



# Grass Mesa Homeowners Association. *An Elk Peaks Managed Association*

## ARCHITECTURAL COMMITTEE APPLICATION SUBMITTAL FORM (For New Barns, Garages or Sheds)

### INSTRUCTIONS:

This Application & Checklist is to be used for all project submittals to the Grass Mesa Homeowners Association Architectural Committee (GMHOA/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.

**AN ARCHITECTURAL COMMITTEE APPLICATION MUST BE COMPLETED FOR ANY BUILDING PROJECT WHICH REQUIRES A BUILDING PERMIT FROM GARFIELD COUNTY!**

It is recommended that each Applicant thoroughly review the requirements of the current Architectural Standards, the Declaration of Easements, Restrictions and Covenants for Grass Mesa Ranch (including amendments) and the recorded Final Plat 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:

Grass Mesa Homeowners Association  
Architectural Committee Application  
46 East Ridge, Ste. 100  
Battlement Mesa, Colorado 81635

The Architectural Committee meets concurrently with the Grass Mesa HOA Board of Directors; however, a Special Meeting will be called, if necessary, in order to assure the timely review of your Application. Applications are due one week prior to the Scheduled Meeting Dates to allow review by Committee members; however, this deadline may be waived by the Architectural Committee if, in its sole discretion, it is deemed appropriate. Please contact the Association Manager at (970) 285-7482 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 Grass Mesa Homeowners Association.

**Contractors or the Owner is not allowed to shut down any portion of Grass Mesa Road in order to bring in any materials and will be charged for the cost to repair any damage to the road system!**



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## ARCHITECTURAL REVIEW COMMITTEE (ARC) NEW BARN, GARAGE OR SHED APPLICATION

Date: \_\_\_\_\_ Grass Mesa Lot # \_\_\_\_\_

Lot #: \_\_\_\_\_ Street \_\_\_\_\_

Address: \_\_\_\_\_

Block # \_\_\_\_\_

### **Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **General**

#### **Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Architect**

#### **Or Draftsman:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Note to Applicant:**

Architectural Standards are modified periodically and these modifications may not be listed on this Application, thus it is the responsibility of the owner or his authorized agent(s) to ensure that the design and construction of a project conform to the requirements of the Architectural Standards. The intent of this Application is to provide a guide for an owner or the architect to ensure a complete submittal. However, this application shall be signed, dated and submitted with the plans package in order for the preliminary submittal to be deemed complete by the Architectural Review Committee. Failure to do so may delay review of the proposal. **Please review the Architectural Standards carefully prior to presenting a submittal to the Architectural Review Committee.**

Your project will require the approval of the Garfield County Community Development Department, 108 8<sup>th</sup> Street, Suite 401, Glenwood Springs, CO 81601 and ALL of the items listed below will ALSO be required by Garfield County, thus it is recommended that a minimum of two copies are produced of each – One copy for Grass Mesa HOA and One copy for Garfield County; however, in some cases, Garfield County may require more than one copy.



**SUBMITTAL REQUIREMENTS:**

**Building Plans:** One set of plans must be submitted. Plans must be 18" by 24" minimum size, complete, identical, legible and to scale.

**Site Plan:** Please make sure the following information is provided on the site plan.

- ☐ Property address/legal description.
- ☐ North Arrow and Scale on each page.
- ☐ Show all property lines, building envelopes, flood plain and easements.
- ☐ Provide setback distances from boundaries, easements, buildings, septic, well and waterways.
- ☐ Location and direction of the Grass Mesa HOA or sub-association road which provides access to your property.
- ☐ Entrance Driveway.
- ☐ Proposed and existing structures including sheds, barns, decks, patios, and any other buildings.
- ☐ Existing and proposed grade, positive drainage around structure (to be contained on site).
- ☐ Streams, rivers, creeks, springs, ponds and ditches.
- ☐ Existing and proposed wells, septic tanks, leach fields and other systems (if applicable).
- ☐ Retaining walls (engineer stamped detail required for walls over four feet, measured from the bottom of the footing to top of the wall).

*Note: Any site plan depicting the placement of any portion of the structure within 50 feet of a property line or not within an established building envelope shall be prepared, stamped and signed by a licensed surveyor. For structures to be built within a building envelope, provide a copy of the recorded Grass Mesa HOA final plat with the proposed structure located in the building envelope.*

**Manufacturer's and / or Architectural Plans:** Please provide the following information on the architectural plans.

- ☐ Minimum of four (4) elevations (N,S,E,W) for the barn, garage or shed that will be built, and, if it is a garage whether it is attached or detached. Indicate height of building measured from existing grade to the midpoint between the ridge and eave of a gable of barn, garage or shed roof or the top of a flat roof.
- ☐ Floor plans for each level, including dimensions and scale note.
- ☐ Total first floor area.
- ☐ Total second floor area, if project is more than a single story.
- ☐ Show the location of the incoming electrical service, if any.
- ☐ Building cross sections with construction details.
- ☐ Window sizes, types and operation noted on the floor plans or elevations.
- ☐ Specify roof slope/pitch, roof covering and siding materials.
- ☐ Stair and guard details specifying rise, run, height and spacing, if applicable.
- ☐ Attic, roof and crawlspace ventilation details, if applicable.
- ☐ Minimum insulation shown for walls, floors, roofs/ceilings, slabs, basements and crawlspaces, if applicable.
- ☐ If heated, provide detail on type of heat.
- ☐ Total barn, garage or shed area.

**Structural Plans:** Please provide the following information on the structural plans.

- ☐ Design specifications to include roof and deck snow load, wind and seismic design and frost depth.
- ☐ Foundation plan showing complete footing and foundation dimension.
- ☐ Footing and foundation details specifying reinforcement and referenced on plans.
- ☐ Framing plans for each floor level and roof. All beams, columns, joists, rafters and trusses specified. Pre-manufactured structures require the engineers stamp, signature and date.
- ☐ Framing / Connection details, braced wall lines, shear wall scheduled, location and hold downs.



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**Exterior Materials and Color Specifics:** The following information is required for the Grass Mesa Homeowners Association's Architectural Committee review but it may not be required by Garfield County.

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

COLOR SAMPLE

COLOR SAMPLE

COLOR SAMPLE

**Landscape/Irrigation or Revegetation Plans** Please provide the following information (for all construction disturbed area):

- ☐ 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
- ☐ Other Landscape Improvements such as site lighting, etc.



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

A non-refundable ARC Fee, in the amount of \$100, is payable to the **Grass Mesa Homeowners Association**. This fee will cover the ARC Meeting time and on-site inspections. This fee assumes up to two (2) hours of meeting time. Additional fees may be required for extended meeting times.

This deposit will be held by the Association (1) to guarantee that work will be completed according to the terms of the Grass Mesa HOA Architectural Standards, (2) to remedy any violations of said Standards and (3) to pay the cost of any damage done to any Grass Mesa HOA roads done by the contractor or subcontractors in connection with this construction project. This deposit, less any penalties, will be returned to the Owner/Builder after the ARC receives a Certificate of Occupancy and after confirming that all improvements conform to the approved plans.

All necessary materials for the Preliminary Review must be submitted to the ARC a minimum of five days prior to your scheduled meeting. To expedite the design review process, be sure that your Preliminary Submittal is complete according to the Architectural Standards. Incomplete submittals will cause delays in receiving approval. Please submit 2 copies of this application form with the Preliminary Review Packet.



*Note: This section must be signed in order for the application to be complete*

**APPLICANT CERTIFICATIONS:**

I/We hereby acknowledge and understand that our failure to complete these described Home Construction, or Improvement Projects within the time constraints noted in Conditions of Approval #2 of this Application will result in a Notice and Opportunity for a Hearing before the Grass Mesa Homeowners Association Board of Directors. If I/We are found in violation of these Conditions at the Hearing it will result in a fine to the Owner of not less than \$500.00 per month for each full month in excess of the allotted completion time frame.

I/We hereby acknowledge that Construction Projects which are NOT built in conformance with this full application, including the Conditions of Approval noted below, I/We will be cited by the Grass Mesa Homeowners Association in written citation form at the time of discovery. In extenuating circumstances, a Variance may be requested from the Grass Mesa Homeowners Association's Architectural Committee, provided such Variance request item is within the purview and approval jurisdiction of the Grass Mesa Homeowners Association's Architectural Committee. If a Variance is not granted by the Grass Mesa Homeowners Association's Architectural Committee and if the Non-Conforming Items are not corrected within 60 days after the date of written citation, I/We will be served a Notice of a Hearing before the Grass Mesa Homeowners Association Board of Directors, and if I/We are found in violation of these Non-Conforming item(s) at the Hearing I/We acknowledge that the Grass Mesa Homeowners Association Board of Directors and / or Architectural Committee may pursue any legal remedy available in the event 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 Grass Mesa Homeowners Association Board of Directors to secure conformance with this full Application and its respective Conditions of Approval.

I/We hereby certify that the building plans, site plan and landscape plans, as well as the information in this Preliminary Review Application, are all accurate and have been submitted to the Architectural Review Committee pursuant to the requirements of the **Architectural Standards**. As the owner or owner's agent, I agree that the ARC and the inspector shall not be held liable or responsible in any manner for any action or for any failure to act in the exercise of their responsibilities under the Grass Mesa Homeowners Association Governing Documents if the action or failure to act was in good faith and without malice.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner/Owner Agent(s)

\_\_\_\_\_  
Date

**CALCULATE FEES DUE**

**ARC Fee** \$ 100

**Builder's Completion Deposit**  
Minimum \$ 500

Plus \$0.50 per square foot enclosed  
space over 1200 feet \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_



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 Grass Mesa HOA Architectural Committee and has received a Garfield County 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, if landscaping is required, 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: \_\_\_\_\_



## CONTRACTOR REQUIREMENTS:

- I. Prior to constructions, a site plan must be submitted to and approved by the ARC and it must 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, 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, 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 assure that no dirt and / or mud is "tracked on to the Grass Mesa roads from vehicles leaving the building site. If contractors or builders have not properly maintained the roadway at the entrance to the project site, the Association will clean the roadway and charge the contractor or builder for 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 Contractor Vehicles using any of the Grass Mesa Homeowners Association roads MUST comply with the posted speed limits. The Contractor will be fined \$100 for each time a Contractor Vehicle is caught speeding.**
5. **No overweight / oversized vehicles (wider than eight feet and / or more than 75,000 pounds) are allowed on the Grass Mesa Road without the specific written approval by the Grass Mesa Homeowners Association board of directors. Use of Grass Mesa Road by overweight / oversized vehicles requires the posting of a \$5,000 bond, a standby irrevocable letter of credit or a cash deposit for each use (one-way) by an overweight / oversized vehicle.**
6. **Contractors or the Owner is not allowed to shut down any portion of Grass Mesa Road in order to bring in any materials, or a manufactured home and will be charged for the cost to repair any damage to the road system.**
7. All supplies shall be kept stacked.
8. No alcoholic beverages or illegal drugs will be permitted on job sites.
9. No unrestricted dogs shall be allowed on the construction site at any time. Covenant Rules shall be followed.
10. No concrete suppliers or contractors shall clean their equipment other than at locations contained wholly within the lot boundaries of the site.





11. 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.
12. If building site conditions preclude the use of dumpsters, ARC may approve alternate measures for debris control.
13. If dumpster is not required, containers for debris and light building scrap should be provided and usage enforced.
14. 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.
15. 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.
16. Non-compliance of these procedures may cause a forfeiture of your Builders Completion deposit.

*Revised 2021.03.15*