

Cottonwood Green Association, Inc.

Design Guidelines Policy

The following policy statement supplements and further explains provisions of the Covenants and Design Guidelines as to the architectural planning and approval process. As required under the Declaration of Covenants, the plans for all proposed structures including houses, garages, walls, fences and landscaping of any kind as well as any exterior changes in same must be approved in writing by the Cottonwood Green Design Review Committee before commencement of construction or alteration.

Approval Procedure

1. *Advanced Planning:* If desired, a First Step Conference with a Design Review Committee member may be requested by calling Joe Anderson at [REDACTED] or Patrick Post at [REDACTED]. Early in the conceptual stage even before site, builder, or house design have been selected a meeting can be held on site to answer questions and facilitate a smooth application process based on an understanding of the Design Guidelines.
2. *Application for Architectural Review.* Prior to any excavation or construction, the owner will submit to the Design Review Committee:
 - A completed Application for Architectural Review and Approval (form attached to this document).
 - A site plan drawn to scale giving all the information specified in the application.
 - One set of building plans including floor plans, four elevations drawn to scale showing the original grade, finished grades, and a foundation plan showing the relationship of the footings and stem walls to the original grade.
 - Color samples
3. *Review Procedure:* The application and plans will be reviewed by the Cottonwood Green Association Design Review Committee. The review usually takes about 30 days to complete after receipt of all materials. In the process, the owner will be advised of any questions or further requirements. Upon approval of the application and plans, the Design Review Committee will inform the owner of its approval by letter or e-mail. The owner may then take the letter of approval, the plans and the Chaffee County Department of Building Safety, Environmental Health and Zoning Acknowledgement of Subdivision Covenants to the Chaffee County Building Inspector to obtain a building permit.

Application for Cottonwood Green Association
Architectural Review and Approval

Cottonwood Green • P.O. Box 135 • Salida, Colorado 81201 • [REDACTED]

Lot# _____

Owner _____

Home Phone _____ Cell Phone _____

Address _____

What is your WRITTEN communication preference?

U.S. Mail Email _____ FAX# _____

Builder _____ Phone _____

Address _____

As owners of the lot identified above, we confirm that we have received copies of the Declaration of Covenants for Cottonwood Green, the First, Second and Third Amendments to the Declaration, and the Design Guidelines which includes the amendments along with a copy of the Chaffee County Department of Building Safety and Environmental Health & Zoning Acknowledgement of Subdivision Covenants. We have read these documents and agree to comply with their requirements.

We request Cottonwood Green's review and approval of the accompanying site and building plans as required under the Covenants. We understand that no excavation or construction is to begin until we receive the written approval of Cottonwood Green Subdivision.

To expedite your review - and to save everyone's time - please provide all information requested. If not complete, your application will be delayed and may be returned to you.

A Complete Application Package Includes:

Application

Site Plan

Building Plans

Color and Material Samples

**Chaffee County Department of Building Safety, Environmental, Health & Zoning
Acknowledgement of Subdivision Covenants**

Summary of Proposed Building Plan

1. **Site Plan:** Plans and specifications shall show site layout, structural design, exterior elevations and building heights on each elevation, exterior materials and colors, landscaping, drainage, exterior lighting, irrigation and other features of proposed construction as applicable. All dwellings constructed on any portion of the Project shall be designed by and build in accordance with the plans and specifications of a licensed architect unless the Design Review Committee otherwise approves in its sole discretion.
2. **Building Plans:** Enclosed is one set of building plans drawn to scale including floor plans and all four exterior elevations, each elevation showing both the original and finished grade, and a foundation plan showing the relationship of the footings and stem walls to the original grade. Each residential unit constructed on a lot shall have at least 1800 square feet of heated area above grade exclusive of open porches, garages and/or carports.

Square footages: Main level _____ Garage _____
Second Level _____ Other _____

3. **Exterior Wall Materials and Colors:**
 - A. **Exterior wall** (all materials including stucco, stone, etc. The specific material, manufacturer and product name will be:

 - Trim: _____
 - Windows: _____
 - Roof: _____
 - Enclose manufacturer's cut sheet (brochure) for EACH of the above materials.*
 - B. **Colors:** Specific manufacturer and color name and/or number will be:
Exterior stucco: _____
Trim (fascia, soffits, doors, shutters, stone accents, etc.):

 - Garage Door(s): _____
 - Window Frames: _____
 - Tile Roof: _____
 - C. **Exterior Lighting Fixtures:** (Photos or cut sheets are required to be submitted for approval prior to installation.) _____
 - D. **Walls and fences.** Enclosed is a diagram showing location, dimensions, materials and colors of any proposed walls and fences.
 - E. **Landscape plan.** Will be provided.

4. Estimated Time Schedule. We estimate that construction will begin on the following date and we confirm that it will be completed not more than one year later.

Date: _____

For additional information on the above topics, please see the appropriate section of the Design Guidelines, Declaration of Covenants and Amendments.

We affirm that upon Cottonwood Green Association's approval of this building plan, it is my (our) responsibility as owner(s) to ensure that construction and execution of the approved plan be followed in every material respect. Should we find that any changes in the plan are needed, we will obtain Cottonwood Green subdivision's prior written approval. We understand that in the event of our failure to follow the approved plan; Cottonwood Green subdivision may require us to remedy the non-compliance at our own expense.

We acknowledge that we have read the applicable Design Guideline Policy, Declaration of Covenants and the accompanying Amendments and agree to comply with its terms and conditions. We acknowledge and agree that we must comply with all federal, state and county rules, including building codes and other regulations that apply to the ownership and use of our lot.

Owner: _____ Date: _____

Owner: _____ Date: _____

For Office Use Only

Date completed materials received: _____

Date Approved: _____