

# GENESE E

Architectural Review Committee

## NEW DWELLING SUBMITTAL FORM / PRE-DESIGN

*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. 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 \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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

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

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

ARCHITECT \_\_\_\_\_ of \_\_\_\_\_

ARCHITECT'S PHONE \_\_\_\_\_ FAX \_\_\_\_\_

*A pre-design meeting is mandatory. A New Dwelling Submittal Form/Pre-Design should be submitted to the Genesee Foundation Office and the meeting scheduled by phone. This meeting shall be attended by at least a quorum of ARC members, including at least one of the professional members, the Owners or agent, the Owner's architect and the Genesee Foundation Open Space Coordinator. The purpose of this meeting is to acquaint the Owner and architect with the ARC's design review process, to review general and unique features of the Owners' Lot that may impact the location and the design of the Dwelling and to discuss issues regarding Improvements in Genesee. This informal review is to offer guidance prior to initiating preliminary design and is not intended to review any specific design concept. The meeting is intended to take place prior to the design and documentation process. If a topographical map of the Lot is available it should be presented to the ARC at this time. If the Owner has a rough sketch, it should be brought to the meeting.*

**Neither the ARC, Owner nor the Genesee Foundation is bound by any representations made at the pre-design meeting.**

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

## NEW DWELLING SUBMITTAL FORM / PRE-DESIGN (CON'T)

### CHRONOLOGICAL PROCESS

**PRE-DESIGN PROCESS** REFER TO NEW DWELLING SUBMITTAL FORM / PRELIMINARY AND FINAL FOR COMPLETE LIST OF STEPS IN PROCESS

### SUBMITTAL PROCESS

1. *Pre-Design meeting* – Submit New Dwelling Submittal Form/Pre-Design and call the Foundation office to schedule a pre-design meeting. Try to bring site survey, any available topographical map and design concept ideas to discuss at the meeting.
2. Optional *Community Comment Meeting* as determined by interested Owners.
3. Submit recommended *Sketch Plan* indicating style, placement, size, height, etc. No form required.
4. ARC reviews sketch plan at its next meeting after the posting period and provides comments to Owners.
5. Upon receipt of ARC comments, prepare NEW DWELLING SUBMITTAL FORM/PRELIMINARY.

### POSTING GUIDELINES

The posting of a sketch plan 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.