



SUBMITTAL FORM

DATE _____ OWNERS _____

PROPERTY ADDRESS _____

FILING AND LOT# _____ PHONE _____ EMAIL _____

SIGNATURES OF ALL OWNERS _____

SUBMITTAL CHECK-LIST(S) ATTACHED:

- _____ Addition Check-List
- _____ Deck/Patio Check-List
- _____ Dog Run/ Fence Check-List
- _____ Driveway Open Space Encroachment Check-List
- _____ Landscaping Check-List
- _____ Miscellaneous/Other Check-List
- _____ Painting/Staining/Stucco Check-List
- _____ Play Equipment Check-List
- _____ Roof Check-List
- _____ Tree Removal Check-List (Private Property Only)
- _____ Tree Removal Check List (Open space)

SUBMITTAL PROCESS

1. Submit SUBMITTAL FORM to the Genesee Foundation Office, including appropriate Check-List(s) and required and optional forms. **Any submission not containing all required materials will be returned to Owners for completion and shall be deemed rejected by the ARC.**
2. ARC will take action on your completed submittal at a regular meeting within 30 days after submittal.
3. When project is complete, submit **OWNER'S NOTICE OF COMPLETION FORM** to the Genesee Foundation Office. This may be submitted on-line at www.geneseefoundation.org. Improvements must be completed within nine months after ARC approval, unless an extension is granted by the ARC.
4. Owners and Contractors will not disturb, damage or trespass on other Lots or on Open Space. No access through open space is permitted. Contractors must comply with Contractor rules.

No improvements or changes to a Lot shall be made unless approved in writing by the Architectural Review Committee." (Declaration, VI.1.b.) **Please do not enter into any contracts, schedule work or expend money in advance of your project until you have written approval from the ARC.** Submission of ARC form(s) constitutes permission for ARC to access Owners' property from date of submission until Owners' Notice of Completion is approved by the ARC. Commencement of construction is acceptance of conditions of approval. Owner acknowledges 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 ARC approval and to require correction and/or removal of any non-complying work at Owners' expense.

GENESE E

Architectural Review Committee

APPLICATION FOR DEMOLITION

*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 YOU CAN BE REACHED THE MORNING OF THE ARC MEETING _____

DOES THE STRUCTURE TO BE DEMOLISHED CONTAIN 'HAZARDOUS WASTE' AS DEFINED IN THE ARCHITECTURAL STANDARDS? YES NO

OWNERS' SIGNATURE

SUBMITTAL PROCESS

1. Submit a written plan for demolition, including any required remediation of "hazardous waste," timing of demolition, when new construction will begin (or a **LANDSCAPING SUBMITTAL FORM** for revegetation if new construction won't begin within one month after completion of demolition), plan for site cleanup both during and at the end of demolition, limits of disturbance during demolition, any requested road closings, location of dumpsters, trailers and sanitary facilities, plan for debris removal and details on any planned blasting.
2. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
3. When complete submit **NOTICE OF COMPLETION OF REMEDIATION/DEMOLITION** to the Genesee Foundation Office. Demolition must be completed within 12 months after ARC approval.
4. Owners and Contractors will not disturb, damage or trespass on other Lots or on Open Space. No access through open space is permitted.

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.

24425 West Carrant Drive, Golden, Colorado 80401
arc@geneseefoundation.org

303.526.0284 FAX 303.526.0287

Created 1/16/09