

**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.



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

### 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 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



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

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: \_\_\_\_\_