

# WILLOW SPRINGS RANCH

## DESIGN GUIDELINES

## **Preface**

These Design Guidelines have been adopted pursuant to the Declaration of Covenants for Willow Springs Ranch recorded at Reception No. \_\_\_\_\_, records of El Paso County, Colorado (the “CCRs”).

## **Purpose and Intent**

These Guidelines are established to maintain high quality neighborhood appearance and community identity through thematic continuity. These Guidelines are to be used as a tool in the development of the site, architecture, and landscape architecture plans that will be submitted and reviewed by the Reviewer. The Reviewer is the “Review Committee” as established by the Board of Directors of the Willow Springs Ranch Metropolitan District (the “District”), as one who shall review, and either approve or disapprove proposals and/or plans and specifications, construction, exterior additions, landscaping or changes and alterations within Willow Springs Ranch.

UNLESS OTHERWISE PROVIDED HEREIN, NO IMPROVEMENTS (OTHER THAN INITIAL IMPROVEMENTS) SHALL BE CONSTRUCTED, ERECTED, PLACED, PLANTED, APPLIED OR INSTALLED UPON ANY LOT UNLESS PLANS AND SPECIFICATIONS HAVE FIRST BEEN SUBMITTED TO AND APPROVED IN WRITING BY THE REVIEWER.

## **Waivers / Amendment & Supplements**

The Reviewer shall have the right to waive, at its sole discretion, any of the provisions outlined in these Guidelines at any particular time. No such waiver shall be construed or held to be a waiver of any other provisions of these Guidelines, or of the same provisions to any other party.

These Guidelines may be amended or supplemented from time to time in accordance with the CCRs.

## **Enforcement and Non-Liability of Reviewer, Management Company and Willow Springs Ranch Homeowners' Association, Inc.**

These Guidelines may be enforced as provided in the CCRs. Neither the Reviewer, the Association, the Board of Directors, nor the Managing Agent, nor any of their respective individual members, employees, agents, successors or assigns shall be liable for any loss, damage or injury arising out of, or in any way connected with, the performance and duties of the Reviewer. Every Owner or other person who submits plans to the Reviewer for approval agrees, by submission of such plans and specifications, that they

will not bring an action, lawsuit or claim against the Reviewer, the Association, the Board of Directors, nor the management company nor any of their respective individual members, employees, agents, successors or assigns based on mistake in judgment, negligence, or nonfeasance arising out of, or in connection with, the approval or disapproval or failure to approve any plans or specifications. Approval by the Reviewer shall not be deemed to constitute compliance with the requirements of any local building codes, development regulations or other applicable laws, and it shall be the responsibility of the Owner to comply therewith.

## **Site Design**

### **Builder Approval Requirements**

1. Site Planning and Architectural Design of homes shall be considered on an individual basis with an emphasis on overall harmony and character within and between all residential phases of the Planned Community. Balanced designs, conducive to the intent and beauty of the surroundings shall include Earth tones for exterior treatments compatible with the natural environment of Willow Springs Ranch are required.

**Review and approval of proposed plans shall be submitted for review by Willow Springs Metro District Board prior to submission to Pike Peak Regional Building Department and Town of Monument Planning Department.**

2. Site Planning
  - a. Street Image. The elevation of a home that faces a street, whether it is the front, side or rear of the home, must have a façade treatment comparable to the front of the home. Materials are encouraged to extend to all four sides of the home.
  - b. Garage Orientation. Garages facing the street should be staggered from the front façade.
  - c. Outdoor Spaces. Willow Springs Ranch offers opportunities to create private outdoor spaces. Design of these spaces needs to respect the privacy of adjacent properties, including trail users within adjacent open space.
  - d. Elevation Repetition. If a model is to be repeated within a block, either significant material or architectural change shall be provided, or the model must be located no closer than 5 lots away.

### **Homeowner Approval Requirements**

No substantial changes in plans or material previously approved may be undertaken without approval of the Reviewer. No work shall be undertaken (other than routine maintenance and repair) which will result in material changes in the exterior appearance of an approved residence, including painting (a different color) or re-staining (a different color) without prior, written approval of the Reviewer.

### **Site Considerations**

Site improvements should minimize the disturbance of existing terrain and should not disturb drainage patterns. Respect for adjacent residences is stressed.

### **Grading and Drainage**

As individual filings are platted, Lot Drainage Plans have been prepared to reflect detailed locations of swales required to accomplish drainage on individual lots and within the overall filing. It is recommended that Owners reference their specific Lot Drainage Plan prior to the design of improvements and additions to lots. Lot Drainage Plans can be obtained from your builder.

The location of additional structures, or other improvements within the home site, shall not adversely impact or disrupt the originally constructed drainage patterns on the lot.

Owners are responsible for controlling the drainage resulting from the additions and improvements of the home site, including landscaping, and may not direct water onto an adjacent property, unless such a diversion is located within an established drainage easement.

Individual modifications such as landscaping within easements or modifications to grades through improvements such as patios, terraces, or site walls could adversely affect the established drainage patterns. Runoff from impervious surfaces such as roofs, driveways or other paved areas, shall be diverted away from building foundations. Drainage shall be directed to natural or improved drainage channels, or dispersed into shallow sloping, planting areas for retention. Storm drainage shall not connect into sanitary sewer systems. Lot grading shall consist of smooth contours and transitions and not sharp angles or abrupt grade changes.

### **Easements & Utilities**

Utility and drainage easements have been established across each lot to facilitate drainage, and the installation and maintenance of all public utilities. No grading, site improvements, or landscape materials that may result in damage or interference to these utilities will be permitted within these easements. Landscape plans should, however, address and indicate the replanting of acceptable landscape materials within areas of these easements disturbed during installation or repair of individual utilities. The drilling of individual private wells is not permitted.

## **Setbacks and Side Yard Criteria**

Setbacks and lot coverage will comply with the following:

### 38' Frontage Lots

- 18' front setback
- 10' rear set back
- 5 ' sides
- 65% lot coverage
- Maximum 65% lot coverage

### 50' and 60' Frontage Lots

- 20 ' front set back
- 20' rear set back
- 5' side set backs
- Maximum 60% lot coverage

## **Maximum Heights**

The maximum building heights shall be consistent with the standards of the Town of Monument.

## **Corner Lot Visibility Sight Triangles**

Fencing, walls, buildings, pillars, landscaping, signs, or any other obstruction to vision between the heights of 3' and 10' above street level are not permitted within the triangular area formed within 55' of the intersection of the curb lines of 2 streets.

*Note: It is the Owner's responsibility to determine and comply with the required setbacks that are assigned to their lot.*

## **Architecture**

### **Building Additions or Improvements**

Additions or new improvements must be compatible with existing construction. Solid body stains that relate to the surrounding improvements are acceptable. Color samples and exterior improvement colors must be submitted to Reviewer for approval.

### **Restricted Materials:**

The following materials are acceptable in a limited manner or only in specific places for aesthetic or functional reasons:

- Vinyl windows - vinyl windows are allowed, but to the extent color variation is or becomes available, color is preferred over white.
- Glass block - acceptable on side elevations up to a maximum of 25 sq. ft.
- Masonite - is acceptable on soffits.

**Prohibited Materials:**

The following materials are not acceptable for aesthetic and / or functional reasons:

- Concrete Masonry Units (CMU)
- Pre-cast Concrete
- E.I.F.S. (exterior insulation finish system)
- Soffit Materials made of raw plastic or plastic siding
- Plastic Siding
- Raw Plywood

**Fencing**

Fencing installed by the District may not be removed or modified by the adjacent homeowner. Homeowners will need to set their own termination post for private side yard fence. Private side yard fencing cannot tie into the community fence. Wire meshing may be added to the community fence for pet enclosure. Perimeter lot fencing is not permitted within the front yard setback. Rear and side yard fencing shall not exceed 5 feet in height.

**Rear and side yards:**

- 5' high  
6" board with 9" spacing between board
- Posts can be spaced at either 6' or 8' with or without concrete footers
- Pressured treated, cedar, redwood, board fencing
- Colors: shall be consistent with community fencing in a stain or application in an approved color
- Optional pet mesh: 2" x 4" Vinyl Coated or Powder Coated Wire Mesh. Attach to "House Side" of Fence Using 250# U.V. Resistant "Zip Ties" at 2' o.c., color to be black.

Lot line fencing is only allowed in the rear yard and should not extend more than 6' forward of the rear elevation to allow tie-in. On corner lots, the fencing may extend out past the side street elevation within 5' of the sidewalk. Variations to the side fence location, to accommodate for side yard features (e.g. doors, patios), may be allowed at the sole discretion of the Reviewer.

Owners wishing to provide a pet enclosure can either install invisible, electronic fencing or attach an approved wire mesh to the open board fence. No chain link fence material is allowed.

## **Decks**

On all elevated or walkout balconies, decks or porches, all materials exposed to view shall be permanently painted or stained to complement the color scheme of the residence. Generally, supporting deck posts shall be a minimum of 8" in nominal width or diameter. Balconies, decks or porches that are supported more than 4'-0" above the adjacent ground line shall incorporate a substantial base element of complementary building materials. The overall dimension of the column bases shall be appropriately proportioned to the scale of balcony, deck or porch as well as the height that it is supported above grade. Generally, no balcony, deck or porch shall be supported more than 10'-0" above the adjacent ground line. Stairs shall be constructed as cantilevering or with additional columns, and of similar materials to the deck and its handrail.

Railings should be translucent in character and allow light and view to pass through the balusters or pickets. Finely crafted wood or metal railings are encouraged. The use of opaque materials for deck railings is not allowed.

## **Outdoor Spaces**

Willow Springs Ranch offers opportunities to create private outdoor spaces. Design of these spaces needs to respect the privacy of adjacent properties, including trail users within adjacent open space and must be approved by Reviewer prior to any permit or construction.

## **Landscape Architecture**

Landscaping will comply with the Town of Monument Landscaping Guidelines and applicable landscaping ordinances.

- **Water Conservation.** Low water use landscaping design is encouraged. A maximum of 30% of the lot area may be in bluegrass/fescue sod. Shrub beds are preferred to rock mulch. A drip irrigation system is strongly encouraged.
- **Vegetable Gardens** – Vegetable gardens are discouraged in Willow Springs. A community Garden is proposed in the southern park for residents' use. If permitted by the Reviewer, any lot vegetable gardens must be indicated on the plot plan for the home. All plant matter must be removed at the end of the growing season, and the area mulched.

## **Appurtenances**

An appurtenance is essentially a structure or item secondary from the primary home. Unless otherwise specifically stated, plans for a proposed improvement must be submitted to the Reviewer. Written approval of the Reviewer must be obtained before the improvement is made. Any improvement not specifically listed herein requires Reviewer review and written approval.

### **Accessory Structures / Buildings**

Accessory structures include storage/equipment buildings, greenhouses, play houses, or other structures, whether or not they are directly attached to the residence. Some smaller lots may not be suitable for accessory structures. Placement of structures should meet all easement and setback requirements and shall adhere to building and site planning standards. Placement of structures is subject to Reviewer approval. Approval by the Reviewer does not constitute compliance with Town of Monument regulations. Accessory structures shall not include a permanent foundation. A building permit must be acquired for all new construction, if required by the Town of Monument.

Items to consider when designing and placing accessory structures include, but are not limited to the following:

- Views from adjacent properties.
- Potential interference with the intended drainage pattern.
- Materials, including roofing, shall match the existing house, unless otherwise approved by the Reviewer.
- No metal or other pre-fabricated buildings will be allowed.
- Alternative building materials will be considered on a case by case basis.
- Color of siding and trim shall match the colors of the existing house.
- The maximum size shall not exceed 80 sq. feet in floor area.
- The height shall not exceed 8' above grade.
- The style shall be complimentary to the architectural style of the house.
- The structure shall be visually screened by vegetation on all exposed sides.
- No more than one storage shed and/or one playhouse is permitted per lot.

### **Vehicle Storage**

Non-primary vehicles, such as RV's, campers, boats or any vehicles in need of repair, shall not be stored in a driveway or yard. These vehicles can be located in a storage garage, which can be incorporated into the architecture of any home provided that the design complies with the garage standards set forth and approved.

### **Utility Equipment**

All outdoor mechanical and electrical equipment, such as metering devices, transformers and air-conditioning units shall be concealed from the view of adjacent lots, rights-of-way, and public spaces. Wall mounted equipment shall be enclosed with materials homogenous with the building's exterior. Window, wall, or roof-mounted air-conditioning units are not permitted.

Submittals shall include utility equipment specifications and a description including the size and location of screening materials or methods.

### **Dog Houses**

The colors and materials of a dog house shall match those of the primary residence. The maximum size shall be 4'x4' and not more than 4' to the highest point. Dog houses must be within 12' of the house and are only allowed in the rear yard within lot line fencing or invisible, electronic pet fencing. The specific location of the doghouse should be included with the submittal.

Pet/dog houses, shelters, and kennels/runs shall be screened from view of the public right-of-way through the use of deciduous and evergreen trees, shrubs, or fences, and shall be integrated into the existing primary structure architecture. No chain link enclosures of any kind are allowed.

### **Play and Sports Equipment**

Play equipment shall be at a scale appropriate and coordinated with the surrounding elements and shall be constructed of approved materials and colors. Play equipment must be less than 12' in height at the tallest point. Items used for front yard play are to be stored out of view when not in use.

All play and sports equipment structures and improvements shall be located within the building envelope. Permanent or temporary structures to cover equipment are not permitted, however open structures, such as gazebos, loggia, or pergola are acceptable. Walls, fences or landscaped screens may be required to reduce the visual impact of recreational facilities from adjacent properties.

### **Types of Play Equipment**

Play Equipment Structures: No submittal is required if the unit is less than eight feet in height and has a footprint of less than 100 square feet. Submittals for larger units shall include design, dimensions, materials, color and location. The structure must be a subdued and/or earthtone color. Play equipment utilizing natural materials (wood vs. plastic) is preferred. All play equipment must be placed a minimum of 5' from interior property lines. Play equipment shall not be placed within 25' of the street side yard property line on corner lots. The maximum height of play equipment is 12' at the tallest point.

Temporary Play Equipment: Equipment shall be stored out of view during winter months and when not in play for long periods of time. Temporary play equipment does not require a submittal for approval. All play equipment must be placed a minimum of 5' from interior property lines. Play equipment shall not

be placed within 25' of the street side yard property line on corner lots. The maximum height of play equipment is 12' at the tallest point.

Trampolines: The location of a trampoline must be a minimum of 5' from the property line and should consider the impact of noise and views from adjacent properties. All play equipment must be placed a minimum of 5' from interior property lines. Trampolines shall not be placed within 25' of the side lot line on corner street lots. Framing/supports for safety netting shall be black or dark brown. The maximum height of play equipment is 12' at the tallest point.

Basketball Backboards/Goals: Permanent backboards/goals mounted on the front of the house and/or above the garage are not allowed. Backboards/goals may be installed on rear or side yards of a unit and must be at least 5' from any fencing. Permanent backboards may not exceed 12' in height and shall be well maintained. Reviewer approval is required for free standing goals. Portable basketball goals are considered temporary equipment and do not require a submittal, but they shall be of standard size and placed at least half the length of the driveway away from the street. The location must not impede or obstruct the use of the garage or driveway and the goal must be leveled so that the goal is balanced and standing upright.

Tennis Courts: Tennis courts are not permitted on any lot.

### **Satellite Dishes / Antennae**

No satellite dishes, antennae or similar devices designed for transmission or reception of radio, television or other broadcasts of any kind are permitted on any lot without prior approval, except for "Permitted Devices. A Permitted Device is found in one of the following categories:

- Antennae or satellite dishes designed to receive direct broadcast satellite service which measure one meter or less in diameter
- Antennae or satellite dishes designed to receive video programming services via multi-point distribution services which are one meter or less in diameter or diagonal measurement; or
- Antennae or satellite dishes designed to receive television broadcast signals, which are one meter or less in diameter or diagonal measurement.

Permitted Devices may be installed on a lot without an application or prior approval, provided they are installed in strict compliance with the section below.

A Permitted Device shall be installed solely on the Owner's lot and shall not encroach upon any street Right-of-Way, Common Area, or any other Owner's lot. A Permitted Device shall be installed in a location on the lot from which an acceptable quality signal

can be obtained and is least visible from the street, other lots, and public view. In order of preference, the locations considered to be least visible are:

1. Inside the structure of the home (antenna only)
2. Back yard on the ground or below the lot line fence
3. Side yard on the ground or below the lot line fence
4. In the back yard, elevated no higher than 12 feet off of the ground if necessary to obtain an acceptable quality signal, and screened from view of adjacent lots and the street;
5. Attached to the back of the house, with no part of the Permitted Device any higher than the lowest point of the roofline and screened from view of adjacent lots and the streets; or
6. Attached to the side of the house, with no part of the Permitted Device any higher than the lowest point of the roofline and screened from view of adjacent lots and the street;

Permitted Devices are not to be installed on roofs or in front yards.

### **Mast Installation**

Mast height may be no higher than absolutely necessary to receive an acceptable quality signal. Masts must be painted the appropriate color to match their surroundings.

#### Safety

For safety reasons, the location of any mast that must extend more than 12 feet above the ground is subject to review and approval of the Reviewer prior to installation. Any such application must include a detailed description of the structure and anchoring methods of the antenna and mast. The notice of rejection shall specify the particular safety risks. If this installation will pose a safety hazard to residents of adjacent properties then the Reviewer may prohibit such installation. The notice of rejection shall specify these safety risks.

Masts shall not be installed any closer to the lot line than the total height of the mast and antenna and any structure on which it is mounted in order to minimize hazards to persons and property if the mast were to fall from a storm or other causes. A licensed and insured contractor must install masts.

### **Signs**

One temporary sign advertising property for sale or lease, may be installed on the property without Reviewer approval, provided the sign is ground mounted, has dimensions of 2' x 3' or a typical real estate sign, and is conservative in color and style. No lighted or moving signs, nor signs painted on the exterior of buildings are permitted.

### Event Signs

In an effort to maintain neighborhood aesthetics, political signs shall not be displayed more than two months prior to the election and shall be removed within five days after the election. Garage sale signs shall only be displayed one day prior to the sale and must not exceed the size specifications outlined above. Owners are responsible for removing signs the day after the sale. Signs may not be affixed within any public right-of-way (including street signs, stop signs, light poles, or other signs).

### **Site Lighting**

Willow Springs endorses Dark Skies Principles for exterior lighting. Exterior lighting shall be designed to shine only on the property on which it is located, and fixtures must be of a down-cast type with low to moderate intensity. No “wall pack” fixtures are permitted without approval of the reviewer. Low illumination solar lighting will be permitted. Community lighting is designed for identification signs and lighting dedicated to security and personal safety. Where yard lights are utilized, they will be installed by the builder or owner and placed three (3) feet from the right-of-way where no walk is present, or three (3) feet from the interior walk edge if walks are present. Driveways, porches, patios, pathways and entrances may be illuminated.

The display of decorative holiday lighting is allowed between November 1 and January 15th annually. The Reviewer has the right to require changes to any decorative holiday lighting where the scale and intensity of such lighting is not deemed appropriate by the Reviewer. In all cases, down-lighting is required to reduce glare and ambient light pollution. All site lighting shall be designed so that the direct light source is not visible from adjacent properties, rights-of-ways, or public areas. Flood lighting, sodium vapor, mercury vapor, or other harsh HID light sources will not be allowed. Lighting shall not exceed 60 watts. The use of lights other than white or pale yellow exterior lights will require specific approval of the Reviewer. The proposed illumination plan is required to have final approval from the Reviewer.

### **Statues & Sculptures**

Reviewer approval is not required for a reasonable number of statues and/or sculptures if they are installed in the rear yard and are of a total height not greater than three feet. Installations not within the above requirements shall be submitted for approval by the Reviewer. Art pieces should complement the landscape and the overall architectural style of the home, as well as be appropriate for the neighborhood situation.

### **Swimming Pools and Spas**

Spas, including saunas, hot tubs, and swimming pools, shall be constructed with materials and colors that are in harmony with the architecture of the home. Such amenities shall be designed as an integral part of any associated deck or patio. The chosen location needs to consider potential noise impacts to neighbors and the safety of

private spas and swimming pools. Spas and swimming pools shall be located in the side or rear yards and be screened from public view. Fencing may be an appropriate means of screening and safety measures, however any fencing must abide by all setbacks and fencing guidelines and approved prior.

Above-ground pools are not permitted. Wading pools not exceeding 18" in depth and 10' in diameter are permitted on a temporary basis in the rear yard.

### **Trash Receptacles & Enclosures**

Trash receptacles shall be screened and /or enclosed from public view, except on trash collection days.

### **Flagpoles**

The Reviewer must approve location of permanent flagpoles. Flagpoles shall not exceed 8 feet in height. Owners must use standard pole mounted National or State Flag from a residence. Up-lighting shall not be permitted.

## **Willow Springs Ranch Design Review Process**

The following criteria and processes apply to Owners proposing improvements and additions for their lots. The applicant shall follow the steps outlined below for all proposals.

### **Governing Regulations:**

All proposals shall conform with:

- The CCRs:
- Any applicable Town of Monument ordinances, regulations and codes; and
- Any applicable Local, State and Federal Codes and Regulations.

### **Review Process**

These Guidelines provide a framework for the Reviewer to review, process and approve residential additions or site improvements within Willow Springs Ranch. An Owner (inclusive of the Owner and his architect, contractor, and/or other representatives) must follow these procedures to secure the necessary approvals.

The Owner shall advise all his representatives, including but not limited to, his architect, engineer, contractor, subcontractors, and their employees, of the standards and procedures outlined in the CCRs and these Guidelines, including the Appendixes. All such representatives shall abide by said documents.

Following review of these Guidelines, the Owner or Owner's Representative shall prepare a signed submittal package for review. The package must include sufficient

drawings, general notes, details, brochures, and other information required for review. An incomplete package will not be reviewed and will be returned to the Owner to be completed and re-submitted.

The Reviewer will provide a written response indicating approval of the plan, approval with modifications, or denial. If the plan is denied, the written response will explain the reason for denial. Any re-submittal shall follow the same submittal procedures and address the areas of concern. Any re-submittal shall be a complete package. The more complete and well thought out the submittal, the easier it will be for the Reviewer to make a timely response. Construction must not begin prior to receiving written approval from the Reviewer. Failure to comply may result in the removal of modifications or improvements by the Owner at the Owner's expense.

The Reviewer reserves the right to establish and charge reasonable review fees for submittals. Such fees may include the cost incurred in having professionals review any application and may be charged in advance. Current fees are listed in Appendix A.

## **Submittal Requirements**

### Intent

A general rule of thumb is this: Imagine you are the Reviewer and you are reviewing the submittal. Do you have everything necessary in order to visualize the completed product so you can make a judgment? If there are no unanswered questions in your mind based on the submission, then it is likely the submission will be acceptable. Owners are encouraged to use the Lot Drainage Plan as a starting point for the landscape and site plan. It is expected that Owners will create their own plans unless unique technical information is necessary in the design. In the case of decks, retaining walls, building additions, and other structural and technical improvements, Owners are encouraged to seek professional assistance.

### Format

Landscape additions, site improvements and any building additions shall be presented in an illustrated plan format on 11" x 17" sheets or larger if further detail is required. The nature of the project will determine the necessity of plan view diagrams, sections, elevations, and multiple construction details.

## **Submittal Checklist**

The following information shall be included in the submittal package:

### **Location Map and Information Block**

- Provide a map indicating the precise lot location of the project within Willow Springs Ranch.

- Include the name, address, and phone number of the Owner and all project consultants (Architect, Landscape Architect, Engineer, etc.).

### **Landscape / Site Plan**

- **Site Boundaries**  
Show property boundaries, building footprints, utility and drainage locations, any easements or right-of-ways, and all setbacks.
- **Landforms, natural features, and drainage**  
Include existing topography, drainage-ways, existing plant material, neighboring landscape planting along property lines. (Note: It is extremely important to recognize that you may not alter the drainage on your lot by your landscape and building improvements.)
- **Hardscape**  
Indicate the location and size of existing and proposed driveways, sidewalks, fencing, patio/decks, retaining walls.  
Label what is existing and proposed.
- **Fencing**  
Include the location of the proposed fencing on a site plan and provide details and/or notes describing the construction methods to be used.  
Include brochures explaining the type, color, size, paint method (sealed or stained) and construction methods of the fence.
- **Retaining Walls**  
Include wall locations, wall height and lengths, and proposed grading of the surrounding area. Also include any available product brochures explaining the construction methods to be used and the type, color, and size of all materials.
- **Accessory Structures**  
Site Structures include patio covers, gazebos, decks, patios, pools, spas, water features, play/recreational equipment, and any other structures that are in addition to the primary house. You must submit a site plan showing the proposed location of accessory structures, as well as elevations showing construction and exterior appearance. Also include the type of exterior finish if other than natural, and all proposed colors.

### **Building Additions**

If you are constructing an addition to your primary home, you must submit complete working drawings for the addition. This includes floor plans and elevations of all exterior views as well as construction details. Drawings should be at a scale of  $1/4" = 1'0"$ .

For building additions it is also important to include a site plan locating the proposed addition within the property boundaries and any significant existing conditions, such as

easements and required site setbacks, that may apply. The addition must fit within the building envelope.

### **Other Building Improvements**

When the proposed improvements consists of color and material changes, please include the following information:

- Painting/staining - Submit paint or stain samples - large samples help give a better impression of color than small ones. Indicate the color in general terms of the houses on either side of yours (Example - light beige with brown trim).
- Roofing - Submit manufacturer's sample or brochure showing the type and color of shingle you plan to use.
- Brick or stone - If you are using brick or stone you must submit a sample or brochure indicating the color, size, and shape of the brick or stone.

### **Liability / Code Conformance**

Approval of plans by the Reviewer shall not be deemed to constitute compliance with the requirements of any local building, zoning, subdivision, sign, safety, health, public works or fire codes and regulations, nor shall approval waive any requirements on the part of the Owner to comply with setbacks, height restrictions, or requirements unless such waiver or variance is specifically requested at the time of submittal and granted by the Reviewer and the appropriate jurisdictional agency.

The CCRs shall remain in force as the legal restrictions governing all construction.

Any Owner submitting plans for Reviewer approval shall be responsible for the verification and accuracy of all dimensions, grades, elevations and the location of key natural terrain features for the site.

The Reviewer reserves the right to waive, or vary, any of the Guideline procedures at its discretion, for good cause shown. Any waiver, or variance, granted shall be considered unique and will not set any precedent for future decisions.

## Appendix A – Fee Schedule

General Improvement Application: \$\_\_\_\_\_\*

Includes: (but not limited to)

Revised Landscape Plan

Fence Plan (i.e. rear yard, dog)

Deck or Patio Plan

Covered Patios

Accessory Structure (shed, hot tub, pergola & etc.)

Home Addition

Trampoline (In-ground)

Other Improvements Application: \$\_\_\_\_\_\*

Includes: “Minor” changes such as (but not limited to)

Play Structures

Permanent Sports Equipment (i.e. basketball goal)

Exterior Lighting

Trampoline (Above Ground)

Satellite Dish

Statues & Sculptures

Non-Structural Exterior Home Improvements Application: \$\_\_\_\_\_\*

Includes: (but not limited to)

Repainting

Adding Shutters

Roof Replacement

Window Replacement

Storm Doors

Removable/Portable Basketball Goal

Per Inspection of Improvement Upon Completion. \$\_\_\_\_\_\*

\*Submittal fees subject to change.

*Unless stated above, temporary or portable equipment does not require an inspection, but is subject to covenant standards.*