



NEW DWELLING CHECKLIST

Owner's Name(s)/Phone Number(s):

_____ / _____

General Contractor Name/Phone Number(s):

_____ / _____

Lot #: _____ Lot Address: _____

Pre-Design Consultation/Meeting

A pre-design meeting is not mandatory, however if you would like to schedule one, please email ArchReview@EdgemontHighlands.com to arrange.

Design Submittal and Approval

Deliver or mail your \$500 Submittal Fee to AREM Property Management 1201 Main Ave., Ste 103(247-8299) and obtain a receipt to include with your submittal.

Make your submittal electronically via email. Send to ArchReview@EdgemontHighlands.com. It is preferred to receive one file containing plans and a second file with all letter size documents. Submittals are generally reviewed within 7 days depending on availability of the reviewer(s).

Submittal Requirements

- Receipt from Durango Fire Protection District for \$1,000 Fire Fee. Their office is located at 104 Sheppard Drive in Bodo Park or online at www.DurangoFire.org.
- Copy of State of Colorado CDPS Stormwater Construction Permit application and copy of email confirmation from State indicating their receipt of application. (COR400000).
- Proof of General Liability Insurance specifically for general contracting or building in the minimum amount of \$1,000,000. List Edgemont Highlands Community Association, Inc. c/o AREM Property Mgmt 1201 Main Ave #103, Durango, 81301 as an additional insured.
- Builder Resume and Three References. This is only required If you have not built within Edgemont Highlands within the last three years. It should list the last five years of experience in residential home construction, with at least three of those years in the capacity of general contractor or job superintendent with full responsibility for overseeing all aspects of construction.

- Receipt for \$500 payment to EHCA through AREM (see address on first page)
- Signed Construction Guidelines Form (Rev.02.14.2021)
- A Site Plan that includes the following:
 - ◆ Entire site with 2-foot minimum elevation contours of lot
 - ◆ Location of all improvements with setbacks and building envelope (if any) clearly delineated
 - ◆ Proposed finished floor levels of all areas of the house, including decks and porches, with reference to existing grades
 - ◆ Elevation of road at driveway and slope of driveway
 - ◆ Natural and proposed drainage and grading demonstrating that resulting drainage will be directed to the ditch in front and/or open space, and not onto neighboring lots
 - ◆ All trees that are proposed to be removed
 - ◆ All driveways, walks, decks and patio materials, locations, and dimensions
 - ◆ Proposed utility routes
 - ◆ Size and location of culvert
 - ◆ Location of concrete washout within lot lines, demonstrating that washout debris will be completely contained within the lot and will not affect roadside ditches

Please note that architectural review will not begin without a complete site plan

- Building Plans– Elevations and floor plans, fully dimensioned, showing the following:
 - ◆ Floor plans
 - ◆ All elevations
 - ◆ Roof pitches
 - ◆ Patios/decks/porches
 - ◆ All exterior elements/details that clearly show dimensions and detail, including but not limited to fascia/soffit details, windows/trim, doors/trim, porches, decks and railings, building height, garage door, and other material features
- Exterior Materials and Colors (website links are welcome and are best listed as electronic links on one sheet, along with printed photos where available) including:
 - ◆ Roof material (manufacturer name, type, and color)
 - ◆ Stucco (manufacturer name, type, and color) with clear designation of application on elevations (sample may be required)
 - ◆ Siding -- description of profile of siding style that includes dimensions, species and texture, with stain or paint (manufacturer name, type, and color)

- ◆ Stone – installation details including caps, terminations, and integration of sheet metal should be shown as well as stone type (manufacturer name, type, and color). For other than cultured stone, please submit a photograph and name of the stone.
 - ◆ Beams, logs, eaves, soffits, trim boards and other architectural elements - a description with details as appropriate, plus color (manufacturer name, type, and color)
 - ◆ Materials for decks and any other exterior elements – a description with details as appropriate, plus color (manufacturer name, type, and color)
 - ◆ Exterior lighting plan and fixture information – (manufacturer name, model, and color or finish). Please note that dark skies fixtures are preferred, with light directed down rather than out. Flood lights are discouraged. Motion sensor lights are not allowed.
 - ◆ Exterior doors (manufacturer name, type, and color)
 - ◆ Window type and color (manufacturer name, type, and color). Be sure to include information on window trim if not detailed on plans. Generally, windows in a stucco element need to be trimmed out rather than remaining trimless.
 - ◆ Garage door (manufacturer name, type, and color)
 - ◆ Any other exterior element details
- A Landscape Plan that shows:

- ◆ Landscaping that at least meets the minimum landscape requirements. If desired landscaping is beyond the minimum requirements, that detail must be shown on the plan. Following are the basics of what is to be included in the minimum landscape plan (***see EHCA Landscaping Guidelines for complete requirements and detail.***)
 - A plan for the entire lot even if the majority is just natural vegetation or re-vegetation.
 - Show house and all hardscape such as patios, decks, walks, retaining walls, privacy panels, fences, play structures, and other hardscape elements.
 - All proposed hardscaping work requires a plan showing lot dimensions and dimensions of proposed improvements.
 - Include detail of materials, colors, and finishes of hardscape elements.
 - Define areas of groundcover if other than natural revegetation.
 - Show location, types, and number of plantings. Plantings are preferred to be native and are to be water and fire wise.
 - If any sod or grass is to be planted, plan is to show location, dimensions of area to be planted, total square footage, and type of proposed grass.
 - If straw is used in any areas, use only Weed Free Straw.

Owners Need to Be Aware: Once the landscape plan submitted with the package is approved, any desired changes that modify or go beyond what was approved, will require a new landscape plan be submitted and approved prior to installation

Notes:

- A. Permanent Culvert:** Prior to any construction activity a permanent culvert (as needed) must be installed. Please coordinate with Edgemont Ranch Metro District 259-3102 on required size.
- B. Verification of Improvements prior to pouring foundation:** Architectural Review reserves the right to require an Improvement Location Certificate (ILC) prior to pouring concrete if it deems the site to warrant it. An ILC is recommended even when not required.
- C. Changes:** Any changes to exterior elements of a home must be submitted to EHCA Architectural Review prior to construction of those changed elements. If work is not done in strict compliance with submitted plans, an additional submittal fee of \$1,000 payable to EHCA may be required. If changes are not acceptable to EHCA, Owner may also be required to remedy unauthorized changes.
- D. General Contractor or Owner's Notice of Completion:** Upon completion of improvements, General Contractor or Owner shall email ArchReview@EdgemontHighlands.com to arrange for a final inspection. ***Please notify Architectural Review 3 weeks before a final inspection is needed.*** Upon approval, a form indicating final acceptance of improvements will be provided, to allow a Certificate of Occupancy to be obtained. A letter may accompany this form, outlining any items remaining to be completed, such as site cleanup, landscaping, etc. and a required time period.
- E. Site Meeting:** Prior to start of any construction, Owner and/or Builder may be required to meet with Architectural Review representative to discuss site conditions, construction guidelines, tree removal, etc.