

# GENESEE

Architectural Review Committee

## LANDSCAPING 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. **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' SIGNATURE \_\_\_\_\_

### SUBMITTAL PROCESS

1. Submit **LANDSCAPING SUBMITTAL FORM** to the Genesee Foundation Office including:
  - a. A site landscape plan drawn at no less than 1" = 20' 0" scale indicating: the location of the Dwelling; the locations, size and common vegetative name of all new plant materials (trees, shrubs and ground covers); existing and proposed grading and topography in the area of new landscape construction at maximum two (2) foot contour intervals; the approximate size, location and type of existing plant materials; the areas to be irrigated, if any, and the method of irrigation; the location of drives, retaining walls, erosion control features, paved walkways, stairs and railings. Plan must show access route for work including any proposed access across open space.
  - b. Exterior details of construction, including retaining walls, walkways, stairs and railings.
  - c. Exterior materials and colors with samples of each provided.
  - d. Exterior lighting "cut sheets" from the manufacturer describing all proposed exterior lighting, including a fixture drawing or photograph.
2. Submit **ANCILLARY IMPROVEMENT SUBMITTAL FORM** for any proposed exterior lighting change or addition
3. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
4. When complete submit **OWNER'S NOTICE OF COMPLETION FORM** to the Genesee Foundation Office. Improvements must be completed within 12 months after ARC approval.

### POSTING GUIDELINES

The posting will be for a minimum of five (5) calendar days prior to the meeting, at least three (3) days of which must be days when the Genesee Foundation Office is open.