



## **APPENDIX 9**

### **ARCHITECTURAL COMMITTEE APPLICATION SUBMITTAL FORM (Short Form for Repainting, Landscaping or other Minor Projects Only)**

#### **INSTRUCTIONS:**

This Application & Checklist is to be used for all project submittals to the Battlement Mesa Service Association Architectural Committee (BMSA/AC). This form is intended to assist in ensuring that the applications submittal is complete. This will help provide a quicker, more thorough review process.

It is recommended that each Applicant thoroughly review the requirements of the current **Architectural Standards**, the **Amended and Restated Declaration of Covenants (including Resolutions)** and the recorded **Final Plat** for their respective neighborhood prior to preparing a submittal.

Applicants preparing a submittal should compare the information they are about to submit with the requirements of this form and “check off” each required item on the form. If any item is not checked, the Application submittal is not complete and should not be submitted. Incomplete Applications will not be processed and will be returned to the Applicant.

In addition to the checklist, Applicants should fill in all of the places on the Application Form where information is requested. The Architectural Committee will use this information in evaluating your Application. If information is requested but is not applicable to your specific project submittal, write “N/A” in the space provided. If some required information is yet to be determined (such as exterior paint colors you may not have yet selected) write “TBD” in the appropriated space provided. You will then be required to make a follow-up submittal with these selections at a later date but before installation in the home.

DO NOT fill in any information in the “Conditions for Approval” section of this form. This portion of the form is for Architectural Committee use only.

When an Application is complete, please mail or deliver it to the following address:

**Battlement Mesa Service Association  
Architectural Committee Application  
401 Arroyo Drive  
P.O. Box 6006  
Battlement Mesa, Colorado 81636**

**The Architectural Committee meets twice monthly on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday and Applications are due one week prior to the Scheduled Meeting Dates for prior review by Committee members.** Please contact Steve Rippey at (970) 285-9432 to confirm the next scheduled meeting date or to request further information.

We thank you in advance for your cooperation and in complying with the Architectural Standards of the Battlement Mesa Service Association.



**ARCHITECTURAL COMMITTEE APPLICATION & CHECKLIST**  
**(Short Form for Repainting, Landscaping or other Minor Projects Only)**

Homeowner: \_\_\_\_\_  
Home Mailing Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone (if desired): \_\_\_\_\_  
Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED PROJECT WORK ITEMS THAT ARE INCLUDED IN THIS SUBMITTAL APPLICATION:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

SUBMITTAL REQUIREMENTS: Two copies each of item 1,2 & 4 need to be submitted.  
(Check off items attached to the Application and fill in the spaces as indicated.)

\_\_\_\_ 1. Site Plan Drawing (1" = 10' or 1" = 20' scale) with the following information shown:

\_\_\_\_ Lot, Block and Subdivision Name  
\_\_\_\_ Street Address of the Project  
\_\_\_\_ Building setback Lines (also fill in the shortest distance between property line to the exterior wall closest to that property line):

	<u>Dwelling Unit</u>	<u>Garage</u>
Front Setback:	_____ feet	_____ feet
Left Side Setback:	_____ feet	_____ feet
Right Side Setback:	_____ feet	_____ feet

\_\_\_\_ Utility Easements  
\_\_\_\_ 55' Clear Site-Line at Intersection of Corner Lots  
\_\_\_\_ Placement Location for Outbuildings, Patios, Patio Cover, Decks, etc.

\_\_\_\_ 2. Architectural Drawings (1/4" = 1' or 1/8" = 1' scale) with the following information shown:

\_\_\_\_ Outbuildings indicating dimensions, elevations and overall height to ridge line  
\_\_\_\_ Patio and Deck Cover construction details and dimensions

\_\_\_\_ 3. Exterior Materials (fill in the selections below):

____ Roofing Material:	_____	Color: _____
____ Primary Siding Material:	_____	Color: _____
____ Accent Siding Material:	_____	Color: _____
____ Trim Material:	_____	Color: _____
____ Masonry Material:	_____	Color: _____
____ Stucco Material:	_____	Color: _____
____ Front Door Material:	_____	Color: _____
____ Garage Door Material:	_____	Color: _____



COLOR SAMPLE

COLOR SAMPLE

COLOR SAMPLE

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\_\_\_\_\_ 4. Landscape/Irrigation Plans with the following information:

- \_\_\_\_\_ Planting Plan (indicate areas of irrigated lawn, tree placement, shrub beds, groundcover, etc.)
- \_\_\_\_\_ Plant Material Listing by species of trees, shrubs and grasses
- \_\_\_\_\_ Groundcover Materials including weed control barrier

\_\_\_\_\_ 5. Fences with the following information:

- \_\_\_\_\_ Location
- \_\_\_\_\_ Height
- \_\_\_\_\_ Materials of Construction and Style

\_\_\_\_\_ 6. Other Improvements (decks, patios, site lighting, flag poles, etc.)

\_\_\_\_\_ 7. Variance Request (if Applicable). Give details below.

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I/We hereby acknowledge that Home Remodel or Improvement Projects or Landscape Construction features which are built in non-conformance with this full application, including the Condition of Approval noted on Page 5 of 5 herein, I/We will be cited by the BMSA/AC in written citation form at the time of discovery. In extenuating circumstances Variance may be requested from the BMSA/AC, provided such Variance request item is within the purview and approval jurisdiction of the BMSA/AC. If a Variance is not granted by the BMSA/AC and if the Non-Conforming Item(s) are not corrected within 60 days after the date of written citation, I/We will be served a Notice of a Hearing before the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors, and if I/We are found in violation of these Non-Conforming Items at the Hearing I/We will be fined a minimum of \$500.00 per Non-Conforming Item. Notwithstanding the foregoing, I/We acknowledge that the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors and/or Architectural Committee may pursue any legal remedy available in the even of a non-compliance.

Failure to pay fines levied as determined at the Hearing may also result in a Lien being placed on my/our property or a litigation process initiated by the BATTLEMENT MESA SERVICE ASSOCIATION Board of Directors to secure conformance with this full Application and its respective Conditions of Approval.

I/We understand that Architectural Committee approval does not constitute approval of the local building department, drainage design or structural soundness, nor does it constitute assurance that the plans comply with all applicable codes, regulations, ordinances and laws.

I/We further acknowledge that any subsequent field changes which I/We may desire for my/our Home Construction or Improvement Projects or Landscaping Projects of this original Application Submittal and the original Conditions of Approval issued by the BMSA/AC will require an additional Revised Application Submittal on my/our behalf, and that I/We will not proceed with any subsequent field changes until a Revised Conditions of Approval have been issued to me/us by the BMSA/AC.

Applicants Signature: \_\_\_\_\_

\_\_\_\_\_

Applicants Printed Name: \_\_\_\_\_

\_\_\_\_\_

Date of Application: \_\_\_\_\_



**This portion of the Application Form is to be completed by the  
Architectural Committee (not the Applicant)**

**CONDITIONS OF APPROVAL or DISAPPROVAL**

1. No sitework or building construction may proceed on any Lot (including no preliminary site clearing, grubbing, grade alteration, storing of material, foundation excavation, extension of underground utilities, etc.) until the Project has received a Project approval from the Architectural Committee and has been issued a building permit (as required by Garfield county for new home or Renovation projects).
2. All general building, site improvements, landscaping and revegetation to specifically include the front, side and rear yard areas for any Project shall be completed and shall have passed a Final Compliance Inspection no later than eighteen (18) months after Project approval by the Architectural Committee. It is the responsibility of the owner or builder to furnish the Architectural Committee a copy of the Certificate of Occupancy within one (1) week of issuance of the Certificate of Occupancy.
3. If the selections of colors and/or landscaping plans are not included with this application they must be submitted for approval before any action is taken to install the missing items.
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**Application Approval**

(Initials of Architectural Committee Members):

By: \_\_\_\_\_

**Application Approved for Construction subject to the above conditions:**

By Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Denied**

(Initials of Architectural Committee Members):

By: \_\_\_\_\_

**Application Denied for reason(s) stated above:**

By Chairman: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPENDIX 10**

### **CONTRACTOR REQUIREMENTS**

1. Prior to constructions, a site plan must be submitted to and approved by the ARC and follow Architectural Standard 2.01. This plan shall include a detailed construction plan which addresses the following:
  - a) Management practices to protect existing vegetation, implement revegetation and erosion control. Erosion control measures shall be installed as necessary to control erosion or run-off on subdivision access roads, golf course parcels, common areas or adjacent lots. All erosion or sediment caused by construction activity shall be cleaned immediately and/or removed from adjoining areas. *Note Architectural Standard 3.04.*
  - b) Limits of excavation and designated areas for stockpiling material.
  - c) Location of temporary access drives and parking area.
  - d) Location of temporary structures, chemical toilets, dumpster, material lay down and staging areas and construction signage Subdivision access roads, golf course parcels or adjacent lots shall at no time be used for material lay down or staging areas.
  - e) Location of cleaning stations for equipment, etc. and cleaning procedures to be followed.
  - f) Approximate time schedule for construction from permitting, mobilization, utility hook-ups, landscaping and anticipated occupancy.
2. Property owner permission shall be obtained in writing prior to the use of any adjacent property for access. Those properties must be revegetated and irrigated to ensure that new growth is established prior to the release of the builder's completion deposit.
3. It is the responsibility of the contractors and builders to keep the streets in a clean condition when there is dirt and mud on the streets resulting from run-off or vehicles leaving their site. To ensure home builders and contractors maintain clean streets near their sites; the Association may contract with a street sweeping service. If contractors or builders have not properly maintained the street, the Association will sweep the affected area and charge the contractor or builder for their portion of the cost of the service. The charge will be deducted from the Builder's Bond Completion Deposit with notice to both the general contractor and the property owner.
4. All supplies shall be kept stacked.
5. No alcoholic beverages or illegal drugs will be permitted on job sites.
6. No unrestricted dogs shall be allowed on the construction site at any time. Covenant Rules shall be followed.
7. No concrete suppliers or contractors shall clean their equipment other than at locations contained wholly within the lot boundaries of the site.
8. All builders are required to use dumpsters for collecting scraps or trash materials. Dumpsters must be emptied when the debris accumulates to a visible height above the sides.
9. If building site conditions preclude the use of dumpsters, ARC may approve alternate measures for debris control.
10. If dumpster is not required, containers for debris and light building scrap should be provided and usage enforced.



11. On-site building materials should be limited to those required for remaining construction at that site. As examples:
  - a) Concrete forms, rebar, etc. should not be maintained on-site after completion of the foundation.
  - b) Surplus stone, sand and mortar mix should not be retained on-site after completion of the masonry work.
  - c) At no time should a building site be used as storage site for vehicles or equipment not being used for current construction activities.
12. General contractor may, during initial construction, place a sign. Only one sign may be installed on site. The ARC and these Guidelines shall not allow any sign that is not in compliance with Section 4.19 of the Architectural Standards. No such sign shall be erected prior to the Preliminary Review meeting with the ARC. All such signs are to be removed no later than thirty (30) days after the ARC's final on-site review.
13. Non compliance of these procedures may cause a forfeiture of your Builders Completion deposit.