

## Architectural Review



### NEW DWELLING CHECKLIST

Revised 2-13-2020

Owner's Name/Phone:

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Applicant/General Contractor Name/Phone (if different):

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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](mailto:ArchReview@EdgemontHighlands.com) to arrange one.

#### Design Submittal and Approval

Please submit your plans (one file) and documents (second file) electronically via email to [ArchReview@EdgemontHighlands.com](mailto:ArchReview@EdgemontHighlands.com). You may deliver a physical package to AREM Property Management 1201 Main Ave., Ste 103 (247-8299). Be sure to deliver your \$400 Submittal Fee to AREM prior to review. Submittals are generally reviewed within 7 days depending on staff availability and schedule. Complete submittals are expected and much appreciated.

#### Submittal Requirements

***Your Application is complete if you check all of the boxes:***

- Receipt from Durango Fire Protection District for \$1,000 Fire Fee. Their office is located at 104 Sheppard Drive in Bodo Park.
- 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 listing Edgemont Highlands Community Association, Inc. c/o AREM Property Mgmt 1201 Main Ave #103, Durango, as an additional insured
- If you have not built within Edgemont Highlands within the last three years, please submit a Builder Resume showing five full years in residential home construction, with at least three in capacity of general contractor or job superintendent with full responsibility for overseeing all aspects of construction, plus three references

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- \$400 Check to Edgemont Highlands Community Association (take to AREM)**
- Signed Acknowledgment of Construction Guidelines**
  
- A Site Plan that includes all of the following information:**
  - ◆ Entire site with two 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 in a scale of at least 1/8" = 1' 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 on one sheet 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, trimboards 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)

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- ◆ 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
- **Landscape Plan showing:**
- ◆ Landscaping that meets the minimal planting requirements (see Guidelines)
  - ◆ Any proposed hardscape
  - ◆ Patios
  - ◆ Areas of groundcover other than natural revegetation
  - ◆ Materials, colors and finishes
  - ◆ If straw is used in any areas, use only Weed Free Straw

### 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. Owner's Notice of Completion:** Upon completion of improvements, Owner shall email [ArchReview@EdgemontHighlands.com](mailto:ArchReview@EdgemontHighlands.com) to arrange for a final inspection. Generally, improvements will be inspected within seven days of receipt of notice, schedule permitting. 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 that may be remaining to be completed within a certain time period, such as site cleanup, landscaping, etc.

**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.