

ARCHITECTURAL REVIEW SUBMITTAL FORM

All items being submitted for review must be received one (1) week prior to the Architectural Control Committee (ACC) meeting. Any items submitted after that time will be held for review during the next scheduled meeting. Please contact Z & R Property Management, Derek Patterson at Derek@zandrmgmt.com or 719-594-0506 for meeting times and dates.

Property / Homeowner(s) Name: _____
Property Address: _____
Phone # _____
Name of Construction / Landscaping company performing work: _____
Name of company contact Phone# _____
Anticipated date work will start: _____ / anticipated date of completion: _____

Please use the appropriate checklist below. **Incomplete submittals will not be reviewed.**

LANDSCAPING - Please submit a plan showing the following: Landscape Plan at 1"=10' or 1"=20' scale
[(copy of Site Plan or professional landscape plan)]

- _____ Lot lines, setbacks, easements, no build areas located on Plan
- _____ Indicate building location, driveway, walks, patios, decks, stairs, etc.
- _____ Precise location of all landscape materials (shrubs, grasses, flowers, sod, trees, rock, mulch, etc.)
- _____ Photographs and/or drawings or brochures are suggested
- _____ Drainage: specify plans for turf or native area drainage, plans for underground piping, downspout extensions, rock "dry" streambed features, and/or plans to control silt runoff from the Lot
- _____ Existing trees to be saved or removed
- _____ Lawn or turf (type and location) square footage of sod/spray irrigated areas. (Note: Irrigated areas
MUST be less than 15% of lot sq. ft.)
- _____ Proposed trees (types, sizes and locations). All front yard areas must have a minimum of two (2) trees, either two Deciduous or Evergreen or one of each totaling two is the minimum requirement. Deciduous trees must be a minimum of 2.5" caliper in size and Evergreen trees must be a minimum of 6' tall after planting.
- _____ Proposed shrubbery (types, quantity and locations) – NOTE: all plants and shrubs must be a minimum of 5-gallon in size or larger.
- _____ Proposed groundcover, low growing perennials, flowers, etc. (types, sizes, quantity and locations) – NOTE: all groundcover and perennials must a minimum of 1-gallon in size or larger.
- _____ Vegetable garden location (type, size, location, any irrigation, screening, etc.)
- _____ **Mulch/Rock:** indicate area on Site Plan to include (type, size, color, weed barrier).
- _____ **Materials may not be dropped off/stored on the street; they must be kept in the Lot/driveway.**
- _____ Proposed retaining or decorative rock/boulder walls: indicate location on Site Plan (height, material type, colors, method of construction "mortar, dry stack, etc.", wall height not to exceed forty-eight inches.)
- _____ Proposed raised berming, planting beds, drainage control or any other grade alterations (size or area, height above finished grade, etc.)
- _____ Areas of natural vegetation. (Note: Due to City Hillside Ordinance, no existing vegetation may be removed.)
- _____ Other (specify)

PLAY SPORTS EQUIPMENT, YARD / LAWN ART, HOT TUBS, TRAMPOLINES, SWING / PLAY SETS, GAZEBOS, AWNINGS - Please submit the following:

- _____ Plan showing precise location where the item will be placed on the property.
(Be sure to include distance from property lines.)
- _____ Picture or manufacturers brochure showing item.
- _____ Color, materials and dimensions of item, if different than picture / brochure submitted.
- _____ Adjoining neighbor(s) acknowledgement. (See end of this form.)

CONSTRUCTION MODIFICATION ** DECK ADDITION, HOUSE ADDITION, DOGRUN, DRIVEWAY MODIFICATION, ANY OTHER EXTERIOR HOME MODIFICATION - Please submit the following:

- _____ Detailed plan showing all dimensions (height, width and length), materials, exterior finishes etc., of addition/modification.
- _____ Plan showing where addition/modification will be on existing home/property.
- _____ Adjoining neighbor(s) acknowledgement. (See end of this form.)

EXTERIOR HOME COLOR W/SUBMITTAL OR MODIFICATIONS - Please provide the following:

Provide manufacturer's name, product line/type, color and/or product number OR labeled sample(s). Location of where product will be applied. (For new exterior color submittals, be sure to include all colors being proposed for the following: main body, garage doors, front door, windows- NO WHITE WINDOWS ARE PERMITTED, trim to include gutters, soffit and fascia, stone, roof and any other exterior features i.e., shutters, accent pop-outs, railings, decking, driveway, walkway, etc.)

NEW HOME CONSTRUCTION - Please submit the following:

One (1) full set of **Architectural Plans** at a scale of 1/4"=1' to include the following:

- Architectural elevations (front, side and rear)
- Hillside submittal package showing typical proposed grade lines, finished floor elevations, top of slab elevations, building height calculations, and any other required submittals under the City of Colorado Springs hillside regulations.
- Floor plans, including square footage for each floor, roof plans indicating pitches, ridges, valleys and location of mounted equipment
- Indication of all proposed exterior materials
- Exterior details, including items such as chimneys, exterior stairs and decks, railings, and deck supports
- Any other proposed improvements (decks, awnings, hot tubs, unique features, etc.).

_____ (1) set of **Drainage Plans** at a scale of 1/4"=1'

_____ (1) copy of the **CITY APPROVED SITE PLAN** at a scale of 1"=10' or 1"=20' to include the following:

- Lot lines and dimensions, building setbacks, street right of way, curb lines, easements and preservation areas.
- Existing and proposed contour lines at 2' intervals extending to all property lines, existing or proposed street elevations, finish grade at building corners, drainage swales.
- Building footprint, main finish floor and garage slab elevations
- Walks, driveways, decks, accessory structures, privacy fencing (no fencing on property lines permitted), retaining walls with top and bottom of wall elevations.

- Any other required submittals under the hillside regulations of the City of Colorado Springs.
- Verify that the placement of the home is in compliance with the setback requirements for The Spires Drainage HOA, as the setback requirements in this area are more restrictive than the City requirements.
- Adjoining neighbor(s) acknowledgement -see end of this form- ONLY if the home setbacks do not meet The Spires Drainage HOA requirements and in need of a variance.
- Location of on-site dumpster and portable toilet

EXTERIOR COLORS, MATERIALS AND FINISHING, to include the following:

- Schedule of all finished exterior materials and colors, including siding/downspouts, fascia/gutters, roofing, garage doors, front door, stucco, stone, trim, wood or log accents, etc.
- Cut sheets for exterior lighting
- Photographs and/or drawings or brochures are suggested
- Samples of materials at appropriate size may be directed at the discretion of the ACC.

NEIGHBOR ACKNOWLEDGEMENTS: Please have all adjoining/impacted neighbors sign below. This is only an acknowledgement stating that the neighbor has seen the proposed submittal. **Please be aware that the neighbor acknowledgement does not constitute approval or denial of the submittal.**

I/we as owners of the property located at _____ acknowledge that we have seen the proposed item being submitted for review and realize that by signing this form we are not approving nor denying this item. It is understood that I/we must notify the ACC in writing prior to the next ACC meeting if there are any concerns/issues regarding the item being submitted that I/we would like addressed.

Signature

Signature

Printed Name

Printed Name

Date: _____