

# GENESE E

Architectural Review Committee

## NEW DWELLING SUBMITTAL FORM / PRELIMINARY 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. 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 \_\_\_\_\_

### CHRONOLOGICAL PROCESS

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

### SUBMITTAL PROCESS

1. **SUBMIT NEW DWELLING SUBMITTAL FORM / PRE-DESIGN** 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.
  - c. Floor plans and a roof plan drawn at no less than 1/4" = 1'-0" scale.

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- d. Exterior elevations at the same scale as the floor plans with both existing and proposed grade lines labeled.
  - e. Exterior materials and colors.
  - f. Ancillary Improvements (e.g., dog runs, play equipment, etc.) must be shown and submitted.
  - g. Detailed and dimensioned drawings shall be of the same sheet size.
  - h. Approved Jefferson County mandatory fire mitigation plan.
  - i. A study model of the proposed dwelling and its relationship to the immediate area of the site impacted by the dwelling. Care should be taken to represent accurately the massing, forms, window locations, and materials of the dwelling. The model shall be constructed at a scale of  $1/8" = 1'-0"$ . All models will be retained by the ARC until the structure is completed. Proposed window placement and exterior materials must be indicated.
  - j. The applicant is required to provide accurate staking on site showing the locations of all corners of the proposed construction, Lot corners, easements and setbacks. All stakes must be one (1) foot minimum height above grade and appropriately labeled as to which corner they represent.
2. Pay submittal fee of \$200 to Genesee Foundation Office.
  3. ARC will take action on your submittal at a regular meeting within 30 days after submittal.

### POSTING GUIDELINES

The posting will be for a minimum of ten (10) calendar days prior to the meeting.