existing drainage
- Must be maintained at all times

**Pools.** Approval is required. Above ground pools are not permitted. All submittals shall include the placement of the pool with dimensions on a site plan and the following information:

- Grading plan noting all alterations to grade
- If a retaining wall is required, include all materials and dimensions
- Materials such as concrete, cover, liner, etc
- Location of pool equipment and screening plan
- Fencing around pool noting any existing fencing

**Fencing:** Approval is required. All submittals shall specify the height, color and material.

- **“Front” Yard Fencing:** Approval is required
- **Fencing in Side and Back Yards:** Approval is required. May be wood or wrought iron
- **Wrought Iron Fencing:** Approval is required. Highly ornamental wrought iron shall not be approved.
- **Retaining Walls / Fencing:** Approval is required if the fence is to be located on top of a retaining wall or it will be within 18 inches of a retaining wall
- **Removal of Builder or Developer Installed Fencing:** Fencing which was installed by the Builder or Developer shall not be removed or modified without approval.

**Tree Houses:** Shall not be permitted

**Play Houses:** Approval is required if it is more than 24 square feet and/or over six (6) feet high. Only one playhouse per lot is permitted regardless of size.

**Sheds:** Approval is required and in most situations, a building permit will be required. The exterior finish of the structure (both walls and roof) must be consistent with the architectural style, materials and colors of the primary residence on the lot. The exterior finish requirement does not apply to greenhouses, gazebos or play houses.

# Procedures for Approval

## General.

- **IN MOST CASES, INCLUDING ANY IMPROVEMENT NOT SPECIFIED IN THE LISTING, ADVANCE WRITTEN APPROVAL BY THE BOARD IS REQUIRED BEFORE INSTALLATION OF THE IMPROVEMENT TO THE PROPERTY IS COMMENCED.**
- As indicated in the listing of Specific Types of Improvements, there are certain Improvements that are not permitted under any circumstance.

## Drawings or Plans.

- The Board requires all submittals to state the address of the property and the name and address of the property owner.
- Submittal must be made prior to commencement of work on any Improvement to Property, including “descriptions, surveys, plot plans, drainage plans, elevation drawings, construction plans, specifications and samples of materials, and colors” as Board members may reasonably request showing “the nature, kind, shape, height, width, color, materials and location” of the proposed Improvement to the Property.
- In the case of major improvements, such as room additions, structural changes or accessory building construction, detailed plans, and specifications prepared by a registered architect and/or engineer, may be required.
- Whether the improvement will be done by the property owner or a contractor, the following guidelines should be utilized in preparing drawings or plans:
  - A. The drawing or plan should be done to scale and should depict the property lines of your lot and the outside boundary lines of the home as located on the lot. If you have a copy of the site plan of your lot obtained when you purchased it, this survey would be an excellent base from which to draw.
  - B. Existing improvements, in addition to your home, should be so shown on the drawing or plan.

## Board Approval.

- At its regular meetings, the Board will review any submitted plans for compliance with the Landscape Design Standards.
- A letter will be sent to the Owner stating the Board’s decision. If plans are not approved, the letter will provide an explanation of any deficiencies to help the Owner correct the submission.
- When the Improvements are completed, the Owner must contact a member of the Board to arrange for an on-site inspection to validate that the installation was completed consistent with the approved plan and within the required timeframe