



Architectural Review

NEW DWELLING CHECKLIST

Revised April 22, 2019

Owner's Name/Phone/Email:

_____ / _____ / _____

Applicant or General Contractor Name/Phone/Email (if different):

_____ / _____ / _____

Lot #: _____ Lot Street Address: _____

Pre-Design Consultation/Meeting (Optional)

Owners, Architects and/or Builders may choose to, and are encouraged to meet with Architectural Review to discuss the Architectural Guidelines and/or review preliminary design stages while home plans are in development stages. This meeting can be very helpful in understanding the Guidelines and avoiding loss of time and additional costs in redrawing plans. There is no additional charge for this service. You may call 970-259-9133 to arrange.

On-Site Pre-Construction Meeting (Mandatory)

Contact Justin Bonnell between 8 and 4 M-F at 970-946-0403 to schedule.

Design Submittal Overview

Please **deliver** submittal in 1" Binder to AREM at 1201 Main Ave Ste 103 (970-247-8299). Include:

- Items 1 through 6 listed below
- Printed plans (11 x 17)
- Printed comprehensive list of exterior materials, finishes, colors and part or model numbers if applicable, with sample photos of each next to the written description

Please also **email**

- Electronic version of plans (and exterior material list and color samples if available) to Beverly@EdgemontHighlands.com.

Submittals are generally reviewed within 7 days depending on staff availability and schedule. Incomplete submittals will be returned for completion.





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Submittal Requirements

Your Application is complete if you check all of the boxes:

- 1. Receipt from Durango Fire Protection District for \$1,000 Fire Fee
- 2. Copy of Colorado Department of Public Health and Environment (CDPHE) CDPS **Stormwater Construction Permit** application along with copy of email confirmation showing that application has been received electronically. For builders that complete a Modification Application to an existing permit, provide a copy of the Modification Application along with confirmation of receipt by CDPHE.
- 3. Proof of General Liability Insurance listing Edgemont Meadows Community Association, Inc. as an additional insured (Edgemont Meadows Community Association, Inc. c/o AREM Property Management, 1201 Main Ave., Ste 103, Durango, CO 81301).
- 4. Builder Resume showing five full years in residential home construction, with at least three in capacity of general contractor or job superintendent with full responsibility for overseeing all aspects of construction, plus three references
- 5. \$400 Check payable to Edgemont Meadows Community Association
- 6. Signed Acknowledgment of Construction Guidelines
- Site Plan that indicates all of the following:**
 - ◆ Entire site with two foot minimum elevation contours of lot
 - ◆ Location of all improvements with setbacks and building envelope (if any) clearly delineated
 - ◆ Proposed finished floor levels of all areas of the house, including decks and porches, with reference to existing grades
 - ◆ Elevation of road at driveway and slope of driveway
 - ◆ Natural and proposed drainage and grading
 - ◆ All trees that are proposed to be removed
 - ◆ All driveways, walks, decks and patio materials, locations, and dimensions
 - ◆ Proposed utility routes
 - ◆ Size and location of culvert
 - ◆ **Location of Concrete Washout within lot lines, demonstrating that washout debris will be completely contained within the lot and will not affect roadside ditches.**
- Building Plans – Elevations and floor plans, fully dimensioned in a scale of at least 1/8" = 1' showing the following:**
 - ◆ Floor Plans
 - ◆ All elevations
 - ◆ Roof Pitches
 - ◆ Patios/Decks/Porches





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- ◆ All exterior elements/details that clearly show dimensions and detail, including but not limited to fascia/soffit details, windows/trim, doors/trim, porches, decks and railings, building height, garage door, and other material features
- **Exterior Materials and Colors listed in a document with photos, including:**
 - ◆ Roof material and color
 - ◆ Stucco color and texture with clear designation of application on elevations (sample may be required)
 - ◆ Siding, including description of profile of siding style that includes dimensions, species and texture, with stain and/or paint color name and number
 - ◆ Stone manufacturer and name with color, texture, type and layup proposed - Installation details including caps, terminations, and integration of sheet metal should be shown
 - ◆ For all other beams, logs, eaves, soffits, trimboards and other architectural elements a description with color samples
 - ◆ Stain or paint names and numbers plus description of materials for decks, or other exterior elements
 - ◆ Exterior lighting plan and fixture information – Note: Please review Architectural Guidelines for exterior lighting requirements and limitations
 - ◆ Exterior door type and colors
 - ◆ Window type and color, window trim type and color
 - ◆ Garage door design and color from brochure
 - ◆ Any other exterior element
- **Landscape Plan showing:**
 - ◆ All required information on Site Plan
 - ◆ Complete planting and revegetation plan
 - ◆ Any proposed hardscape
 - ◆ Patios
 - ◆ Areas of groundcover other than natural revegetation
 - ◆ Materials, colors and finishes
 - ◆ **If straw is used in any areas, use only Weed Free Straw**

Please note that a landscaping plan that meets the minimal planting, drainage and revegetation is required at submittal. This plan may be modified or changed at later date but will serve as a commitment to at least meet our minimal requirements. See “Landscape Planting” in Edgemont Meadows Landscaping Guidelines for more information.





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Notes:

A. Permanent Culvert: Prior to any construction activity on a lot, a permanent culvert (as needed) must be installed.

B. Verification of Improvements prior to pouring foundation: Architectural Review reserves the right to require an Improvement Location Certificate (ILC) prior to pouring concrete if it deems the site to warrant it. An ILC is recommended even when not required.

C. Changes: Any changes to exterior elements of a home must be submitted to EMCA Architectural Review PRIOR to construction of those changed elements. If changes are made without prior approval or if home is not built in strict compliance with approved plans, an additional submittal fee of \$1,000 payable to EMCA may be required. If changes are not acceptable to EMCA, Builder or Owner may also be required to remedy unauthorized changes.

D. Builder's / Owner's Notice of Completion: Upon completion of improvements, Builder or Owner shall give verbal or written notice to EMCA Architectural Review at 970-259-9133 or Beverly@EdgemontHighlands.com. Improvements will be inspected within seven days of receipt of notice, schedule permitting. A form indicating final acceptance of improvements will be provided, to allow a Certificate of Occupancy to be obtained. A letter may accompany this form, outlining any items that may be remaining to be completed within a certain time period, such as site cleanup, landscaping, etc.

E. Certificate of Occupancy: After final signoff by architectural review, when construction is complete, Builder / Owner must submit a copy of the La Plata County Building Department Certificate of Occupancy to Beverly@EdgemontHighlands.com.

