

APPENDIX 8

ARCHITECTURAL COMMITTEE APPLICATION SUBMITTAL FORM (For New Home Construction)

INSTRUCTIONS:

This Application & Checklist is to be used for all project submittals to the Battlement Mesa Service Association Architectural Review Committee (BMSA/ARC). This form is intended to assist in ensuring that the application's submittal is complete. This will help provide a quicker, more thorough review process.

It is recommended that each applicant thoroughly review the requirements of the Architectural Standards, Amended and Restated Declaration of Covenants (including Resolutions), and the recorded Final Plat for their respective neighborhood prior to preparing a submittal. The Architectural Standards can be found on the BMSA website at www.bmsaco.org, under the Association Documents tab. The recorded Final Plat can be found with the Garfield County Assessor.

The Architectural Review Committee recommends consulting with Garfield County about the Colorado Wildfire Resiliency Code.

Applicants preparing a submittal should compare the information they are about to submit with the requirements of this form and "check off" each required item on the form. If any item is not checked, the Application submittal is not complete and should not be submitted. Incomplete Applications will not be processed and will be returned to the Applicant.

In addition to the checklist, Applicants should fill in all of the places on the Application Form where information is requested. The Architectural Committee will use this information in evaluating your application. If information is requested but is not applicable to your specific project submittal, write "N/A" in the space provided. If some required information is yet to be determined (such as exterior paint colors, you may not have yet selected) write "TBD" in the appropriated space provided. You will then be required to make a follow-up submittal with these selections at a later date but before installation in the home.

When an application is complete, please mail or deliver it to the following address:

Battlement Mesa Service Association
Architectural Review Committee Application
401 Arroyo Drive
Battlement Mesa, Colorado 81635

The Architectural Committee meets twice monthly on the 1st and 3rd Wednesday. If there are not any applications, the committee does not meet. Applications are due one week prior to the scheduled meeting dates for prior review by committee members. Please contact Covenant Officer at (970) 285-9432 to confirm the next scheduled meeting date or to request further information.

We thank you in advance for your cooperation and in complying with the Architectural Standards of the Battlement Mesa Service Association.



**ARCHITECTURAL REVIEW COMMITTEE (ARC)
NEW HOME CONSTRUCTION APPLICATION**

Date: _____ Village: _____

Lot #: _____ Street Address: _____

Block # _____

Owner: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____

Cell Phone: _____

E-mail: _____

**General
Contractor:**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____

Cell Phone: _____

E-mail: _____

**Architect
Or Draftsman:**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____

Cell Phone: _____

E-mail: _____

Section I. As the Architectural Standards are modified periodically and these modifications may not be listed on this Application, it is the responsibility of the owner or his authorized agent(s) to ensure that the design and construction of a project conform to the requirements of the Architectural Standards. The intent of this application is to provide a guide for an owner or the architect to ensure a complete submittal. However, this application shall be signed, dated and submitted with the plans package in order for the preliminary submittal to be deemed complete by the Architectural Review Committee. Failure to do so may delay review of the proposal. The Architectural Standards are comprehensive in scope for designing homes within Battlement Mesa. Please review the Architectural Standards carefully prior to presenting a submittal to the Architectural Review Committee.

Project Address: _____

The Preliminary Plan submittal package shall consist of the following. Please complete any additional information that is required in the spaces provided below.

- A. Site plan at an appropriate scale (not less than 1/20" = 1') showing:
 - a. The location of buildings
 - b. building envelope
 - c. building setback dimensions
 - d. the residence and all buildings or other structures
 - e. driveway, parking areas
 - f. and a grading plan and drainage plan, including existing and proposed topography and preliminary landscape plan. Preliminary landscape plan may be combined on Site Plan.
- B. Roof plan and floor plan at no less than 1/8" = 1'.
- C. Exterior elevations (all) with both existing and final grade lines at same scale as floor plans.

Note: A, B, C above shall consist of one complete full-size set, and one reduced size 8½" by 11" set. An electronic file in PDF format may also be sent to the Architectural Review Committee of the site plan indicating the location of all proposed improvements, landscape plan and all exterior elevations.

- D. Statement of building height: Maximum Height Limit _____ Actual Building Height _____ Building height shall be clearly indicated on the architectural plans and be tied to undisturbed site grade. Actual reference grade on site must be shown along with the height calculation.
- E. Indication of materials and colors.

Roof _____	Siding _____
Stone _____	Stucco _____
Cladding _____	Fascia _____
Soffit _____	Other _____

Stucco color should be on stucco sample with texture.

- F. A site plan that clearly indicates undisturbed site grade contours (2-foot intervals) and proposed finished grade contours. Undisturbed site grade contours and a reference benchmark tied to absolute elevations shall be established. The site plans shall clearly indicate proposed drainage paths and collection points for the completed site.
- G. Any drawings, materials or samples requested by the ARC.
- H. Staking: The applicant shall provide preliminary staking at the corners of the residence or other major improvement and at such other locations as requested by the ARC.
- I. Landscape plans shall include the identical final grade contours as the site plan along with elevations and locations of all berms.

Project Address: _____

- J. An ARC Fee, in the amount of \$300, is payable to the Battlement Mesa Service Association. This fee will cover the ARC Meeting time and on-site inspections. This fee assumes up to three (3) hours of meeting time. Additional fees may be required for extended meeting times.
- K. Builder's Completion Deposit is payable to the Battlement Mesa Service Association. The minimum amount of this deposit is \$3,500. Structures with floor area as in Architectural Standards encompassing more than 1,200 square feet of total enclosed space of Site Built Homes will be assessed at a rate of \$3,500 plus \$1 per square foot for each square foot over 1,200. This deposit will be held by the Association to guarantee that work will be completed according to the terms of the Battlement Mesa Architectural Standards and will help remedy any violations of said Standards. This deposit, less any penalties, will be returned to the Owner/Builder after the ARC receives a Certificate of Occupancy and after confirming that all improvements conform to the approved plans.

All necessary materials for the Preliminary Review must be submitted to the ARC six days prior to the scheduled ARC meeting. To expedite the design review process, be sure that your Preliminary Submittal is complete according to the Architectural Standards. Incomplete submittals will cause delays in receiving approval. Please submit 2 copies of this application form with the Preliminary Review Packet.

Section II. The following questions must be answered in order for the ARC to deem this application complete:

Construction Methods:

Do you intend to use prefabricated components as stated in Section 4.06 & 4.07 of the Standards, other than roof trusses, cabinetry, foundation panels, metal fireplace inserts, exterior or interior handrails, or prefabricated stairs?

_____ Yes _____ No

Note: This section must be signed in order for the application to be complete

Section III. I hereby certify that the building plans, site plan and landscape plans, as well as the information in this Preliminary Review Application, are all accurate and have been submitted to the Architectural Review Committee pursuant to the requirements of the Architectural Standards. As the owner or owner's agent, I agree that the ARC and the inspector shall not be held liable or responsible in any manner for any action or for any failure to act in the exercise of their responsibilities under the Battlement Mesa Service Association Covenants, Conditions and Restrictions for Battlement Mesa if the action or failure to act was in good faith and without malice.

I/We hereby acknowledge that Home Remodel or Improvement Projects or Landscape Construction features which are built in non-conformance with this full application, including the Condition of Approval noted on Page 5 of 5 herein, I/We will be cited by the BMSA/ARC in written citation form at the time of discovery. In extenuating circumstances Variance may be requested from the BMSA/ARC, provided such Variance request item is within the purview and approval jurisdiction of the BMSA/ARC. If a Variance is not granted by the BMSA/AC and if the Non-Conforming Item(s) are not corrected within 60 days after the date of written citation, I/We will be served a Notice of a Hearing before the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors, and if I/We are found in violation of these Non-Conforming Items at the Hearing I/We will be fined a minimum of \$500.00 per Non-Conforming Item. Notwithstanding the foregoing, I/We acknowledge that the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors and/or Architectural Review Committee may pursue any legal remedy available in the event of non-compliance.

Project Address: _____

Failure to pay fines levied as determined at the Hearing may also result in a Lien being placed on my/our property or a litigation process initiated by the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors to secure conformance with this full Application and its respective Conditions of Approval.

I/We understand that Architectural Review Committee approval does not constitute approval of the local building department, drainage design or structural soundness, nor does it constitute assurance that the plans comply with all applicable codes, regulations, ordinances and laws.

I/We further acknowledge that any subsequent field changes which I/We may desire for Home Construction or Improvement Projects or Landscaping Projects of this original Application Submittal and the original Conditions of Approval issued by the BMSA/ARC will require an additional Revised Application Submittal on my/our behalf, and that I/We will not proceed with any subsequent field changes until a Revised Conditions of Approval have been issued to me/us by the BMSA/ARC.

Excavation at site may not commence until a valid building permit is acquired from Garfield County and posted on the property, as well as receiving approved ARC construction and foundation plans.

Print Name

Owner/Owner Agent(s)

Date

Project Address: _____

Section IV. Review the following checklist to assist you in preparing your plans for the ARC's preliminary review.

BUILDING PLAN

- ☐ All Exterior Elevations – Include exterior material indication (Section I, E)
- ☐ Roof Pitch – Primary and secondary.
- ☐ Neighbor Impacts – Exterior residence and landscape light, garage entry, refuse storage, pool decks, air conditioning units, satellite dishes, irrigation pump and intake structure, etc.
- ☐ Construction Staging Issues, parking, access, etc.
- ☐ Scale & Relationship to Site – Include site contour.

SITE PLAN

- ☐ Property Boundaries & Building Envelope
- ☐ Easements & Setbacks – All easements and setbacks must be defined on the Site Plan
- ☐ Building, Driveway, Parking Areas & Walk Locations – Specify all proposed surface materials
- ☐ All Other Site Improvements – Retaining walls, decks, etc.
- ☐ Parking Space Locations

LANDSCAPE PLAN

- ☐ Protection for Existing Trees & Vegetation
- ☐ General Massing of Proposed Evergreen & Deciduous Trees
- ☐ General Areas of Proposed Ground Cover
- ☐ Landscape Plan Submittal to Include Irrigation, Grading and Drainage Plans
- ☐ Xeriscape

CALCULATE FEES DUE

ARC Fee \$ 300

Builder's Completion Deposit

Minimum \$ 3,500

Plus \$1.00 per square foot enclosed
 Space over 1,200 feet \$_____.

Total Due \$_____

Office Use Only

Total Completion Deposit Received \$_____

APPENDIX 10**CONTRACTOR REQUIREMENTS**

1. Prior to construction, a site plan must be submitted to and approved by the ARC and follow Architectural Standard 2.01. This plan shall include a detailed construction plan which addresses the following:
 - a) Management practices to protect existing vegetation, implement revegetation and erosion control. Erosion control measures shall be installed as necessary to control erosion or run-off on subdivision access roads, golf course parcels, common areas or adjacent lots. All erosion or sediment caused by construction activity shall be cleaned immediately and/or removed from adjoining areas. *Note Architectural Standard 3.04.*
 - b) Limits of excavation and designated areas for stockpiling material.
 - c) Location of temporary access to driveway and parking area.
 - d) Location of temporary structures, chemical toilets, dumpster, material lay down and staging areas and construction signage Subdivision access roads, golf course parcels or adjacent lots shall at no time be used for material lay down or staging areas.
 - e) Location of cleaning stations for equipment, etc. and cleaning procedures to be followed.
 - f) Approximate time schedule for construction from permitting, mobilization, utility hook-ups, landscaping and anticipated occupancy.
2. Property owner permission shall be obtained in writing prior to the use of any adjacent property for access. Those properties must be revegetated and irrigated to ensure that new growth is established prior to the release of the builder's completion deposit. The Architectural Review Committee must have a copy of the property owner permission.
3. It is the responsibility of the contractors and builders to keep the streets in a clean condition when there is dirt and mud on the streets resulting from run-off or vehicles leaving their site. To ensure home builders and contractors maintain clean streets near their sites; the Association may contract with a street sweeping service. If contractors or builders have not properly maintained the street, the Association will sweep the affected area and charge the contractor or builder for their portion of the cost of the service. The charge will be deducted from the Builder's Bond Completion Deposit with notice to both the general contractor and the property owner.
4. All supplies shall be kept stacked.
5. No alcoholic beverages, firearms or illegal drugs will be permitted on job sites.
6. No unrestricted dogs shall be allowed on the construction site at any time. Covenant Rules shall be followed.
7. No concrete suppliers or contractors shall clean their equipment other than at locations contained wholly within the lot boundaries of the site.
8. All builders are required to use dumpsters for collecting scraps or trash materials. Dumpsters must be emptied when the debris accumulates to a visible height above the sides.
9. If building site conditions preclude the use of dumpsters, ARC may approve alternate measures for debris control.
10. If dumpsters are not required, containers for debris and light building scrap should be provided and usage enforced.
11. On-site building materials should be limited to those required for remaining construction at that site. As examples:

- a) Concrete forms, rebar, etc. should not be maintained on-site after completion of the foundation.
- b) Surplus stone, sand and mortar mix should not be retained on-site after completion of the masonry work.
- c) At no time should a building site be used as storage site for vehicles or equipment not being used for current construction activities.

12. General contractor may, during initial construction, place a sign. Only one sign may be installed on site. The ARC and these Guidelines shall not allow any sign that is not in compliance with Section 4.19 of the Architectural Standards. No such sign shall be erected prior to the Preliminary Review meeting with the ARC. All such signs are to be removed no later than thirty (30) days after the ARC's final on-site review.

CONTITIONS OF APPROVAL or DISAPPROVAL

- 1. No sitework or building construction may proceed on any Lot (including no preliminary site clearing, grubbing, grade alteration, storing of material, foundation excavation, extension of underground utilities, etc.) until the Project has received a Project approval from the Architectural Review Committee and has been issued a building permit and posted on the property (as required by Garfield County).
- 2. All general building, site improvements, landscaping and revegetation to specifically include the front, side and rear yard areas for any Project shall be completed and shall have passed a Final Compliance Inspection no later than eighteen (18) months after Project approval by the Architectural Review Committee. It is the responsibility
- 3. of the owner or builder to furnish the Architectural Review Committee with a copy of the Certificate of Occupancy within one (1) week of issuance of the Certificate of Occupancy.
- 4. If the selections of colors and/or landscaping plans are not included with this application, they must be submitted for approval before any action is taken to install the missing items.

Project Address: _____

**This portion of the Application Form is to be completed by the
Architectural Review Committee (not the Applicant)**

Application Approval (Initials of Architectural Review Committee Members):

By: _____

Application Approved for Construction subject to the above conditions:

By Chairman: _____ Date: _____

Application Denied (Initials of Architectural Review Committee Members):

By: _____

Application Denied for reason(s) stated below:

By Chairman: _____ Date: _____

Conditions/Comments/Clarifications from ARC Committee:
