Page |**1**

Greetings,

The attached information includes items that are required before submitting your project to the ARC for review and that you may also find helpful in preparing your application for submittal. After the ARC’s review of your project, it will make its recommendation to the Kings Row Board of Directors (BOD) for its decision. The BOD will notify you of the status of the review.

Our aim is to preserve the Kings Row property owners’ and residents’ quality of life through the regulation of our covenants (C, C&R) and the various BOD Resolutions.

Since the ARC cannot foresee all of the possible projects which may be submitted for review, it is strongly encouraged that you review the Kings Row C, C&R and Board of Directors Resolutions available on-line at: kingsrowhoa.org or by writing to Kings Row Home Owners Association – PO Box 202 – Carbondale, CO 81623.

Should you have any further questions or doubts about your projects ability to gain the BOD’s approval and any subsequent county regulatory approval that may also be required, you are strongly urged to contact the County Building and Planning Departments first and then apply for an ‘informal review’ of your project from the ARC prior to investing too heavily into your projects planning.

Included with this letter is a sample check list which is a form used by the ARC to evaluate the completeness of your project’s submittal. Not all of the items may be required, but if any items are determined to be required by the ARC for proper evaluation of your project, the plans will be returned to you with the necessary items indicated to be re-submitted.

We look forward to helping you towards completing a successful project. Respectfully,  
The ARC  
Enclosures:

1. ARC submittal application
2. Fee Schedule
3. Sample ARC Submittal Check list

For submittal mailing or delivery address or additional information please call: ARC Chairperson, Susan Cuseo at (970-618-9676).

Make all nonrefundable Plan Check Fees payable to the: Kings Row Homeowners Association. Incomplete applications or plan check submittals will not be accepted and will be promptly returned. Please review the enclosed “ARC Submittal Requirements” and the “Project Definitions & Fees” for items pertaining to the proposed project(s).

Decisions of the ARC are advisory only and are subject to review and binding approval by the Association’s Board of Directors. Approval by the ARC or the Board of Directors does not mean that the project has met the requirements of Garfield or Eagle Counties or the State of Colorado.

Page |**2**

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

Legal Description: Lot # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Assessors #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Owner(s)Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative (if any):Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Legal Owners Authorization Signatures:

I hereby authorize the above-designated representative as my agent in dealing with the Architectural Review Committee. Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be signed by the legal Owner(s) if an authorized representative is acting on the Owner’s behalf. The Designated Representative will receive all communications – otherwise sign below.

Brief description of Improvements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SQ FT** | **Existing to Remain** | **Existing to be Removed** | **New Construction** | **Net Totals** |
| Main Living |  |  |  |  |
| Garage |  |  |  |  |
| Accessory |  |  |  |  |
| Landscape |  |  |  |  |
| Grand Total |  |  |  |  |

Legal Owners Signatures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Fees Paid \_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Returned \_\_\_\_\_\_\_\_\_\_By\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page |**3**

**Recommendations/Approvals**

ARC Recommendations:

Approval Denial More Info

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Board of Directors Approval/Denial:

Approval Denial

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

Page |**4**

**ARC Submittal Check List**

Project Name and Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit with two sets of plans, including this check list.

Application and Fees

* Complete application form and have owner sign
* Include plan check fee

Drafting Standards

* All sheets shall be the same size
* Drawn to scale with the preparer’s name, address, and phone number
* Submit two sets of plans for the first and any subsequent re-submittals
* Submittal check list and marked up plans must be included with return sets showing where corrections were made
* Provide title sheet or information on plans indicating: Project address, Legal description, Owner or contact person’s name, address and phone number

Site with Roof Plan

* Include north arrow
* Provide lot boundary & topographical survey showing location of all existing structures.
* Include this information on site plan showing existing to remain, new construction and existing to be removed
* Include bearings and dimensions of all property lines and easements
* Dimensions of all setbacks to property lines and between structures
* Show existing and finished grades at 2 ft contours min
* Indicate spot elevations keyed to surveyor’s plan at:
* Center of driveway @ edge of pavement with percentage of grade
* Corners of all existing and proposed structures over 30 inches high
* Finished elevations of all floors, decks, paving etc
* Property corners and roof ridges
* Provide location of all existing adjacent residences or neighbors whose view or other interest may be affected by this proposal
* Show on site snow and trash storage areas if needed
* Locate septic tank indicating gallon size, showing leech field location and bedroom capacity
* Show location of any proposed: solar thermal, photo voltaic, or geothermal improvements
* Site drainage plan

Page |**5**

Staking Plan/Story Poles

* Provide staking key plan
* To minimize obstruction or diminution of principal views from each site, have story poles and building corners placed for onsite review by affected neighbors, ARC and BOD
* Schedule the onsite review with ARC chairperson and committee
* ARC will follow up with affected neighbors, conflicts may or may not arise, and/or speak with the BOD regarding any concerns before approval
* Schedule the onsite review with BOD before approval

Floor plans

* Provide floor plans and room use labels for all structures
* Include all: existing to remain, new construction and existing to be removed. Interior details need not be included

Elevations

* Show all elevations (including any obscured) with finished roof heights – Include finished floor heights, all keyed to site plan
* Provide colored elevations indicating proposed location of colors and materials
* Provide actual color samples, and material photo samples, (including roof) on 8.5x11 paper (or larger) or cardboard
* Indicate existing and proposed finished grades

Landscape and Hardscape Plans

* Show locations of all: existing improvements to remain, new improvements, and existing improvements to be removed
* Provide conceptual irrigation plans
* Show mailbox and irrigation water tap locations
* Provide exterior lighting plan for any new fixtures

Permits

* If permits may apply to your project, check county authorities to see if your project needs a permit and have the information available before submitting your ARC application to the ARC committee

Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page|**6**

Plans Check Fees - Approved by the BOD on 1/19/09

Informal Review

* Major projects $50.00
* Minor Projects $0

Formal Review of Major Projects

* New primary structures $250
* New detached structures $150
* New attached additions $150

Minor projects: other projects to be submitted to the ARC for approval, but at no fee

* Groundcover, shrubs, gardens
* Trees – 12’ or more @ maturity
* Irrigation systems
* Ponds, pools spas, water features
* Fences, walls
* Patios, decks and trellises o Art pieces, statues
* Entry monuments
* Outdoor lights
* Solar, wind, environmental feature/structures
* Exterior color changes
* Grading over 100 cu Yds

Needing no ARC review

* Repair or maintenance of existing structure will not need an ARC application only if the project is replacing material(s) that are “like for like”.
* Interior remodels
* Satellite dishes attached to a structure

Page |**7**

**Change Order - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Change in Plans and Specifications

Original Application From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant is requesting an approval for a change in the plans &/or specifications for a previously approved application to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change Request Acceptance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum BOD Response Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add 40 days

(This date signifies the formal acceptance of the application, and that the fees have been paid (if any) and all required submittal materials have been received and determined complete enough to evaluate the proposed project.)

ARC Recommendation:

* Approve as Submitted
* Disapprove
* Resubmit

Approve with the following conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions to BOD

If Approved: Send the applicant a letter stating approval and/or the conditions of the approval (if any).

If Denied: Return all supporting documents to the applicant (not this form) with a letter stating the change was denied as submitted and to resubmit if applicable.

Note:

* CC the ARC with all correspondence to or from the applicant
* Retain this change application for BOD records

Enclosures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_