

MISCELLANEOUS SUBMITTAL

Date: _____

Owner Name: _____

Email: _____

Phone Number: _____

Address: _____

Filing & Lot: _____

REQUIRED ITEMS FOR SUBMITTAL:

- A narrative of the proposed improvement(s) of scope of work.
- A site plan and/or aerial map, ILC, or survey of the proposed project showing property lines and utilities.
- Manufacturer's specifications including, but not limited to, dimensions, specification, hardware and other information.
- A photo or picture of appearance.
- Color or material samples from the manufacturer.
- Photographs of the area on and around your home indicating the area where changes are proposed.

Refer to section 2.3.10. Exterior Equipment of the ARC Standards for more detailed requirements.

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 construction contracts, schedule work or expend money related to construction in advance of your project until you have the written approval of the ARC.** Commencement of construction is considered acceptance of all conditions. Submission of ARC form(s) constitutes permission for ARC to access property from the date of submission until the 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 Owner's' 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.

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. The Foundation will place the posting.

Signature of Owner: _____

Receipt of the submittal application by Genesee Foundation staff and placement of the submittal on the ARC meeting agenda DOES NOT MEAN THAT THE SUBMITTAL IS COMPLETE. The ARC will determine if the submittal is complete before acting upon it and, if it is incomplete, will defer action on the application until all required information has been submitted to the ARC.

Neither the ARC, individual ARC members, the Genesee Foundation or assigns shall be liable for damages to anyone submitting plans to them for approval, or to any Owner or applicant by reason of mistake in judgement, negligence or nonfeasance arising out of, or in connection with, the approval or disapproval or failure to approve any plans, specifications or descriptive documentation. Every applicant who submits plans or descriptive documentation to the ARC for approval agrees, by submittal of such documents, that they will not bring action or suit against the ARC, individual ARC members, the Genesee Foundation or assigns to recover damages.

Initials: _____

NARRATIVE: