

## ADDITION SUBMITTAL FORM

*Submittal to and approval by the ARC is required for all demolition, new construction or exterior improvements PRIOR to work commencing. You will receive the ARC response within ten (10) working days of the review. Please do not enter into any contracts, schedule work, or expend money in advance of your project until you have the written approval of the ARC. Commencement of construction is acceptance of conditions. Submission of ARC form(s) constitutes permission for ARC to access property from date of submission until **Owner's Notice of Completion** is approved. Owner acknowledges that by submitting this request Genesee Foundation has the authority to stop any work in violation of the procedures set forth in the Governing Documents, to stop any work not in compliance with the approved final submittal and to require correction and/or removal of any non-complying work at Owners' expense. The Genesee ARC is subject to the Colorado Common Interest Ownership Act open meetings laws. **You should keep a copy of this submittal for your files.***

DATE \_\_\_\_\_ FILING AND LOT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER \_\_\_\_\_

PHONE NUMBER WHERE CAN YOU BE REACHED THE MORNING OF THE ARC MEETING \_\_\_\_\_

DO YOU WANT THE DECISION FAXED TO YOU?  YES  NO FAX NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

OWNERS' SIGNATURES \_\_\_\_\_

**"Major Additions" are defined as Additions larger than 400 sq. ft.**

Is your addition in excess of 400 sq ft ?  YES  NO

### CHRONOLOGICAL PROCESS

1. **SUBMIT ADDITION SUBMITTAL FORM** including:
  - a. A site survey prepared by a professional surveyor indicating: contours at a maximum of two (2) foot intervals referenced to USGS datum; existing structures; locations and elevations of adjacent roads or drives and large rocks and rock outcrops; the location and size of trees affected by the proposed Improvements and any significant trees or grouping of trees elsewhere on the site. The survey shall be a stamped copy with an original signature of a surveyor licensed in the State of Colorado.
  - b. A site plan drawn at no less than 1" = 20' 0" scale, indicating: the location of new construction dimensioned to at least two (2) Lot lines; showing existing and proposed topography in the area of new construction at maximum two (2) foot contour intervals; a grading plan; all easements, setbacks and height restrictions; driveway location and driveway grade (ten percent (10%) maximum); entry and basement or walkout levels referenced to USGS datum; location of guest parking and the limits of the construction site disturbance; and the location of any dumpsters, construction trailers and sanitary facilities.

## ADDITION SUBMITTAL FORM (CON'T)

- c. Floor plans and a roof plan drawn at no less than 1/4" = 1'-0" scale.
  - d. Exterior elevations at same scale as floor plans w/ both existing and proposed grade lines labeled.
  - e. Building/Site cross sections indicating existing and proposed grades and maximum building height.
  - f. Exterior Details including chimneys, stairs, deck railings and deck supports.
  - g. Exterior Materials and colors shall be indicated on the drawing.
  - h. Exterior Lighting "cut sheets" from the manufacturer describing all proposed exterior lighting, including fixture drawing or photographs.
  - i. Ancillary Improvements (e.g., dog runs, play equipment, etc) must be shown and submitted.
  - j. Sample Board with samples of exterior finish materials and window and glass specifications. Samples and cut sheets must be presented on a rigid board clearly marked with applicant's name, and filing and Lot number. Color and material samples shall be a minimum of fifty (50) square inches in size. Trim and window frame color samples shall be a minimum of ten (10) square inches in size. Samples of manufactured items must be identified with the manufacturer's name, color name and number (if any).
  - k. Stake all corners of a Major Addition.
2. **SUBMIT TREE REMOVAL FORM** (if necessary).
  3. **SUBMIT ACKNOWLEDGEMENT OF AUTHORITY OF GENESSEE FOUNDATION**(Major Additions only).
  4. **SUBMIT LANDSCAPING SUBMITTAL FORM** and necessary attachments.
  5. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
  6. **SUBMIT NOTICE OF COMMENCEMENT OF IMPROVEMENTS** (Major Additions only). For Major Additions new construction must begin within 12 months of final approval date.
  7. Submit Dwelling Foundation Survey as soon as foundation complete (Major Additions only).
  8. **SUBMIT OWNER'S NOTICE OF COMPLETION** to Genessee Foundation Office. For Major Additions construction must be completed within 18 months after filing Notice of Commencement of Improvements. For other Additions, construction must be completed within 12 months of final approval

### POSTING GUIDELINES

The posting will be for a minimum of ten (10) calendar days prior to the meeting for Major Additions. The posting will be for a minimum of five (5) calendar days at least three (3) of which must be days when the Genessee Foundation office is open for all another Additions.