



## 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](http://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.

# GENESEEE

Architectural Review Committee

## NEW DWELLING SUBMITTAL FORM / FINAL DESIGN

"No improvements shall be constructed, erected, placed, altered, maintained or permitted on any Lot or on the General or Special Common Properties, nor shall any construction or excavation whatsoever be commenced or materials, equipment or construction be placed on any Lot, until plans and specifics with respect thereto in manner and form satisfactory to the Architectural Review Committee showing the proposed improvements, plat layout and all exterior elevations, materials and colors, landscaping, grading, easements and utilities, and such other information as may be requested by said Committee have been submitted to and 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. The Genesee ARC is subject to the Colorado Common Interest Ownership Act open meeting laws. **Please keep a copy of this submittal for your records.**

DATE \_\_\_\_\_ FILING AND LOT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER \_\_\_\_\_

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

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

### CHRONOLOGICAL PROCESS

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

#### SUBMITTAL PROCESS

1. **SUBMIT NEW DWELLING SUBMITTAL FORM / FINAL** (ARC.NC3.001) including:
  - a. 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 a 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 walk out levels referenced to USGS datum; location of guest parking; utility connections and route of utilities on-site and the limits of Construction Site disturbance.
  - b. Floor plans and a roof plan drawn at no less than 1/4" = 1' 0" scale.
  - c. Exterior elevations at the same scale as the floor plans with both existing and proposed grade lines labeled and top of foundation shown referenced to USGS datum.
  - d. Building/Site cross sections indicating existing and proposed grades and maximum building height.

# GENESEE

Architectural Review Committee

## NEW DWELLING SUBMITTAL FORM / FINAL (CON'T)

- e. Exterior details including chimneys, stairs, deck railings and deck supports.
- f. Exterior materials and colors shall be indicated on the drawings.
- g. Exterior lighting "cut sheets" from the manufacturer describing all proposed exterior lighting, including a fixture drawing or photographs.
- h. Ancillary Improvements (e.g., dog runs, play equipment, etc.) must be shown and submitted.
- i. Sample Board with samples of exterior finish materials and window and glass specifications. Samples and cut sheets must be presented on a rigid board clearly marked with applicant's name, and filing and Lot number. Color and material samples shall be a minimum of fifty (50) square inches in size. Trim and window frame color samples shall be a minimum of ten (10) square inches in size. Samples of manufactured items must be identified with the manufacturer's name, color name and number (if any).
- j. Staking modifications from the Preliminary Submittal.
- k. Indicate location of dumpster construction trailer and sanitary facilities
2. Submit approved Jefferson County mandatory fire mitigation plan.
3. Submit **TREE REMOVAL SUBMITTAL FORM** ((if necessary).
4. Submit **TREE REMOVAL ON OPEN SPACE SUBMITTAL FORM** (if necessary).
5. **SUBMIT ACKNOWLEDGEMENT OF AUTHORITY OF GENESEE FOUNDATION.**
6. Submit **APPLICATION FOR DEMOLITION** (if necessary).
7. Submit **LANDSCAPING SUBMITTAL FORM** and necessary attachments.
8. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
9. Submit **NOTICE OF COMMENCEMENT OF IMPROVEMENTS** New Construction must begin within 12 months of final approval date.
10. Submit **DWELLING FOUNDATION SURVEY SUBMITTAL FORM** prior to framing.
11. Submit **OWNER'S NOTICE OF COMPLETION** to Genesee Foundation Office. Must be completed within 18 months of Notice of Commencement of Improvements.
12. Submit copies of various permit applications (framing, electrical, plumbing, etc) when submitted to county.
13. 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 ten (10) calendar days prior to meeting.