

Attachment 1

**IMPROVEMENT REQUEST FORM FOR SUBMISSION TO THE
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR DWELLING SITE APPROVAL

Spring Ranch Lot

Owner _____ Phone _____

Address _____

Architect _____ Phone _____

Address _____

Builder _____ Phone _____

Address _____

Pursuant to the Declaration of Protective Covenants, Conditions and Restrictions for Spring Ranch, Jefferson County, Colorado, as amended, I/we hereby submit the enclosed site plan, scale 1" = 100', showing our lot and all adjacent lots.

A survey was done by _____ to provide all information shown on this site plan.

The site plan shows all improvements in place like driveways, structures, water wells and septic systems on adjacent lots and indicates the dwelling site chosen on our lot, as well as the location for the water well and the septic system on our lot.

We agree to deliver to the Committee a final survey of our lot after completion of any improvement showing the exact location of such.

We ask for written approval by the Committee for the dwelling site chosen and the location of other site improvements on our lot as shown on the enclosed site plan.

As owners of Lot _____, Spring Ranch, in making this application to the Committee, states that we have seen the recorded plat for Spring Ranch and

have full knowledge of all non-building envelopes, notices, warnings, disclosures and restrictions which are a part of the plat and apply to Spring Ranch as a whole and to the lot we own in particular.

We have full knowledge of all easements and pertinent maintenance agreements, if any, which encumber or benefit our lot.

We have received a copy of the Declaration of Protective Covenants, Conditions and Restrictions for Spring Ranch, as amended, the Amended and Restated Bylaws of Spring Ranch Property Owners' Association, Inc., the Articles of Incorporation the Spring Ranch Property Owners' Association, the Architectural Guidelines for Spring Ranch, and any rules and regulations of the Association (collectively, the "Governing Documents").

We affirm we have read, understood and accept all provisions stipulated in the Governing Documents.

As provided in Article Four, paragraph 3 of the Declaration, we affirm we have met with _____ as the designed Committee member on _____ to explore and resolve all questions regarding selection of the dwelling site and proposed construction on our lot in Spring Ranch.

We understand that this informal meeting was only to offer guidance prior to initiating preliminary design and does not substitute as site approval.

We understand that we must receive the written approval of the Committee in order to proceed. Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. We understand that we may be required to obtain building or other permits and approvals prior to the commencement of any work. We agree that our failure to obtain required building or other permits and approvals will result in the withdrawal of the Committee's approval.

We further agree not to alter existing drainage patterns on our lot without the express approval in writing by the Committee.

We further agree that if, at any time during the process, the Committee requests to enter onto our lot or requests further information to determine if the improvement is being constructed in accordance with the approved plan and in compliance with the Declaration and/or Architectural Guidelines, we will comply with the request. We agree that our failure to comply with the request shall result in withdrawal of the approval. We further understand that the Committee may request additional information prior to reviewing this request. In addition, we agree that our failure to start or complete the improvement within the time

specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing by the Committee.

Signed:

Homeowner

Homeowner

RECEIPT

I hereby acknowledge receipt of the above and its marked attachments this _____ day of _____, 20_____, at _____ o'clock _____.m.

This receipt is not an acknowledgment that such submission is complete.

By: _____

Attachment 2

**IMPROVEMENT REQUEST FORM FOR SUBMISSION TO THE
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR PRELIMINARY REVIEW AND APPROVAL

Spring Ranch Lot

Owner _____ Phone _____

Address _____

Architect _____ Phone _____

Address _____

Builder _____ Phone _____

Address _____

Pursuant to the Declaration of Protective Covenants, Conditions and Restrictions for Spring Ranch, Jefferson County, Colorado, as amended, we hereby submit the following for approval by the Committee:

1. \$150.00 review fee.
2. This completed application

Note: All exhibits outlined hereafter are submitted in a total of four (4) sets:

3. **Site Plan, scale 1" = 100'**
showing subject lot and adjacent lots with improvements in place and planned, including driveways, structures, water wells, septic tanks and leach fields, and easements appurtenant
4. **Site Plan, scale 1" = 30'**
indicating location of buildings, water well, septic tank and leach field, access driveway, off-street parking, elevations, grading including existing and proposed topography, easements appurtenant to the site, utilities and manner and method of utilization of all utilities, and any accessory improvements contemplated on our lot, including preliminary landscaping.

5. **Landscaping Plans and Site Drainage**
survey indicating all trees that will be taken out by, or within 20' of improvements. Owner shall be responsible and shall certify for verification and accuracy of all lot dimensions, grades, elevations and locations of key features of the natural terrain.
6. **Water Well:** permit number _____
attach well log if well has been drilled and show exact location on site plan; provide information as soon as possible if well has not been drilled.
7. **Septic System:** permit number _____
type of system: _____
location and depth of system: _____
attach engineer's soil report and design. Engineer's name and address:

8. **Utilities** underground extensions only
electricity: _____
natural gas: _____
telephone: _____
cable TV: _____
9. **Roof Plans**, scale 1/8" = 1' minimum
show configuration, direction and pitch of slopes, materials
10. **Floor Plans**, scale 1/8" = 1' minimum
show all floors, floor area, room titles, room sizes, overall plan dimensions, square footage of habitable area excluding basements, garages, porches and decks.
square footage: first floor: _____
second floor: _____
basement: _____
garage: _____

other: _____

attach calculation for square footage which can be checked against plans

11. **Exterior Elevations**, scale 1/8" = 1' minimum
show existing and proposed grade lines, show first floor elevation in relation to existing and proposed grade elevations, indicate all exterior materials and colors and specify type:

siding: _____

stone: _____

shingle: _____

stucco: _____

roof covering: _____

others: _____

12. **Fences or enclosures** if part of the design concept and if incorporated in the overall design. Specify materials and describe, attach plans, scale 1/2" = 1' minimum.
13. A study model of the structure sufficient to illustrate the general design characteristics will be appreciated and may be required for further clarification by the Committee.

We understand that we must receive the written approval of the Committee in order to proceed. Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. We understand that we may be required to obtain building or other permits and approvals prior to the commencement of any work. We agree that our failure to obtain required building or other permits and approvals will result in the withdrawal of the Committee's approval.

We further agree not to alter existing drainage patterns on our lot without the express approval in writing by the Committee.

We further agree that if, at any time during the process, the Committee requests to enter onto our lot or requests further information to determine if the improvement is being constructed in accordance with the approved plan and in compliance with the Declaration and/or Architectural Guidelines, we will comply with the request. We agree that our failure to comply with the request shall result

in withdrawal of the approval. We further understand that the Committee may request additional information prior to reviewing this request. In addition, we agree that our failure to start or complete the improvement within the time specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing by the Committee.

Signed:

Homeowner

Homeowner

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By: _____

Attachment 3

**IMPROVEMENT REQUEST FORM FOR SUBMISSION TO THE
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR FINAL PLAN REVIEW AND APPROVAL

Spring Ranch Lot

Owner _____ Phone _____

Address _____

Architect _____ Phone _____

Address _____

Builder _____ Phone _____

Address _____

With the submittal of all exhibits listed below and this completed application, we ask the Committee for final approval. All exhibits outlined hereafter are submitted in a total of four (4) sets.

1. A working **time schedule** indicating starting and completion dates of the dwelling including utility hookups and landscaping work.
2. **Site Plan, scale 1" = 30'**
showing final location of buildings, improvements, water well, septic tank and leach field, access driveway and off-street parking, utility connections with transformer and meter locations, elevations, grading including existing and proposed topography, finished floor and garage elevations.
3. Complete **Landscaping Plan** with site drainage to include: revegetative seed mixes and ground covers, plant material additions by common botanical names, driveways, slopes, retaining walls and decorative features if not shown elsewhere on architectural plans, fences, attendant structures, exterior lighting, equipment, etc.
4. **Roof Plan and Floor Plans** as final working drawings and specifications

square footage: first floor: _____
second floor: _____
basement: _____
garage: _____
other: _____

attach calculation for square footage which can be checked against plans

5. All **Exterior Elevations** as final working drawings and specifications

show existing and proposed grade lines, show first floor elevation in relation to existing and proposed grade elevations

specify all exterior materials and colors on the drawings
6. **Wall sections**, details of fireplaces, exterior stairs, decks, railings, etc.
7. **Cross section** of structure indicating existing and proposed grade lines on the site, showing conformance with the height restrictions as established in the Declaration, Article Four, paragraph b.3, and the bulkline measured from the intersection between the exterior wall and the natural grade at the lowest point of the building at the downslope side of the lot.
8. **Samples** of all exterior materials and colors, window and glass specifications.
All samples to be identified with manufacturer's name, color and/or number.
9. Others as may be necessary to illustrate design
10. Well permit, well log, septic design and permit.

We understand that we must receive the written approval of the Committee in order to proceed. Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. We understand that we may be required to obtain building or other permits and approvals prior to the commencement of any work. We agree that our failure to obtain required building or other permits and approvals will result in the withdrawal of the Committee's approval.

We further agree not to alter existing drainage patterns on our lot without the express approval in writing by the Committee.

We further agree that if, at any time during the process, the Committee requests to enter onto our lot or requests further information to determine if the improvement is being constructed in accordance with the approved plan and in compliance with the Declaration and/or Architectural Guidelines, we will comply with the request. We agree that our failure to comply with the request shall result in withdrawal of the approval. We further understand that the Committee may request additional information prior to reviewing this request. In addition, we agree that our failure to start or complete the improvement within the time specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing by the Committee.

We agree to notify the Committee at least three (3) days prior to the commencement of construction that the final and approved layout of the building and other improvements is staked so that the Committee can make a visual inspection of the lot to insure accordance with the final plans approved by the Committee.

Additional construction, landscaping or other improvements to a dwelling during construction and/or changes after final approval or after completion of an approved structure will be submitted to the Committee for approval 15 days prior to initiating such changes and/or additions.

Signed:

Homeowner

Homeowner

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This receipt is not an acknowledgment that such submission is complete.

By: _____

Attachment 4

**IMPROVEMENT REQUEST FORM FOR SUBMISSION TO THE
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR APPROVAL OF CHANGES AND ADDITIONS

Spring Ranch Lot

Owner _____ Phone _____

Address _____

Architect _____ Phone _____

Address _____

Builder _____ Phone _____

Address _____

Date of Final Approval: _____

Changes and Additions submitted for approval (attach appropriate documentation of changes requested, such as elevations, exterior materials, color of paints, stains, etc. and all other information required to evaluate the changes or additions.

We understand that we must receive the written approval of the Committee in order to proceed. Committee approval does not constitute approval of the local building or zoning department, drainage design or structural or engineering safety and/or soundness. We understand that we may be required to obtain building or other permits and approvals prior to the commencement of any work. We agree that our failure to obtain required building or other permits and approvals will result in the withdrawal of the Committee's approval.

We further agree not to alter existing drainage patterns on our lot without the express approval in writing by the Committee.

We further agree that if, at any time during the process, the Committee requests to enter onto our lot or requests further information to determine if the

improvement is being constructed in accordance with the approved plan and in compliance with the Declaration and/or Architectural Guidelines, we will comply with the request. We agree that our failure to comply with the request shall result in withdrawal of the approval. We further understand that the Committee may request additional information prior to reviewing this request. In addition, we agree that our failure to start or complete the improvement within the time specified on the application shall result in withdrawal of the approval unless an extension is requested in writing and approved in writing by the Committee.

Signed:

 Homeowner

 Homeowner

RECEIPT

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This receipt is not an acknowledgment that such submission is complete.

By: _____