



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.

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Architectural Review Committee

NEW DWELLING SUBMITTAL FORM / PRELIMINARY 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

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.

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Architectural Review Committee

NEW DWELLING SUBMITTAL FORM / PRELIMINARY (CON'T)

- 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
 - 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.