

DESIGN REVIEW GUIDELINES
for
GREENWOOD TERRACE HOMEOWNERS ASSOCIATION, INC.

I. PURPOSE

Greenwood Terrace Homeowners Association is a unique residential development comprised of 27 single family homes.

The purpose of this document is to provide guidelines within the framework of these Design Standards to enable the fulfillment of the stated goal. The Association encourages a commitment to sensitivity towards quality and design, understanding the desire for individual expression while creating a harmonious Association. The adoption of these Design Standards along with the Declarations of Covenants, Conditions, Easement, and Restrictions are the standards by which the Architectural Control Committee will oversee, interpret, enforce and ensure that the community retains the high quality planned for it by the Developer and the Residents of Greenwood Terrace.

The Architectural Control Committee, from initial consultation through completion of any given project within the Greenwood Terrace community is assigned to review and shall have final approval authority over the appearance and aesthetics of the exterior architectural and landscape design, however, the Committee assumes no responsibility with regard to other details of the construction or design process, including, but not limited to, structural details and the various systems integral to the residence such as heating and air conditioning, plumbing, and electrical or other similar systems.

II. ARCHITECTURAL CONTROL PROCESS

The Greenwood Terrace Homeowner's Association Architectural Control Committees ("ACC" or "Committee") duties and obligations are defined in the Declaration Creating Covenants, Conditions, Easements, and Restrictions for The Greenwood Terrace Subdivision as amended ("Declaration"). The ACC has approved these Design Standards for The Greenwood Terrace Homeowner's Association.

In accordance with the Declaration, all improvement plans to build new, reconstruct, add to or refinish the exterior of any existing improvement, including but not limited to: driveways, walkways, drainage courses, landscape designs, swimming pools, retention walls, exterior buildings (if and when permitted) shall be subject to the ACC's approval process. Please see Schedule A for a partial list of improvements which require ACC approval. The ACC reserves the right to revise these Design Standards from time to time in order to effectively meet the goals of the Greenwood Terrace community. The ACC has the right to charge applicants a reasonable fee to recover its costs when professional or consulting fees are incurred for reviewing each

application for construction or expansion of a dwelling or remodeling thereof, or for the installation or modification of landscaping.

III. PROCEDURE

There are two steps in the process for submitting improvement plans. These include preliminary and final plan submissions that, when performed in accordance with the following guidelines, should preclude unnecessary expense and time delays.

It is recommended that prior to preliminary submittal the Applicant and a Committee Member informally discuss the Applicant's intent with respect to the proposed plan and the site in question.

Two sets of plans must be submitted to the ACC. All plans must receive written approval for both Preliminary and Final Submissions in addition to the issuance of the appropriate governing municipalities' building permit before any construction activity is begun. Plans must be submitted to:

Chairman, Architectural Control Committee

A. Preliminary Submittal.

1. **Site survey** by a surveyor licensed in the State of Colorado showing thereon the complete legal description of the lot in question, all easements, the center line of the adjacent right of way, contours at 2'-0" intervals with USGS elevations, utility taps or stubs, North arrow, flow lines & gutters, builder or contractor's name and address and telephone number.
2. **Site Plan @ 1"=20'**, or greater detail indicating:
 - (a) Building footprint and roof line.
 - (b) Driveway and street location with center line, gutters and flow line.
 - (c) Easements, property boundaries, and building envelopes - setbacks.
 - (d) Location of all site retaining walls and construction erosion controls.

- (e) Fences, utility/trash enclosures/signage, mailbox locations.
- (f) Other site features that may affect site planning.
- (g) Adjacent lots labeled and North arrow.

3. **Grading Plan** (which may be incorporated with site plan) @ 1"=20' or greater detail indicating:

- (a) Existing and proposed contours at minimum 2' intervals.
- (b) Minimum 2 cross sections through site to show building with respect to existing and proposed grades.
- (c) Existing and proposed site drainage indicated including swales, drywells, drain inlets, piping, etc.
- (d) Existing and proposed utility lines and meters.

4. **Architectural Plans** @ 1/4" or 1/8" = 1'-0" indicating:

- (a) Floor plans and roof plan and ancillary structures decks, porches, patios, pools, etc.
- (b) Exterior elevations of each side (4 total) of residence showing thereon proposed exterior materials, the building height calculations, top of finished floor, existing and proposed grade and roof slopes.

5. **Landscape Planting Description.** Statement of landscape and irrigation intent, preliminary sketch plan @ 1" = 20' scale. It is advisable to review the proposed submission documents with the ACC Chairman before submitting, in order to confirm that all necessary documents have been prepared. Preliminary Plan submission is required to resolve potential problems before getting too far into the construction documents. Each submission will be reviewed and, if approved, given Preliminary approval. Preliminary approval does not constitute approval for any construction activity of any kind. In the event of denial, specific reasons will be stated. Preliminary approval must be granted in writing before proceeding to Final Submission. If Preliminary and Final Submission are submitted simultaneously, all changes required are at the Owners risk.

6. **Suggested** - Staking of building envelope on site by licensed Colorado Surveyor.

B. Final Submission. Two sets of construction drawings must be submitted for final Submission review. Final Submission documents include everything from the preliminary requirements plus:

1. **Final Site Plan @ 1" = 10'** scale showing the building footprint, setbacks, drives, entry posts, walks, walls, decks, patios, grading and drainage.
2. **Final Architectural Plans.** All plans and details for architecture, walls, paving, lighting, entry posts elevation detail, fencing @1/4"=1'-0".
3. **Final Landscape Plans.** Landscape planting plan @ 1" - 20' or greater detail indicating:
 - (a) Sizes, quantities, species of all plant materials.
 - (b) Plan of plant locations, berms and irrigation intent.
 - (c) Topography with a minimum 2 foot contour intervals.
 - (d) All exterior lighting locations and fixture details.
 - (e) Minor replantings are not intended to be governed by this provision. If you have questions, please contact the ACC Chairperson.
4. **Color Board.** Samples of all exterior materials including roof materials, fascia colors and window and trim colors and an example of exterior lights on a color board with appropriate lot and owner identification including name and phone number of architect, builder, or contractor.
5. **Staking.** The building footprint, allowable building envelope setback lines and driveway will be located and staked by a licensed Colorado surveyor if requested by the ACC. All staking must be completed prior to Final Plan Submittal.

The ACC shall review plans and staking and after said review provide a written response within 15 business days of reaching a decision. In the event the plans are approved the owner may obtain the governing municipalities' building permit and commence construction. In the event the submittal is disapproved the resubmittal process shall be as stated above for final plan submittal. All attempts will be made by the ACC to complete the review process promptly. An application shall be deemed approved if no action has been taken by the ACC within ninety (90) days of the date of submittal of the Final Submission and all documents required by the ACC.

IV. SITE PLAN GUIDELINES.

A. **Intent.** These guidelines have been developed to provide a standard set of criteria for the site plan and architectural design developed for each individual homesite.

B. **Building Siting.** All the lots in Greenwood Terrace have specific setback requirements and height restrictions. The ACC may alter existing building zones and create new building zones which maximize the site's positive characteristics, while ensuring that special features such as view corridors through and from neighboring lots are protected. Any structure built upon any lot within Greenwood Terrace must be built entirely within the building zone established by the ACC for that lot unless a variance is obtained from the ACC.

1. **Site Characteristics.** The home sites in Greenwood Terrace are characterized with varying slopes. Some land formations cause views to be internal, while there are several lots at the higher elevations. Specific siting criteria may be required by the ACC in response to these unique characteristics.

2. **Building Siting Guidelines.** The basic guidelines affecting the siting of structures for each lot are orientation, building height, and massing, setbacks and access drives.

All home design shall be governed by the following:

(a) **Building Height and Massing.** Building height limitation for a principal residence and accessory buildings is 28 feet for lots greater than .80 acre and 26 feet for lots less than .80 acre. Height is measured from the historic grade as established in the building code of the governing municipality, Greenwood Village.

Each residence must be built to a minimum of 3500 square feet in Greenwood Terrace. Ranch style homes must maintain at least 2850 square feet on the main level and the balance of 3500 square feet must be finished on another level. Except for ranch style homes square footage shall mean main living area exclusive of basements, garages, decks and patios. Generally, building height and massing should be kept in scale with the surrounding features. The following design techniques will help achieve this:

(1) Multi level designs are encouraged to follow the general slope of the site.

(2) Avoid building footprints that run perpendicular to the general slope of the site.

(3) Avoid single story footprints on sloped sites which require significant cut and fill to achieve.

(4) Unbroken expanse of building mass exceeding 30 feet should be avoided. When the 30 foot limit is reached the wall line should step or the roof line should incorporate a vertical shift.

(b) **Building Setbacks and Easements.** All building improvements must be completed within the prescribed lot lines and according to the prescribed setbacks. In accordance with the R-1 zone, the rear and front setbacks are 50 feet and side setbacks are 40 feet. No structures greater than 30 inches high may be constructed outside the prescribed setbacks unless a variance is obtained.

(c) **Access Drives.** It is important to understand the grade relationship between access roadways and building footprint elevation proposed. The following access drive criteria is established:

(1) Access drive should not exceed a maximum 7% grade over the entire length.

(2) Access drives will follow contours as much as possible to minimize cut, fill or retaining. Drives should curve with the natural contour to maintain a natural appearance.

(3) Whenever possible, access drives should be indirect, or to the side, so that a garage opening does not directly face the access road.

(4) Access drives will be a minimum of 12 feet wide.

(5) Driveways connecting to the access roadway (including any culverts and landscaping) are the responsibility of the owner.

(6) Two off street parking spaces per bedroom up to 3 bedrooms shall be required for all single family residences. Garage spaces are included.

(7) All driveways shall have a paved hard surface of at least one of the following: concrete, exposed aggregate, stone, pavers.

C. **Grading.** Building envelope locations shall be selected to minimize grading and avoid primary natural drainage systems. This attitude toward design is important to continue through to individual homesites. Consequently, excessive grading should not be necessary and is not permitted when siting homes. The following design criteria has been established for grading:

1. Any minor grading required will produce graceful contours, and not sharp angles, by providing a transition at the head and toe of slopes.
2. Vary the degree of long slopes to avoid unnatural broad flat surfaces.
3. Recontouring large areas or "overlot grading" is discouraged.

D. **Drainage.** Special considerations have been made in the planning and design to preserve major natural drainages, washes and swales. Each applicant is responsible for complying with the drainage plans on file with the City of Greenwood Village. The following criteria has been established for drainage:

1. Runoff from impervious surfaces such as roofs and pavement areas will be directed to natural or improved drainage channels.
2. Roadway drainage may be accommodated by a culvert under access driveways. Size of culvert will be engineered at applicant's expense based upon the master drainage plan for Greenwood Terrace.
3. Where possible, improvements to minor drainages, or development of new swales to accommodate development, should be constructed as natural grass swales.
4. Any drainage culverts must be aesthetically pleasing and meet with the approval of the ACC.
5. Each site is responsible for controlling drainage resulting from the development of the site and may not direct water onto another lot unless part of the master drainage plan.
6. Use of exposed drain pipe or impervious man-made swale lining material is unacceptable.
7. Erosion will be controlled in all circumstances; during construction and permanently after construction.

E. **Utilities.** All trunk lines and electrical lines are underground and have been stubbed for each individual lot. Connections to trunk lines from individual structures will also be underground. The following guidelines have been established for utility design and construction.

1. Sewage disposal systems will be designed and constructed as per the governing Water and Sanitation District Regulations. No individual septic tanks, leach field systems or wells are permitted.
2. Satellite dishes, and the like should not be placed to interfere with views of other homes and must be screened with vegetation. Satellite dishes are also controlled by Municipal Code and FCC Regulations.
3. Any areas of natural terrain disturbed by the construction of utility lines shall be revegetated.
4. All utility meters for water, gas, electric, telephone, security etc., will not be visible from the street on the exterior of the building.

F. **Exterior Storage.** The following guidelines have been established for exterior storage:

1. No maintenance vehicles, recreational vehicles, or trailers will be allowed to be stored outside a structure.
2. Enclosed areas for trash containers, patio furniture storage, etc., are required. It is required that enclosures be integral with the main building, and constructed of the same materials.
3. No individual out-buildings are permitted for storage, (ie. prefabricated units).
4. Dog houses are allowed if completely screened from view from both streets and adjacent sites.

V. ARCHITECTURAL GUIDELINES

A. **Intent.** Architectural expression is encouraged in conjunction with adherence to simple and basic criteria for sound architectural practice and design with an emphasis placed on the achievement of high quality and specific site sensitivity in the design and ultimate construction. The architecture in the Greenwood Terrace community should reflect the broad open space and the vegetative character of the site. Through choice of naturally occurring materials and colors, and by understanding the scale relationships

between the building sites and the site as a whole, sensitive and harmonious architecture can be insured.

Issues to be considered in the architectural design include form and massing, materials, roofs, chimneys, windows, walls, foundations, lighting, decks, and terraces.

B. Form and Massing.

1. A study model of the building as it sits on the site is a useful tool to understand form and massing. A study model is suggested, however, it is not required. The Committee will review plans at the site and from all directional perspectives at the site.

2. Scale relationships are important to harmonious design results. Due to the nature of the large sites and varying topography within each site, designs should consider the balance and variety of massing and form in this subtle, but all too often overlooked aspect of the relationship of building to site. Use of terraces, decks, wing walls, inviting and attractive entries in conjunction with slope and grade variations should provide architectural opportunities to achieve design excellence with traditional and contemporary themes.

3. A-frame, domes, or freeform structures are not acceptable.

C. Materials. Materials chosen for the architecture within Greenwood Terrace should strive to make the building appear most compatible with the site. Color and texture should be carefully considered. Material choices should be kept to a minimum and emphasize a connection, through the landscape design, with the site.

Brick, natural stone and acrylic based stucco are the exterior finishes which are recommended. Wood siding, or pressed wood products are discouraged as siding materials except on portions of second story elevations where use of the recommended materials is prohibitive due to design constraints. Exposed concrete foundation or retaining walls are not permitted. All sides of the building should reflect the same high quality of material applications, as well as design applications, as is expected of the front elevation.

D. Roofs.

1. **Orientation, Pitch and Slope.** Roof ridgeline and orientation are important in establishing an acknowledgement of the street, a sense of front yard and back yard, and to enhance the visual unity of groups of buildings.

Criteria for roof design include:

- (a) Roofs descending from a ridge of the predominant main roof should have the same slope.
- (b) Flat roofs are discouraged. Mansard and A-frame roofs are unacceptable.
- (c) Flipped, gabled, multiple ridged, clipped hip, dormered, and varying eave heights are encouraged.
- (d) Roof pitches should normally exceed 5:12.

2. **Appurtenances.** Roof appurtenances such as dormers and skylights create interesting and pleasant interior spaces. Their location on the roof is critical to avoid an over-decorated, visually confusing appearance. These elements should enhance the form and be an integral part of the architecture. These standards apply:

- (a) Dormers can be gable, hips, eyebrows or sheds.
- (b) Dormers can have a different pitch form from the predominant roof line.
- (c) Solar collectors should lie flat on pitched roofs.
- (d) Skylights should be placed as a low profile against the roof and should not be of a distinctive contrasting color.

3. **Overhangs.** In general, it is required that roof drainage is handled appropriately to protect walls and protect wall openings and entry areas from rain and snow to prevent wall staining. Eave size and shadow lines should be in scale with the balance of the design. Flat or no overhang is discouraged.

4. **Vents, Flucs, Etc.** Rooftop vent shafts, mechanical equipment, antennae, etc., shall be confined within the roof, if possible, and should not protrude from the roof, unless, in regard to vents, gable vents or concealed ridge venting is utilized. Plumbing stacks should be grouped in the attic to reduce penetrations.

5. **Roof Materials.** Roof surfacing materials are important as a means of blending any new construction to the neighborhood. Tile, concrete, slate, cedar shake are preferred. Alternative roof materials will be reviewed and considered on an individual basis.

E. **Chimneys.** Fireplaces may only be constructed and operated in accordance with the regulations of the governing municipality, Greenwood Village. Brick, stone and stucco chimneys are permitted and encouraged on fireplaces emanating from the front of the residence. Direct vent chimneys will be highly scrutinized. Every home must have at least one chimney. Exposed metal chimneys flues are not permitted. Masonry chimney caps are recommended.

F. **Windows.** Openings should be carefully placed to create a point of focus from the interior and exterior. Generally, a few well placed openings with a majority of solid wall, or a few adequately spaced support elements with a majority of window space, are the most successful design solutions except in unusual cases. Acceptable window casing materials may include:

1. Wood or wood covered with colorfast vinyl. Approved finishes are natural, stained or painted.
2. The use of headers and/or sills is encouraged when designed integrally with the wall.
3. Metal or metal clad window casings should be covered with an approved color finish.
4. No bare aluminum windows will be allowed.
5. Reflective or mirrored window materials and window coverings are unacceptable.

G. **Walls.** Wall materials shouldn't compete by exposing a variety of materials. Brick, natural stone, stucco and wood are permitted. Bright or reflective material is not permitted on any portion of the building.

H. **Foundation Walls.** The foundation walls connect the building to the ground. The foundation should be an extension of other elements such as walls, terraces, stairs, or landscaping and not accentuate a break between these various elements. The foundation should follow the contour of the site and should be concealed or covered at all locations above contour.

I. **Color Palette.** Exterior colors, including but not limited to roofing, should harmonize with the site and surrounding buildings. Accent colors on wall surfaces can enliven buildings, however, their location should be confined to entries, interior spaces and as an accent. No more than three shades of color should be used for any one structure. On exterior finishes the predominant tone should tend toward warm, earthy hues of brown, tan, green and gray found in the summer and fall landscape.

J. **Lighting/Mailboxes.** The objective is to provide night lighting discretely, illuminating only what needs to be lit for safety and convenience. In general, light sources should be shielded and directional. Sconce type lights are acceptable in the entry. Driveway entry will be placed on architecturally compatible and approved pillars designed from the same exterior finish material as used on the main residence. These pillars should house the mailbox to avoid unnecessary clutter at the drive entry.

K. **Decks and Terraces.** Decks and terraces for outdoor living are encouraged. The nature of the landforms will influence the design of these outdoor living spaces. They should, however, be extensions of the architecture while responding to the landform. Natural materials from the buildings should be used for retaining walls, decks and terraces surfaces and steps. Care should be given when designing decks on sloped sites, as the underside of the deck may be unattractive. Support columns for decks should appear substantial, and connected to the ground with materials used on the exterior of the main residence. The Committee will pay particular attention to this often ignored design element to insure compatibility with surrounding areas.

VI. LANDSCAPE ARCHITECTURAL CONTROL GUIDELINES

A. **Intent.** The intent of the landscape design is to encourage new development and alterations to respond to the existing character and atmosphere of Greenwood Terrace. The landscape should denote an atmosphere of quiet elegance by reflecting the quality and refinement of its country setting. The landscape, like the architecture, should reflect a sense of permanence. Attractive street appeal should be generated through creating a "sense of arrival" when one first approaches a residence in Greenwood Terrace, and those qualities of refinement and permanence should carry throughout the balance of the landscape plan with special attention given to the preservation of view corridors. Landscape design and scale shall be developed to integrate new vegetation with the existing natural landscape and its inherent form, massing, color and texture. New plantings should blend with the existing landscapes so that as the new materials mature, all traces of disruption will disappear. Rear lot landscaping shall bear the same level of design concern as the front lot.

B. **Solar Orientation/View Corridors.** It is critical that new planting take the sun and the views of others into account, so that existing view corridors are not unthoughtfully obscured by new planting. The ACC will have final approval authority over the landscape placements. The impact of new planting on the adjoining sites should be assessed.

C. **Exterior Spaces.** It is critical that attention be paid to patterns of sunlight in planning exterior spaces in relation to buildings. Places that enjoy sunlight will get used.

The objective is to create spaces around buildings to get as much sunlight as possible over the course of the day.

D. **Erosion Control and Revegetation.** A major concern in the development of individual lots is the reduction of erosive potential and control of transported sediments. Measurements should be taken to permanently stabilize slopes and drainage features upon completion of construction. Lot Owners are encouraged to landscape their Lots using indigenous species. At least eighty percent (80%) of the surface area of each Lot must be landscaped with grass or growing plants. Drainage Easements and areas which are subject to the Right of Way granted to the Denver Water Board shall be landscaped only with vegetation conducive to continued efficient operation of the improvements located thereon. Specific vegetation or other landscaping improvements permitted on the Drainage Easements shall be only as approved by the Architectural control Committee. All plantings of trees and shrubbery and all structures shall be located in conformity with traffic visibility requirements and setback restrictions of the ordinances and buildings codes of the City of Greenwood Village.

E. **Landscape Lighting.** Exterior lighting should be designed to assure that neighboring properties and neighboring subdivisions are protected from the view of bright light and light sources. Generally, exterior lighting should be minimal and subdued. The following criteria should be used when designing landscape lighting:

1. Low voltage lighting, with a bulb wattage not to exceed 50 W is recommended.
2. Lighting is recommended in areas of pedestrian activity or vehicular circulation.
3. Indirect lighting is encouraged.

F. **Exterior Signage.** All proposed signage must be approved by the ACC.

G. **Grade Retention.** Grading required in the development of a lot must be completed within the lot boundaries. It is also the intent of the subdivision to minimize Recontouring of the individual sites. Grade forms should be smooth and low in appearance.

H. **Fencing.** In general, no fences at all in Greenwood Terrace will be the most appropriate in terms of the character of the site. The Amendment to Declaration Creating Covenants, Condition, Easements, and Restrictions for The Greenwood Terrace Subdivision recorded October 14, 1994 in the Arapahoe County records in Book 7741 at Page 313 prohibits private fencing except those required by government codes or Section 8.1.b. of the Declaration. The following design criteria have been established for fencing:

1. Fencing, when necessary, will be an extension of the architecture and architectural materials, colors and patterns, and enclose a minimal area.
2. Wood fences approved will be kept stained, oiled or painted.
3. Fences to outline the property boundary are prohibited.
4. No fences will be added, removed or altered without the prior written approval of the ACC.
5. Animals will be constrained by approved underground electric fences.

I. **Installation/Maintenance.** Landscape installation shall be completed within 1 month of the date of the initiation of landscape alteration, unless otherwise directed by the ACC. The landscape must conform to the approved plan and the ACC reserves the right to require the contractor or owner to correct any discrepancy at his/her expense. The landscape will be maintained for the aesthetic benefit of the owner and the residents of Greenwood Terrace.

J. **Miscellaneous.**

1. Hot tubs and swimming pools are allowed under the following guidelines:
 - (a) Equipment enclosure will be integral with the architecture and not visible from public areas.
 - (b) Hot tub or pool location will be integrally related to the architecture; decking or terraces.
 - (c) ACC must approve site plan and landscape/grading plan for all swimming pools constructed subsequent to occupancy. Design specifications for pools are required.
2. No clothes lines are allowed.
3. Dog kennels and dog houses must be completely screened from view from the street and adjacent sites.

VII. CONSTRUCTION REGULATIONS

A. **Building Permits.** Upon ACC approval of final plans, a building permit from the governing municipality must be obtained prior to mobilization on the site, or commencement of any construction activity.

B. **Excavation and Grading.** Building envelope corners will be staked in the field before commencement of any construction or landscaping activity. The area of construction activity will be kept to the minimum practicable and excess material shall be removed by contractor including the construction sign.

C. **Erosion Control and Revegetation.** During construction, erosion will be minimized through proper soil stabilization, water control and timely vegetation. The contractor will implement all control techniques as required.

D. **Signage.** All signage shall conform to the provisions of the governing municipality with respect to its sign code and shall meet with the approval of the ACC.

E. **Hours of Construction.** Contractors and subcontractors will abide by the ordinances of the governing municipality with regard to the permissible hours of construction.

F. **Trash Removal.** Contractors shall place a trash container on the site and make consistent and appropriate use of it. The effect of wind on the site must be controlled by the applicant. Cleanup will be immediate by the contractor or the ACC may authorize clean up at the owners expense. The trash receptacle shall be promptly removed upon the completion of the construction.

G. **Temporary Structures.** Temporary job office trailers, equipment trailers and sheds are prohibited. Portable toilet facilities shall be placed in a location acceptable to the ACC.

H. **Improvement Survey.** Contractor may be required to provide an improvement survey to the ACC as a function of its obligations herein and the same shall be subject to the issuance of final approval by the Committee.

I. **Vehicles and Parking.** All vehicles of contractors, agents and employees shall park on or near the site so as to cause no problems of ingress and egress to and from the site by others.

J. **Completion of Construction.** All construction shall be carried out within the guidelines and codes for the hours for construction within the City of Greenwood Village and completed within a reasonable time from the inception from the construction.

K. **Noise and Dust.** All noise and dust generation shall be kept to a minimum and shall come under the review and authority of the ACC.

PRELIMINARY ARCHITECTURAL CONTROL CODE CHECKLIST

All plans must receive written approval for both Preliminary and Final Submissions in addition to the issuance of the appropriate governing municipalities's building permit before any construction activity is begun. The ACC may charge a reasonable fee for the review of the application as described in the Declaration.

- Two (2) sets of plans must be submitted to the ACC at least one week prior to the scheduled ACC meeting.
- Site survey by a surveyor licensed in the State of Colorado.
 - Complete legal description of the lot in question.
 - All Easements.
 - Center line of the adjacent right of way.
 - Contours at 2'-0" intervals with USGS elevations.
 - Utility taps or stubs.
 - North arrow.
 - Flow lines & gutters.
 - Builder's name, address and telephone number, and client/purchaser's (if any) name address and telephone number.
- Site Plan @ 1"=20', or greater detail indicating:
 - Building footprint and roof line.
 - Driveway and street location with center line, gutters and flow line.
 - Easements.
 - Property boundaries.
 - Building envelopes / setbacks.
 - Distances annotated from property lines.
 - Location of all site retaining walls.
 - Construction erosion controls.
 - Fences.
 - Utility boxes.
 - Trash enclosures.

- Entry columns address signage & mailbox locations.
- Adjacent lots labeled by lot and block.
- Grading Plan (which may be incorporated with site plan) @ 1"=20' or greater detail indicating:
 - Existing and Proposed contours at minimum 2' intervals.
 - Minimum 2 cross sections through site to show building with respect to existing and proposed grades.
 - Existing and Proposed site drainage indicated including swales, drywells, drain inlets, piping, etc.
 - Existing and proposed utility lines and meters.
- Architectural Plans @ 1/4" or 1/8" = 1'-0" indicating:
 - All Floor Plans and roof plan and ancillary structures decks, porches, patios, pools, etc.
 - Exterior elevations of each side (4 total) of residence showing thereon proposed:
 - Exterior materials.
 - Building height calculations.
 - Top of finished floor.
 - Existing and proposed grade.
 - Roof slopes.
- Landscape Planting Description. Statement of landscape and irrigation intent, preliminary sketch plan @ 1" = 20'.

It is advisable to review the proposed submission documents with the ACC before submitting, in order to confirm that all necessary documents have been prepared. Preliminary Plan submission is required to resolve potential problems before getting to far into the construction documents. Each submission will be reviewed and, if approved, given Preliminary approval. Preliminary approval does not constitute approval for any construction activity of any kind. In the event of denial, specific reasons will be stated. Preliminary approval must be granted in writing before proceeding to Final Submission. If Preliminary and Final Submission are submitted simultaneously, all changes required are at the Owners risk.

FINAL ARCHITECTURAL CONTROL COMMITTEE CHECKLIST

Four (4) sets of construction drawings must be submitted for final submission review. Final submission documents include everything from the preliminary requirements plus:

- **Final Site Plan** showing the following:
 - Building footprint.
 - Roof line.
 - Setbacks.
 - Distance of the structure from the property line by dimension.
 - Driveways.
 - Entry columns with elevations.
 - Walkways.
 - Walls.
 - Decks.
 - Patios.
 - Grading & Drainage at 2' elevations.
- **Final Architectural Plans @1/4"=1'-0"**.
 - All plans and details for architecture.
 - Walls.
 - Paving & walks.
 - Lighting.
 - Entry columns elevation detail.
 - Fencing.
- **Final Landscape Plans.** Landscape planting plan @ 1" - 20' or greater detail indicating:
 - Sizes, quantities, species of all plant materials (calipers and heights).
 - Plan of plant locations.
 - Berms.
 - Irrigation intent.

- Topography with a minimum 2 foot contour intervals.
- All exterior lighting locations and cut sheets for fixtures.
- **Color Board** (see minimum requirement example).
 - All exterior materials.
 - Roof materials.
 - Facie colors.
 - Window and trim colors.
 - Example of exterior lights.
 - Lot and owner identification including name and phone number of architect and builder.
- **Staking.** The building footprint, allowable building envelope setback lines and driveway will be located and staked by a licensed Colorado surveyor. All staking must be completed prior to Final Plan Submittal.

It is advisable to review the proposed submission documents with the ACC before submitting, in order to confirm that all necessary documents have been prepared. Preliminary Plan submission is required to resolve potential problems before getting to far into the construction or landscaping process. Each submission will be reviewed and, if approved, given Preliminary approval. Preliminary approval does not constitute approval for any construction activity of any kind. In the event of denial, specific reasons will be stated. Preliminary approval must be granted in writing before proceeding to Final Submission. If Preliminary and Final Submission are submitted simultaneously, all changes required are at the Owners risk. Please refer to Article VI of the Declaration for additional information and restrictions governing your property.

SCHEDULE A DESIGN REVIEW PROCESS

All of the following improvements require Architectural Control Committee review and approval prior to beginning any work. This list is not intended to be all-inclusive, however, the basic concept is any exterior improvement requires approval.

1. Painting.
2. Siding.
3. Replacing garage doors.
4. Replacing windows with other than type originally installed.
5. Dormer installation.
6. Roofing.
7. Installing or replacing sidewalks or driveways.
8. Installing or replacing fences.
9. Installing or replacing decks.
10. Increasing the size of a patio or deck.
11. Hot tubs, patio covers or solar panels.
12. Basketball backboards.
13. Decorative items or sculptures.
14. Trees, shrubs or any landscaping, including replacement and/or removal.
15. Changing the color of any exterior item such as roof, paint or rock.
16. Awnings.
17. Skylights.
18. Dog runs.
19. Playground equipment and playhouses.
20. Retaining walls.
21. Exterior lighting.
22. Ancillary structures.
23. Solar panels/collectors/apparatus.
24. Screening.
25. Site grading.
26. Storm doors/Storm windows.
27. Flagpoles.
28. Arbors and gazebos.