



**Instructions:** Fill out all the boxes of this form completely. Submit by July 1st of the current irrigation year.

Requested can be submitted by email or mail/drop off at:

Loveland Water and Power, Attn: Nathan Alburn, 200 N. Wilson Ave., Loveland, CO 80537.

**Questions:** Contact Nathan Alburn • **Phone:** 970-962-3718 • **Email:** Nathan.Alburn@cityofloveland.org

## Hydrozone Participant Exemption Request Form

The exemption request form allows Hydrozone Program participants undergoing landscape replacement or redesign to apply for a one-year exemption period from certain surcharges and/or water rights payments. This exemption, if approved by the director, exempts a participant from the surcharge and does not count towards the three consecutive years that could trigger full water rights payment. To apply, Hydrozone Program participant must submit a detailed description of the proposed landscape changes, receipts for soil amendments and/or new plantings, and supporting evidence such as photographs. The redesigned landscape's irrigation must stay within the original annual water budget to avoid additional water rights payments. It is required the exemption request is submitted before July 1 of the year in which the landscape replacement or redesign will occur.

Municipal Code: [19.06.050](#) - Irrigation subject to Hydrozone water budget, Subsection G.2.

### Additional Details

- Upon submitting a completed application, allow adequate time for staff to fully review the application. Additional information may be requested from the applicant.
- Once the exemption is approved or denied, a letter will be emailed to the applicant indicating the status.
- Please understand that clear and detailed application information will enable staff to provide more detailed comprehension of circumstances and exemption eligibility.

### Application Checklist

Complete this checklist to verify you are submitting the required information.

- 1. Application.** Complete the application form on page 2 and 3 of this checklist. All sections must be filled out to be a complete application.
- 2. Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets.
  - a. **Project Map** showing the location within the landscaped area that will be replanted, change, updated, etc.
- 3. Description of Work.** Include a paragraph or two that accurately provides the information listed below:
  - a. The meter(s) that are within the Hydrozone
  - b. Receipts for soil amendments and/or new plantings
  - c. Detailed description of the proposed replaced or redesigned landscape
  - d. Other extrinsic evidence that justifies a one-year exemption

# APPLICATION

## Project Information

<b>Name of the Hydrozone</b>			
<b>Name of the District or HOA</b>			
<b>Meter Information</b> Include for each Irrigation Meter: - Meter Address - Account Number - Meter Size			
<b>Will the project be contracted out?</b>	Yes	No	<b>If No, briefly describe the party that will be conducting the work.</b>
<b>Project Time Frame:</b>			

## Applicant's Contact Information

Name:	Phone:			
Address: City, State:	Zip Code:			
Email Address:	Preferred Method of Contact	Phone	Email	
Relationship to Project:	HOA Board Member	Management Company	Metro District	Other

## Additional Project Information

Please indicate which of the following, if any, will be attached to this exemption request form.

Before Photographs     
  After Photographs     
  Receipts     
  Soil Amendments     
  Formal Letter

## Supporting Documentation

- Please note that all exemption requests must have supporting documents, including photographs and/or receipts of completed work.
- If supporting documents are not included with this initial request form, they must be provided upon completion of the work.

# PROJECT INFORMATION

## Landscaping and Redesign

Provide a detailed description of the current landscaping, including its condition and any notable features. Additionally, describe the proposed new landscaping design and its intended improvements.

## Irrigation Leaks and Breaks

If there is a need to repair an irrigation leak or break, please provide a comprehensive description of the issue, including its specific location. Detail any repair or identification measures that have been undertaken so far. If this section is not applicable, simply put 'N/A'.

## Signature

<u>Title:</u>	_____
<u>Print Name:</u>	_____
<u>Signature:</u>	_____

## Questions

For questions or comments regarding the exemption application process, please contact:

Nathan Alburn  
Phone: 970-962-3718

or

Catharine Kellogg  
Phone: 970-962-3549

Email: [Nathan.Alburn@cityofloveland.org](mailto:Nathan.Alburn@cityofloveland.org)

Email: [Catharine.Kellogg@cityofloveland.org](mailto:Catharine.Kellogg@cityofloveland.org)