

ASPEN MOUNTAIN VIEW

DESIGN GUIDELINES & SUBMITTAL REQUIREMENTS

**Adopted by the Aspen Mountain View Homeowner's Association
as of August 1, 2017, Revised November 1, 2018, Revised December 11, 2019,
Revised August 1, 2020, **September 9, 2021****

Aspen Mountain View's Design Review Board ("DRB") (also known as the "Design Committee" or "Architectural Design Committee" per Aspen Mountain View's Master Declaration of Protective Covenants) consists of three members appointed by the Homeowners' Association Board of Directors, normally two residents and one professional design consultant. **No improvements or changes may be made on any lot without first securing the written approval of the Design Review Board.**

The DRB is available prior to Schematic Design Submittal and Final Plan Review Submittal to answer questions. **A positive reaction during preliminary discussions, however, does not constitute approval.** These Design Guidelines incorporate and revise all previous editions and addendum.

The DRB has no authority to approve any request that violates the Association's governing documents listed below unless a written variance is approved as provided for in Section 6.18 of the Master Declaration of Protective Covenants. The Association's governing documents include the following: (a) the Master Declaration of Protective Covenants; (b) the Protective Covenants for Sopris Mesa Subdivision; (c) the Supplemental Declarations for Oak Ridge I, II and III; and (d) the Design Gridlines. Homeowners are responsible for ensuring compliance with the above referenced documents, all of which are available on the AMV HOA website: **<https://www.smprop.com/Aspen-Mtn-View-Public-Documents>**.

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I. INTRODUCTION

A. Intent of Design Guidelines

Aspen Mountain View is an area of remarkable natural beauty, located in Eagle County, Colorado. The overriding objective of the Design Review Board is to protect owners of the Aspen Mountain View Subdivision from ill-suited design. Every structure should contribute positively to its surroundings. Houses should fit unobtrusively into the landscape and disturb as little as possible the views from neighboring lots. The Homeowner's Association encourages creativity and sensitivity to the natural setting.

Building envelopes and setbacks have been defined for each Lot to maximize each site's best features with consideration for natural terrain, views, privacy, vegetation, orientation, access and relationship to adjacent sites. Within the Aspen Mountain View subdivision, filings for Oak Ridge I, Oak Ridge II, and Sopris Mesa have established building envelopes while filings for The Summit and Oak Ridge III have specific property line setbacks. Special attention shall be given to reviewing the site plan and its impact on the neighbors. These Guidelines provide guidance and direction to owners and professionals involved with the design and construction of homes. The underlying goals of these Guidelines are to:

1. Protect the natural ecosystem to the extent possible.
2. Minimize the visual impact of site development on roads and other homesites.
3. Preserve view corridors to the extent possible.

B. Relationship to Protective Covenants

These Guidelines are supplemental to restrictions and processes established in the Master Declaration of Protective Covenants (the "Declaration") for Aspen Mountain View. Owners, Architects, and General Contractors are encouraged to become familiar with the Protective Covenants as well as the associated Supplemental Declarations prior to reviewing this document.

C. Variances

Variances may be granted by a submittal of the issue at hand to the Design Review Board. The Board will grant or reject the requested variance based on the pertinent governing documents of Aspen Mountain View when circumstances such as topography, natural obstructions or other hardship may require. The most frequent variance topic is in regards to specified building envelope, see more at Section III. A.1. Requests for variances from compliance must be submitted in writing. The granting of a variance shall not set a precedent and will only relate to the particular property and particular provision covered by the given variance.

II. DESIGN REVIEW BOARD PROCEDURES

A. Design Review Board Responsibilities

The Design Review Board (the “DRB”) submittal review process is an internal procedure to ensure conformance with these Guidelines and the Declaration of Protective Covenants. This process is additional and separate to the building permit and approval requirements of Eagle County and applies to any exterior alterations including, but not limited to, external design, quality and type of construction, materials, color, location of the building site, height, grade and finished ground elevation, landscaping, window placement, size and location, and the schemes and aesthetic considerations set forth in these Guidelines.

The Design Review Board derives its legal existence and authority by virtue of the “Master Declaration of Protective Covenants for the Residential Areas of Aspen Mountain View” which includes Oak Ridge I, Oak Ridge II, Oak Ridge III, The Summit and Sopris Mesa. No improvements or changes may be made on any lot without first securing the written approval of the Committee. The Design Review Board is appointed by the Board of Directors of Homeowners’ Association and has 3 members, normally 2 residents and one Architect. The DRB is available to applicants, their Architects, and their builder for questions prior to and during the Schematic Design Review and Final Design Review submittals. **A positive reaction during preliminary discussions, however, does not constitute architectural approval.**

The DRB’s primary consideration is to aid applicants and their architects in maintaining the high-quality standards set forth in these Guidelines. In order to do this, the DRB may retain a professional design consultant (typically a licensed Architect) to review all documents submitted for the review process and may solicit an objective recommendation from the consultant as to whether the application in question conforms to these Guidelines and the Declaration of Protective Covenants.

Before a home is constructed, the exterior is remodeled, or an addition is built, the DRB must review each Owner’s proposed improvements to ensure compliance with these Guidelines. The Guidelines have been drafted to encourage individual expression while also achieving the development standards appropriate to each site. The DRB will:

1. Review proposed designs for conformance with these Guidelines.
2. **Share designs and communicate with neighbors for comment unless waiver is submitted.**
3. Communicate with applicants and their representatives.
4. Explain and clarify these Guidelines to applicants, as necessary.
5. Approve proposed designs for construction after they are determined to be in compliance with these Guidelines.

B. Applicant Responsibilities

The applicant should recognize the subjective nature of these guidelines and that the DRB is empowered to interpret them at its discretion in the best interests of Aspen Mountain View, and may accept, reject, or require modification to a project, in whole or part, as determined by the DRB. The Declaration of Protective Covenants are referred to in the title insurance commitment issued on purchase of each Lot. Title Company or realtor should provide a copy. Copies may also be obtained from Title Company, Eagle County and electronic file versions directly from the DRB.

The applicant is required to retain licensed and credentialed professional consultants to prepare plans and documents, and to work in a mutually cooperative fashion with the DRB throughout the approval process. Required consultants:

1. Architect: Structures on the applicant's property must be designed by a Colorado-licensed Architect and construction of such structures should be supervised by such Architect to assure compliance with these Guidelines and the plans approved by the DRB. Construction documents must be prepared and/or supervised by a Colorado-licensed Architect. All architectural documents submitted for Final Plan Review must bear the wet stamp and signature of such individual. Use of a professional with additional credentials, such as membership in the American Institute of Architects (AIA) or certification in Leadership in Energy and Environmental Design (LEED) is strongly encouraged.
2. Landscape Architect: Landscape design documentation must be prepared by a landscape architect or landscape contractor. Use of a professional with licensure or additional credentials, such as membership in the American Society of Landscape Architects (ASLA) is strongly encouraged.
3. Engineers: Structural plans, geotechnical (soils) reports, and septic field designs must be prepared by Colorado-licensed engineers. All documents submitted for final Plan Review must bear the wet stamp and signature of such individuals.
4. Land Surveyor: A site survey of existing structures and topography must be prepared by a Colorado-licensed land surveyor. Required field work must be conducted and/or supervised by a Colorado-licensed land surveyor. The site survey submitted for Schematic Design Review must bear the wet stamp and signature of such individual.

C. Review Process & Submittal Requirements

The steps for the DRB and Applicant in the review process include two Submittals at earlier and then later stages of design, each with detailed requirements. The Schematic Design (or Preliminary) Review allows the DRB to provide feedback on initial design considerations prior to the Final Plan Review, which is often the completed Construction

Document or Permit Set documents for the project. Submittal Requirements associated with each stage of the review process are provided below.

Submittals shall be provided via electronic file (PDF format, one multi-page file is preferred) prior to printing two (2) sets of 24x36 hard paper copies of submittal set. DRB will review the electronic submittal for thoroughness and notify Applicant of any missing requirements or requested revisions prior to requesting the printed and wet stamped submittal.

1. Schematic Design Review - Submittal Requirements

- a. Electronic file of the submittal: PDF format, one multi-page file is preferred. Submit prior to printing of hard paper copies so DRB can review for thoroughness and notify applicant of any missing requirements or requested revisions.
- b. Completed Schematic Design Review Checklist: **See Appendix A for Checklist.**
- c. Two sets of 24"x36" printed drawings: Submit for DRB's review and record keeping purposes after DRB has reviewed electronic file version.
- d. Signed acknowledgement of Design Guidelines procedures via Cover Letter.
- e. Consultant list: Provide via Cover Letter or Cover Sheet drawing, a list of professional consultants retained to complete work on the applicant's behalf, including the architect, landscape architect, structural engineer, geotechnical engineer, septic engineer, and land surveyor. Provide each professional's contact information, including phone number and email address.
- f. Existing site survey: This wet stamped survey of existing topography and structures (if any) must be at a scale of 1" = 20' or larger. It should locate all property lines and easements. It should also show topographic contours at intervals of 2' or less and encompass an area including the building envelope or setbacks and 50' beyond the building envelope or setbacks, plus 20' on either side of the proposed driveway centerline. It should show all trees 4" caliper or larger within the surveyed area. It should also show any existing structures and indicate their finish floor elevations.
- g. Proposed site plan sketch: This sketch must be at a scale of 1" = 20' or larger. It should show building envelope, setbacks, all existing and proposed structures with proposed finish floor elevations, existing and proposed grading, driveway alignment, guest parking & turnaround areas, patios/outdoor spaces, and it should indicate any existing trees to be removed and any proposed planting areas. It should also show the area proposed for the septic field.
- h. Floor plan sketches. Indicate adjacent building envelope and required setbacks.

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- i. Exterior elevation sketches: Indicate all proposed exterior materials. Indicate maximum allowable height above existing grade with a dashed line.
- j. 3D Model: Three-dimensional representation shall be furnished to the DRB. This may take the form of a physical massing model at a scale of 1" = 10' or larger OR a computer model rendered in SketchUp or similar computer program. Models should include representations of adjacent grades, but need not be detailed in terms of finish materials or colors. If possible, provide access to computer model with "fly around" capability so that the DRB may view the structure(s) from any angle.
- k. Site staking: Provide site staking to allow for DRB's evaluation of the proposed design within the context of the surrounding vicinity. Stake property corners, building envelope, and major proposed building corners. Story poles may be requested by DRB during this phase.
- l. Optional Neighbor Notice Waiver Form: Provide data to neighbors and get them to sign form in appendix D in support of your design. This optional step can speed review process. If this optional step is not taken, the DRB will share design with neighbors and wait the required period to get neighbor comments. Note, Aspen Mt. View cannot give out neighbor contacts so this method works best if you can contact your neighbors directly. In the case of vacant property or rental properties, the DRB can contact a neighbor on your behalf.

2. Final Plan Review - Submittal Requirements

The purpose of Final Plan Review is to review the construction documents and site plan for conformance with these Guidelines, the Declaration of Protective Covenants and the approved Schematic Design documents. Any Schematic Design Review Conditions of Approval must be addressed during the Final Plan Review.

- a. Electronic file of the submittal: PDF format, one multi-page file is preferred. Submit prior to printing of hard paper copies so DRB can review for thoroughness and notify applicant of any missing requirements or requested revisions.
- b. Completed Final Plan Review Checklist. **See Appendix A for Checklist.**
- c. Two sets of 24"x36" printed drawings: Submit for DRB's review and record keeping purposes after DRB has reviewed electronic file version.
- d. Site Plan: This plan must be at a scale of 1" = 20' or larger. It must show topographic contours at intervals of 2' or less, all existing and proposed structures with finish floor elevations, existing and finished grades, driveway alignment, parking/turnaround areas, patios and outdoor spaces, spas, water features, barbecues, fireplaces/firepits, and entry gates/monuments. It should show any exterior mechanical equipment, including air conditioning condensers and/or solar panels. Drainage must be clearly indicated, including spot elevations, swales, flow paths, and area drains. It should indicate all

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finish patterns and materials of all hard surfaces. It must show the area where the septic field will be located, as well as all utility lines and meters including for water, gas, and electrical service. Reference elevation information must be indicated, i.e., site elevation 7,250' = plan elevation 100' - 0".

- e. Landscape Plan: This plan must be at a scale of 1" = 20' or larger. It may be combined with the site plan. It should show all planting areas and identify all plant species. It should also show areas of re-vegetation and describe re-vegetation methods. It should provide irrigation layout with total square footage of irrigation. Temporary irrigation should be indicated where required to re-vegetate or establish new planting. It should indicate location of landscape lighting fixtures.
- f. Geotechnical Report: This report will aid in design of structural foundation system. Must include soil percolation information used in the septic field design.
- g. Engineered Septic Field Design: Must meet Eagle County requirements.
- h. Floor Plans and Roof Plan: Plans must be at a scale of 1/4" = 1' or larger. The floor plans must indicate finish floor elevations, locate utility meters not shown on site plan, and indicate locations of building-mounted exterior lighting fixtures. The roof plan must indicate all finish materials, chimney sizes and locations, drainage patterns, slope rates, and gutter/downspout/roof drain locations.
- i. Exterior Elevations: Elevation drawings must be at a scale of 1/4" = 1' or larger. They must indicate all finish materials and finish floor elevations. Indicate maximum allowable roof height above proposed roofing.
- j. Building Sections: Building sections must be at a scale of 1/4" = 1' or larger and should show finish floor elevations.
- k. Exterior Door and Window Schedules: This schedule must be clearly referenced to the floor plans and exterior elevations.
- l. Architectural Details: This consists of a full description, in terms of materials/sizes/methods of construction and at an enlarged scale, the architectural elements having significant visual and aesthetic impact on the exterior of the structure. Examples include door/window head/jamb/sill details, chimney cap details, timber details, eave/gutter details, assembly of specialized finish components, etc. All details must be clearly referenced to the floor/roof plans, elevations, and building sections. The DRB may require additional architectural details at its discretion.
- m. Exterior Lighting: Indicate fixture locations on lighting drawings, on site plan, on floor plans, and/or exterior elevations. Provide manufacturer specification sheets for proposed exterior fixtures to provide proof that fixtures provide a full cut off (no glare) design and will only orient light downwards to ensure a dark sky environment.
- n. Structural Plans: These consist of structural plans prepared by a licensed structural engineer, including foundation plan, framing plans and structural details. Reference

elevation information should be indicated on foundation and framing plans, i.e., site elevation 7,250' = 100'-0". Reference elevation must match that shown in the architectural plans.

- o. Exterior Color and Material Sample Board: Applicant must provide samples of all proposed exterior finish materials, including wall finishes (siding, stone, exterior plaster, specialized finish systems, etc.), roof finish materials, door/window trim materials, eave/soffit materials, gutter/downspout materials/configuration, beam/timber materials, and window/door cladding. All samples should be shown in the color/texture proposed. Stone samples must clearly illustrate the proposed pattern/lay-up as well as the stone type and color (the DRB may accept photographs of proposed stone applications in lieu of a physical sample, at its discretion). Where specialized and/or proprietary finish materials are to be used, applicant should provide the appropriate manufacturer's information.
- p. Energy Efficiency and Production: Utilize Resource Conservation Strategies and Passive Solar design principles. If Solar Thermal and/or Solar Photovoltaic systems are proposed, they are documented to be harmoniously integrated with the building or site. If panels are proposed, mounting angles and quantities are properly represented on elevation drawings.
- q. Construction Management Site Plan: Indicate fencing to be installed around extent of site work to protect lot from unintended construction impacts. Indicate silt fencing as needed to prevent erosion runoff from site. Indicate locations for delivery and staging of materials, worker's vehicle parking, and construction trail office.
- r. General Contractor's Letter: Provide indication of proposed schedule of construction activities and major milestones.
- s. Site Staking, Story Poles & Tree Tagging: The corners of proposed primary structures must be staked for on-site review by the DRB prior to final approval. Story poles may be requested by DRB during this phase. Any trees to be removed and/or protected must be properly tagged on site at this time.
- t. Optional Neighbor Notice Waiver Form: Provide data to neighbors and get them to sign form in appendix D in support of your design. This optional step can speed review process. If this optional step is not taken, the DRB will share design with neighbors and wait the required period to get neighbor comments. Note, Aspen Mt. View cannot give out neighbor contacts so this method works best if you can contact your neighbors directly. In the case of vacant property or rental properties, the DRB can contact a neighbor on your behalf.

D. Design Review Board's Role during Review and Construction

1. Submittal Reviews and Approvals

DRB will provide review of complete Submittals in a timely manner. To save paper, and to relatively expedite the review process, DRB will review an electronic submittal prior to receiving paper copies. This allows for missing items and minor revisions, if needed, to occur prior to submittal of hard copies. This allows applicant to arrive at a Review Approval (possibly with stated conditions of approval) without multiple hard copy re-submittals. When Schematic or Final Approval is gained, the DRB will retain one set of drawings, and return the second hard copy, stamped as Approved, for Applicant's records.

With approval of each submittal, DRB will issue a Certificate of Approval. If Conditions of Approval are noted, Owner must acknowledge with signature and return copy of Certificate to the DRB. Certificate of Final Design Review Approval must be signed prior to site grubbing, excavation, or any construction.

2. Neighbor Notice

Requests received by the DRB for approval of (a) home construction, (b) major exterior remodels or additions, (c) variances including, but not limited to, building envelope changes, (d) minor exterior remodels or additions and (e) small change reviews will be forwarded to the owners of any adjoining AMV properties and AMV properties directly across the road to which the property under review connects. Information will be sent to neighbors via email. If an alternate method of obtaining information is needed (printed plan sets, mail, overnight, fax, etc.) the DRB can accommodate such requests if the neighbor pays for the cost of alternate means. Adjoining and across-the-road AMV property owners may submit written comments for consideration by the DRB within the following timeframes:

1. 1 week for small change reviews and minor exterior remodels
2. 2 weeks for new home construction, major remodels, additions and variances
3. If the waiver form (attached) is signed by all neighbors, the DRB will waive the review period.

The DRB will determine the weight to be given comments submitted by neighbors. Neighbors should recognize that the DRB has limited authority to modify plans submitted that comply the AMV Design Guidelines and covenants. A member of DRB will acknowledge receipt of written comments and will be available to communicate with neighbors for the purpose of clarifying the neighbor's written comments. Neighboring AMV property owners are encouraged to discuss and seek to resolve any concerns directly with the AMV property owner seeking DRB/DRC approval.

The DRB will consider all comments in the review of the proposed project at its next meeting. The results of that review will be communicated in writing to neighbors and the applicant after the meeting is conducted.

In order to expedite the DRB review process, a property owner may, at the time of their preliminary and final request for DRB approval, submit both of the following:

1. The Property Owner's Statement Regarding Notice to Neighbors, attesting to the fact that they have provided to their adjoining and across-the-street AMV neighbors
(a) the request for DRB approval and

- (b) all materials submitted to the DRB in connection with the request, such as (when applicable), architectural, landscape, or engineering plans, models and drawings; samples or photos of materials and designs; drawings of locations of fences, landscaping features, buildings, or other projects relative to existing structures, building envelopes, or property lines; etc.
- 2. Neighbor's Agreement and Waiver of Notice forms from the property owner's adjoining and across-the-street neighbors, (a) acknowledging receipt of the request for DRB approval and the related materials designated in #1, (b) agreeing to DRB approval of the property owner's request, and (c) waiving notice from the DRB.

The Property Owner's Statement regarding Notice to Neighbors and Neighbor's Agreement and Waiver of DRB Notice forms should be used for these purposes. The fee for requesting DRB approval will be reduced by \$100 if these forms are received and all adjoining and across-the-street neighbors have agreed to DRB approval. The DRB will determine whether the proposed change or project complies with relevant HOA policies and guidelines regardless of whether these forms are received. If these forms are not received, the DRB will provide the standard notice and opportunity for comment period prior to considering the request for DRB/DRC approval.

3. Pre-Construction Conference

Prior to construction, the general contractor must meet with an authorized representative of the DRB to review the approved final plans, construction management plan, and the Construction Regulations set forth in Section V of these Guidelines. The general contractor should apply for all applicable building permits from Eagle County only after receiving Final Plan Review Approval from the DRB.

4. Construction Inspections

The DRB or its authorized agents may check construction at any time to ensure compliance with approved final plan documents. The following stages of building must be reviewed and approved in writing by a DRB member or authorized representative of the DRB:

- A. Poured foundation, in compliance with approved design.
- B. Building has achieved dry-in, in compliance with approved design.
- C. Prior to securing a Certificate of Occupancy for the project, apply for DRB Certificate of Compliance to be issued.

5. Changes to Approved Design during Construction

Applicant will communicate, in writing to DRB, any changes proposed to approved Final Plan documents prior to implementation. DRB will review and comment on minor proposed changes, leading to approval or denial on a timely basis. Changes implemented

without approval may be subject to fines or may need to be corrected, at Owner's cost, to match approved designs.

E. Minor Exterior Remodel / Addition Review

A review process will be required for exterior remodels and additions, including addition of features not included in any previously approved designs such as fences, hot tubs, decks, sheds, major landscaping, etc. If the exterior remodel or addition exceeds 599 square feet it shall be treated as similar to new house construction. The DRB reserves the right to request any of the submittal items required for Schematic Design or Final Plan Review during this process. Contact the DRB with a description of proposed improvements so that submittal requirements can be determined.

F. Small Changes Review

A short review process will be required for small changes including replacement of exterior finishes and features, including roofing, fencing, siding, decks, etc. for landscaping improvements, and for new irrigation or solar panel systems. Contact the DRB with a description of proposed improvements so that submittal requirements can be determined.

G. Fees and Fines

The following fees for construction of a new house or remodel of (or addition to) an existing house are due with the submittal of an application to the DRB for review of the plans prior to construction. All fees and deposits are to be by check made payable to *Aspen, Mountain View HOA* and referenced as to the nature of fee or deposit and including lot number/owner name.

1. Fees for DRB Review: In the case of new house construction, nonrefundable fees of **\$1,000** for Schematic Design Review & **\$1,100** for Final Plan Review are required at time of submittals.

In the case of a Minor Exterior Remodel / Addition, the required nonrefundable fees are **\$450** and **\$700** for the two submittal phases. If the remodel or addition exceeds 599 square feet it shall be treated as new house construction and the fee requirements for new house construction shall apply.

2. Additional Fee Required if Review Charges Exceed Original Fee: The fees referenced in item 1 above will be used to offset hourly charges for the professional design consultant on the DRB. Any time incurred by such professional consultant in excess of the deposit shall be the responsibility of the Applicant.
3. Damage & Compliance Deposits: A refundable damage deposit of \$1,000 is required for the purpose of covering damage to the subdivision and assuring clean up of construction

debris. A refundable \$5,000 Compliance deposit is required to guarantee improvements are made in strict accordance with approved plans. Both deposits are required prior to issuance of Final Plan Review Certificate of Approval. These deposits may be applied towards fines for non-compliance infractions during the construction period.

4. Fee for Small Change Review: A nonrefundable review fee of **\$250** is due for projects determined by DRB to meet the scope of this category.

In addition to the above fees, the Aspen Mountain View HOA Board reserves the right to charge fines in the following amounts for the following infractions in connection with construction activities at Aspen Mountain View:

5. General Non-Compliance: For general non-compliance when no permanent physical damage has occurred (including but not limited to leaving building materials on open space or common roads): \$500 per occurrence; and
6. Non-Compliance Involving Physical Damage: For non-compliance when physical damage has occurred (including but not limited to burning without a burn permit or excavating without the approval of the DRB): the actual cost of mitigation plus all fees and expenses incurred by the DRB in connection with such non-compliance.

H. Non-Liability

Neither the DRB nor any member of the DRB will be liable to any owner or any other person for any damage, loss or prejudice suffered or claimed on account of:

1. Approving or disapproving any plans, specifications and other materials, whether or not defective;
2. Constructing or performing any work, whether or not pursuant to approved plans, specifications and other materials;
3. The development or manner of development of any land within Aspen Mountain View;
4. Executing and recording a form of approval or disapproval, whether or not the facts stated therein are correct; and
5. Performing any other function pursuant to the provisions of these Guidelines or the Declaration of Protective Covenants.

III. DESIGN STANDARDS

Design Standards address residential development at two levels: (A) Site Planning Standards, and (B) Architectural Standards. Site Planning Standards refer to overall improvements in the Building Envelope (or Setbacks) and the driveway access corridor. Architectural Standards refer to structures in the Building Envelope (or Setbacks).

A. Site Planning Standards

Every Lot at Aspen Mountain View has its own unique topography, features, and character. Whenever possible, these features should be preserved and reinforced by any level of construction and design. The main objective is to integrate the proposed improvements to the site in a way that respects the natural features of the land. The following key elements of site development for each Lot shall be addressed:

- 1. Building Envelopes, Setbacks, and Easements.** Each home site has a defined building envelope or setbacks. The building envelopes and setbacks are defined on the recorded plat maps for each subdivision within Aspen Mountain View and are, in most cases, provided in shapes and sizes that respect the terrain, view corridors, and adjacent lots. Easements are also recorded on the plat maps and may not be obstructed. The DRB will consider Variance proposals for alternate building locations only for just cause (see more at Section I. B.). Applicant must show that the proposed location is not more impacting to neighboring lots and roadways, and that there is overriding hardship which justifies an adjustment to the building envelope (or setback) locations.

- 2. Driveways/Access Roads.** Access driveways can have the greatest impact on the site. Consequently, great care should be given to their planning and design. Alignment must be approved by the DRB. During Final Plan Review submittal, each access road should address the following:
 - u. Entirety of driveway alignment to be indicated on proposed site plan(s).
 - v. Maximum grade of the driveway is recommended to be 8%, but shall not exceed 10%, per Eagle County requirement. Driveway grade cuts and fills shall not exceed 2:1 slopes.
 - w. Cuts and fills are to be top soiled and revegetated with native plant materials. The maximum total vertical exposure of cuts and fills shall not exceed six feet.
 - x. Driveway width shall be 12 feet of driving surface. This width is intended to provide adequate snow storage and a passable driving lane in heavy snow winters while not be excessively large. **Greater widths may be required by Eagle County depending on driveway length and firetruck access. Only under such circumstances shall driveways exceed 12 feet width.**
 - y. All efforts shall be made to minimize total impact of driveway's construction.
 - z. All surfacing materials are subject to approval by the DRB.
 - aa. Applicant shall demonstrate how drainage is to be done so as not to negatively impact adjacent lot owners or common areas.
 - bb. In some cases, driveways have been cut to provide access to the building site. if so, the existing driveway cut should be utilized if possible. Driveways to jointly serve several lots are encouraged.
 - cc. Any driveway crossing a bar ditch shall have culverts a minimum of 18" to meet Eagle County standard.
 - dd. Driveways shall have adequate road base (gravel) prior to house construction in order to avoid tracking mud and debris onto paved county roads. Noncompliance may result in fines.
 - ee. A minimum of two off-street parking spaces are required for each single family lot.

- 3. Grading.** The intent and goal of Aspen Mountain View is to preserve the natural existing topography and maintain the system of natural drainages, washes, irrigation paths and road structures. Any proposed improvements should be carefully planned to minimize disruption to the existing ecosystem or alteration of the topography. The prescribed envelopes and setbacks have generally been located to minimize grading and avoid impacting primary natural drainage systems. Specifically, new improvements should respond to the following:
- a. Final Plan Review Submittal Site Plan must indicate proper drainage design.
 - b. No grading shall occur outside the Building Envelope or setbacks except for erosion repair, natural landscape repair, driveway construction, or other reasons approved by the DRB.
 - c. Cuts and fills shall be no steeper than 2:1 slopes. Exceptions may be approved when utilizing properly designed site walls.
 - d. All disturbed areas which are not graveled, shall be revegetated with appropriate plant materials.
 - e. Major natural drainages that traverse Lots shall be maintained in their original configuration. Eroding areas must be stabilized and revegetated. Existing irrigation ditches that traverse Lots shall not be disturbed in any manner, except as approved by the DRB.
 - f. No drainage improvements outside the Building Envelope shall be constructed without the approval of the DRB.
- 4. Utilities.** Each owner shall be responsible for bringing utilities from existing connections to such owner's structure. Each owner shall provide TV and septic systems. All utilities are subject to the following:
- a. All utilities shall be underground. All water lines shall be below frost line (buried at least six feet or insulated).
 - b. All above ground appurtenances shall be as approved by the DRB and shall be appropriately screened from view. Satellite dishes shall be non-reflective.
 - c. All septic systems shall be site-specific and meet all applicable Eagle County and State of Colorado standards.
 - d. All connections to the water system must be approved, observed and inspected by a representative of the DRB. Prior to hooking onto the Aspen Mountain View water system, you must coordinate with the Association's water administrator.
 - e. AMV WATER SYSTEM includes several Pressure Reducing Valves (PRV) to manage the pressure delivered in the development. The system was designed for 100 +/- psi. Homes should be designed for 40-60 PSI.
 - f. All owners must install exterior water meters upstream of any yard hydrants or other water using devices to insure that all community water used on the property is metered. Water meter for new construction must be a curb-stop meter placed when the property is connected to the water system. The meter must be accessible to be read. The meter must a physical displacement (PD) type meter. Either an oscillating

piton or a nutating disk type of the PD meter is acceptable. The readout must be readable without special knowledge and record usage in gallons.

- g. Meters must be installed when the water line is tapped. Water use will be metered during construction.
- h. A testable back-flow preventer is required for any connection to the water system. Back flow preventer should occur at the meter. Backflow preventer will be tested on an annual basis. A Reduced Pressure Principle Assembly (RP) type backflow preventer is preferred. Qualified assemblies can be found at the USC foundation for Cross-Connection control list of approved backflow assemblies.
- i. Solar applications are encouraged but must be integrated into the design of the house and the surrounding landscape. Non-reflective components are to be used.

5. Planting. Existing vegetation is one of Aspen Mountain View's amenities and an integral part of the natural ecosystem. The intent of the following guidelines is to protect and enhance the existing landscape and vegetation. Preservation is paramount and improvements must respect existing vegetation types. More specifically:

- a. Xeriscape landscaping is strongly encouraged.
- b. Removal of vegetation will be allowed outside of the Building Envelope, Setbacks, and access corridor only for reasons of wildfire management, landscape restoration, septic construction, wildlife enhancement, agricultural improvement, view plain enhancement, utility construction, or the enhancement of trails, as approved by the DRB.
- c. All disturbed areas resulting from septic systems or leach fields must be revegetated. Plans for revegetation must be submitted to the DRB for approval
- d. Proposed landscape design shall be developed so that new vegetation is integral with the natural landscape and local plant communities. New planting shall complement existing plant communities and be located to extend existing vegetation edges or planted in natural looking groups.
- e. Owners are encouraged to utilize plant materials within each Lot that require little water other than temporary irrigation for establishment.
- f. Planting in areas immediately adjacent to the house which are not visible from neighboring homes shall be relatively unrestricted and may include ornamental plants. Manicured or groomed yards shall be confined by buildings, fences, walls or other edges so that the visibility of these areas is limited to adjacent buildings.
- g. Each Lot is limited to 4,000 sf of irrigated area and each ranchette is limited to 10,000 sf of irrigated area (see Section 6.19 of the Declaration), except for the purpose of establishing vegetation. A much smaller irrigated area is strongly encouraged. A site plan indicating area to be irrigated must be presented to the DRB.

6. Lighting. Outdoor lighting will be carefully reviewed to assure that neighboring properties are protected from bright light sources so that Aspen Mountain View residents have every opportunity to enjoy the night sky. All exterior lighting fixtures and locations must be approved by the DRB prior to installation.

- a. Lighting outside of the Building Envelope, visible light sources, and exterior up lighting are prohibited. One low level light with a hidden source is allowed at each entry drive for the sole purpose of locating the entry and address identification.
- b. To retain a dark sky environment, all exterior lighting must be oriented inward and downward. Fixtures with bare light sources that can be seen from adjoining properties are not allowed. High Intensity Discharge lighting fixtures are prohibited.

7. Fencing. In an effort to maintain the greatest level of preservation of the natural character, the DRB only permits the use of fences in accordance with Section 6.19 of the Declaration. If fencing is used, it must adhere to the following:

Fencing for lots:

- a. Fencing should be limited to the enclosure of landscaped areas in the immediate vicinity of a residence and should be contained within the lot's approved building envelope.
- b. Indicate on site plan extent of all fencing, as well as fence height and type of construction.
- c. No "Wildlife-proof" fences (any fence over 42" in height) shall be constructed that enclose an area greater than 1/2 acre.
- d. Dogs must be restricted to the Lot. Fencing containment for dogs must be approved by the DRB. Dog run specific fencing is not to enclose more than 1000 sf. The use of an invisible fencing system is encouraged to comply with Section 6.13 of the Declarations, Restrictions on Animals.
- e. Recreation Vehicle (RV) Storage: Campers, snowmobiles, boats, motor homes, etc., should be screened with landscape planting, fencing, earth berms, or a combination of these. Show areas for RV storage on proposed site plan and indicate method of screening.

Fencing for Ranchettes:

- a. Fencing for dogs or privacy should be limited to the enclosure of landscaped areas in the immediate vicinity of a residence and should be contained within the lot's approved building envelope.
- b. Indicate on site plan extent of all fencing, as well as fence height and type of construction.
- c. No "Wildlife-proof" fences (any fence over 42" in height) shall be constructed that enclose an area greater than 1/2 acre.
- d. Fencing for horses shall occur on the property line unless otherwise approved by the DRB. Fencing shall be 42", 4 strands or less, with a 12" kickspace between the top 2 strands. Any rail fencing to contain horses must be the split or round rail type, 48" 3 rail or less with at least 18" between 2 of the rails.
- e. Horse fencing to have gates to be left open for ease of wildlife movement when horses are not present.
- f. Dogs must be restricted to the Lot. Fencing containment for dogs must be approved by the DRB. Dog run specific fencing is not to enclose more than 1000 sf. The use of an invisible fencing system is encouraged to comply with Section 6.13 of the Declarations, Restrictions on Animals.

- g. Recreation Vehicle Storage: Campers, snowmobiles, boats, motor homes, etc., should be screened with landscape planting, fencing, earth berms, or a combination of these. Show areas for R.V. storage on proposed site plan and indicate method of screening.

8. Signage. In order to minimize visual impacts within Aspen Mountain View, large permanent signage “statements” are prohibited. Specifically:

- a. Signage is typically only permitted for the Lot’s address at the driveway/road intersection and shall be subject to approval by the DRB. Maximum allowable text area shall be two square feet.
- b. Temporary signage to direct construction traffic to construction sites is recommended.
- c. In order to preserve property values, realtor signage advertising properties for sale or for rent will only be permitted at the Lot and only one such sign is permitted.

9. Wildfire Management. The following guidelines are intended to minimize any increase in potential wildfire occurrences:

- a. Roofs must be made of fire retarding materials.
- b. Parking areas must be kept free of tall grasses and other combustible materials. All areas within 30 feet of all structures, existing trees and shrubs should be thinned to minimize fuel.
- c. Continuous tree and brush cover within a 30-foot defensible area of the home shall be thinned.
- d. Branches of trees within 10 feet of the defensible space shall be pruned and ladder fuels removed beneath large trees.
- e. Branches that extend over roof eaves shall be pruned and removed within 15 feet of all chimneys.
- f. All slash and debris left from thinning must be removed from the property.
- g. Dead limbs and ground litter shall be removed from the defensible area.
- h. Firewood shall be stacked 15 feet uphill from the home.
- i. Roofs and gutters shall be periodically cleaned to eliminate a fuel source on the roofs.

10. Air Quality Management. The following guidelines are intended to minimize air pollution:

- a. No interior open-hearth solid-fuel burning devices / fireplaces will be allowed.
- b. Exterior fires are limited to barbecues and outside fireplaces contained within facilities or receptacles to be approved by the DRB.
- c. All dwelling units will be allowed an unrestricted number of natural gas or propane burning fireplaces or appliances.
- d. No dwelling unit may have more than one new wood-burning stove as defined by Colorado Revised Statutes Section 25-7-401, and related regulations.

- 11. Repair of Damage to Common Area / Utilities.** Lot owners share many common elements, including but not limited to, Common Areas, Common Facilities, Common Drives and Common Utilities. In the event damage is done to any common element as a result of an owner's construction activities, and the owner fails to repair such damage in a timely manner or does so in an unsatisfactory manner, the HOA may repair it and the owner will be billed for the cost of the repair.
- 12. Water Features.** Installation of water features is at the owner's own risk. Any proposed water features must utilize a recirculation system to conserve water.
- 13. Ornamentation and Outdoor Sculpture.** Lawn ornament and sculpture are permitted within the building envelop shown on the final plat. All such lawn ornaments and sculptures must be tastefully done and limited in nature. Shiny objects are prohibited. Landscape lighting associated with such objects permitted only by special review. All proposed lawn ornaments and sculptures must be identified in plan, elevated in photo or drawing, and submitted for DRB review.
- 14. Flagpoles.** Regulation of flags is governed by the Colorado Common Interest Ownership Act. It is desired that flags be displayed on structures mounted to the residence. Flags or flagpoles may not be mounted on the roof of any structure.
- 15. Children's Structures.** Children's playground equipment is permitted but must be placed at the rear of the home, within the building envelope and screened from view of other Homes in the subdivision. The equipment should be made of either wood which may be left to weather naturally or stained a subdued earth color to blend with the natural terrain. Basketball backboards shall be located either on the building or on a separate support minimizing visual impact. Play structures and backboards to be approved by the DRB prior to installation.

NOTE: Whenever the terms "screen", "screening" or "screening from view" is required under these guidelines or by the Association's Master Declaration of Protective Covenants, the owner is responsible to ensure that the object(s) being screened are out of view of the adjacent streets. The DRB may approve the form of screening (e.g., fence or landscape), but it is the owner's obligation to ensure that the form of screening approved will be at all times adequate to meet the above referenced standard of the screened object(s) not being visible from adjacent streets.

B. Architectural Standards

Aspen Mountain View seeks to develop a residential community that is aesthetically varied and unique while retaining the inherent beauty and rural character of the property as a whole. Within that context, the DRB recognizes the value of providing an environment where an applicant may reside in a home that best suits such applicant's individual needs

and taste. Therefore, the DRB does not seek to promote or discourage a particular architectural style. The standards set forth below are intended to allow maximum flexibility in design while minimizing each home's visual and environmental impact on its site and on neighboring homes.

- 1. Building Form and Massing:** The residence structure shall have a minimum living floor area of 1,600 square feet for Oak Ridge 1 and Sopris Mesa lots and 1,800 square feet for Oak Ridge 2, Oak Ridge 3 and Summit lots, exclusive of garages, porches, patios, and accessory structures. A minimum of two-car garage is required for each single family lot.

Building massing should follow the natural contours of the site, with care given to minimizing impact on neighboring homes. Designs that break down floor areas into a series of individual masses are encouraged, preferably with a primary mass and one or more additional masses that are subordinate in scale. Asymmetry in the arrangement of these masses is encouraged. Large, unarticulated masses or masses that appear to "float" above the land are discouraged.

Maximum building height may not exceed 27 feet unless a specific height is recorded on applicant's lot filed with Eagle County. This height limit is measured vertically from any point of the existing natural grade adjacent to the structure, up to the highest point of the roof. This is more restrictive than Eagle County regulations.

Detached buildings such as garages, studios, sheds, and other outbuildings shall have the same architectural materials and treatment as the main structure and must be wood framed construction on a permanent foundation. Detached buildings must be designed to provide a single visual element related to the main structure and placed in close proximity to the main structure, within the building envelope.

Ranchettes are allowed a barn or similar improvement structure as customarily incident to the keeping of horses including hay storage site, fencing to protect the hay from encroachment by wildlife and the erection of improvements, such as corals. Any detached structures are to have a material relationship to the main home and speak to the area's agricultural vernacular building style. Barns are encouraged in the building envelope, but due to the nature of their function, the DRB will review barn construction outside the building envelope on a case by case basis.

Trash containers must be located within the structure, or enclosed by screen fencing. Utility meters must be screened, but readily accessible to utility company employees. Playground Equipment shall be installed within the building envelope.

- 2. Roof Design:** Variation in roof design and configuration is encouraged. Sloping, gabled, flat and curving roofs are all permitted provided they harmonize with the design as a whole.
- 3. Doors, Windows and Other Openings:** These should be arranged to provide visual interest, integrate well with other elements of the home and minimize large expanses of unbroken wall.

4. Finish Materials and Colors: Finishes must harmonize with the surrounding environment and the design as a whole in terms of arrangement, texture and color. A minimum of two primary finish materials is encouraged. These may include wood siding, wood shingles, exterior plaster, stone, concrete, masonry and specialized proprietary finish systems. Roof materials may include high-profile composition shingles, membrane and ballasted flat roofing, and copper or other metal roofing. All roofing materials and assemblies shall be Class A for wildfire mitigation.

Bright or vivid colors, unless used sparingly, and colors that contrast sharply with the surrounding environment are discouraged. Reflective materials and colors are not permitted. Materials such as copper or other metals that require “weathering” or other treatment to become non-reflective must be pre-treated so that they are non-reflective prior to use in construction.

Chimney terminations, vents, grilles, roof jacks and other external evidence of internal mechanical systems must be painted or otherwise treated to integrate with the design. Mechanical equipment must be screened or located out of the view of adjacent streets and homes.

5. Resource Conservation: All homes at Aspen Mountain View are encouraged to be designed and constructed in accordance with the latest green building standards.

Use of active solar energy systems is strongly encouraged. Any solar panels should be integrated into the design of roofs and walls. Proposed design drawings should accurately reflect the proposed angles of solar thermal and photovoltaic panel installations. Solar panels must be located within the lot’s building envelope.

Energy conservation through use of passive solar design strategies is highly encouraged. Consideration should be given to minimizing north-facing glazing and to earth berming along the north side of structures, as well as other energy conserving techniques. A recirculating hot water system is recommended to avoid wasting water.

IV. CONSTRUCTION REGULATIONS

In order to protect the wildlife, landscape, and current community of owners at Aspen Mountain View and to minimize disturbance and damage, the following construction regulations have been adopted:

A. Construction Management Plan

A Construction Management Plan must be submitted to the DRB with the Final Plan Review. Construction Management Site Plan (CMSP) Drawing must indicate extent of lot’s area to be disturbed during construction. This extent should be protected through

installation of construction management fencing prior to start of site grubbing and excavation. CMSP to indicate location of silt fencing that must be installed to contain any erosion runoff that can be expected due to construction activity. CMSP to further indicate locations for delivery and staging of construction materials, any trash & recycling containers, construction trailer offices, and worker's vehicle parking.

General Contractor to provide a letter indicating overall schedule of construction activities.

B. Delivery of Materials and Staging

Building materials may be delivered directly to the construction site via existing roads and approved driveways and driveway easements. Construction staging, storage of building materials, and all construction vehicle parking shall take place only within the approved extent of lot's area to be disturbed during construction. Debris/trash must also be confined to the fenced construction area and must be cleaned up at the end of each day and completely removed at the end of the construction period.

C. Construction Period

Certificate of Architectural Approval is automatically removed after one year if all improvements have not been completed in accordance with approved plans and specifications. If the owner encounters delays, due to valid hardships, that will extend completion time beyond one year, they must apply to the DRB for a *Notice of Additional Time to Complete* (see Appendix B), or risk forfeiture of the deposit.

Compliance with approved plans should be complete within six (6) months after Eagle County Certificate of Occupancy has been issued or risk forfeiture of deposit.

APPENDIX A:

DRB Meetings / Site Visits:

(To be recorded by Aspen Mountain View DRB.)

AMV Filing: _____ LOT # _____ OWNER: _____

Pre-Planning Meeting. Date: _____

Attendees: _____

Schematic Design Review DRB Meeting. Date: _____

Attendees: _____

Date of Schematic Design Review Approval: _____

Final Plan Review DRB Meeting. Date: _____

Attendees: _____

Date of Final Plan Review Approval: _____

Pre-Construction Conference (with Owner, Contractor & Architect). Date: _____

Attendees: _____

Poured foundation, in compliance with approved design. Date: _____

Attendees: _____

Building has achieved dry-in, in compliance with approved design. Date: _____

Attendees: _____

Before Certificate of Occupancy. Date: _____

Attendees: _____

Date of DRB Certificate of Construction Compliance: _____

APPENDIX B:

Templates for Certificates of Approval:

(To be issued by Aspen Mountain View DRB.)

Aspen Mountain View_ CERTIFICATE OF SCHEMATIC DESIGN REVIEW APPROVAL

Date: _____

Filing & Lot #: _____

Owner Name, Email, Phone #: _____

Approval is hereby given by the Design Review Board with the following exceptions or conditions:

1. _____

2. _____

(DRB Representative Name)

This Certificate of Schematic Design Review Approval is revoked one year from date of issue if a Final Plan Review Submission has not been received by the DRB, or a formal extension has not been requested and granted.

**Aspen Mountain View
NOTICE OF ADDITIONAL TIME TO COMPLETE**

Today's Date: _____
Filing & Lot #: _____
Owner Name, Email, Phone #: _____
Date of Most Recent Approval: _____

Construction must be completed within 1 year of the issuance of the building permit for the structure in question. Extensions may be granted for valid hardships.

The Aspen Mountain View Design Review Board has granted the owner of the above referenced property a time extension to ___(Insert Date)___ to complete the change in the property in accordance with the approved plans.

(DRB Representative Name) Date
Aspen Mountain View, Design Review Board

**Aspen Mountain View
CERTIFICATE OF CONSTRUCTION COMPLIANCE**

Today's Date: _____
Filing & Lot #: _____
Owner Name, Email, Phone #: _____
Date of Final Plan Review Approval: _____

The Aspen Mountain View Design Review Board (DRB) finds that above referenced improvements have been completed in compliance with subdivision Declaration of Protective Covenants, approved Final Plan Review (FPR) submittal (as excepted and conditioned in Certificate of FPR Approval). All changes to the Final Plan documents have been submitted in writing and approved, and there is no damage to subdivision property.

(DRB Representative Name) Date
Aspen Mountain View, Design Review Board

APPENDIX C:

Design Review Submittal Checklists

(Please note: the below Submittal Checklists are a companion to *Aspen Mountain View's Design Guidelines & Submittal Requirements* document. Please refer to the Guidelines in their entirety throughout the design process.)

AMV Filing: _____ LOT # _____ OWNER: _____

Requirements PRIOR to submitting for Schematic Design Review:

- Schedule and attend Pre-Planning Meeting with Owner, Architect, Design Review Board and/or DRB's Design Consultant. Contractor may attend if already selected. Project scope will determine appropriate fees.
- \$1,000 new construction or \$450 remodel/addition Schematic Design Review fee.
- \$1,100 new construction or \$700 remodel/addition Final Plan Review fee (due prior to Final Plan Submittal).
- \$250 for Small Change Review; if applicable, contact DRB to request submittal requirements.

Requirement PRIOR to start of Construction:

- \$1,000 Damage deposit.
- \$5,000 Compliance deposit.

SCHEMATIC DESIGN REVIEW Checklist:

Checklist to be completed by the Owner or Owner's representative.

1. Electronic file of the submittal: PDF format, one multi-page file is preferred. Submit via email prior to printing of hard paper copies so DRB can review for thoroughness and notify applicant of any missing requirements or requested revisions.
2. Schematic Design Review Fee.
3. Completed Checklist (all below items).
4. Two (2) sets 24"x36" paper copy of all below submissions.
5. Signed acknowledgement of Design Guidelines procedures via Cover Letter.
6. Consultant List (on Cover Sheet or Cover Letter).

7. Topographic site survey.
 - Colorado-licensed land surveyor's stamp and signature on 24"x36" sets.
8. Site Plan sketch including:
 - Driveway, proposed grading, outdoor spaces, tree removal, finished floor elevations.
 - Confirm building is within Designated Building Envelope.
 - Driveway - maximum 12% grade.
 - Driveway –12'-0" width driving surface (more allowed if required by County).
 - Driveway - cut/fill - 2:1 maximum slope.
 - Driveway - cut/fill - maximum 6'-0" change from existing grade.
 - Driveway - proposed surfacing material.
 - Driveway - confirm visual impact is minimized for adjacent owners and common areas.
 - Grading - preserve natural topography & drainage, all grading is within building envelope.
 - Revegetation planned at all disturbed areas per drawing notation.
 - Indication of trees to be removed and any proposed planting areas.
 - Location of Septic System.
9. Floor Plan sketches.
10. Exterior Elevation sketches, including:
 - Line of Maximum Allowable Height from existing grade.
 - Indicate proposed Exterior Materials.
11. 3 Model images of physical or computer model with fly around capability.
12. Site Staking installed on site. Story Poles may be optionally requested.
13. **Optional Neighbor Notice Waiver Form.**

FINAL PLAN REVIEW Checklist:

Checklist to be completed by the Owner or Owner's representative.

1. Electronic file of the submittal: PDF format, one multi-page file is preferred.
Submit via email prior to printing of hard paper copies so DRB can review for thoroughness and notify applicant of any missing requirements or requested revisions.
2. Final Plan Review Fee.
3. Completed Checklist (all below items).
4. Two (2) sets 24"x36" paper copy of all below submissions.
 - Architect's wet stamp and signature on 24"x36" sets.
 - Landscape Architect's wet stamp and signature on 24"x36" sets.
 - Structural Engineer's wet stamp and signature on 24"x36" sets.
5. Site Plan.
 - Contour intervals at 2'-0" or less.
 - Existing and Proposed grading is indicated within building envelope.
 - Indicate reference elevations.
 - Driveway alignment indicated; impact is minimized.
 - Min. 2 guest car parking spots & turnaround areas provided.
 - Patios and Outdoor Spaces – size and materials.
 - BBQ & Fire Pit structures indicated.
 - Entry gates or monuments indicated.
 - Exterior Mechanical Equipment shielded.
 - Utility Line locations indicated.
 - Utilities are underground and within easement unless approved.
 - Exterior water meter location indicated.
 - No fencing, or, if proposed, is per Guidelines.
 - Address marker signage text area is less than 2 SF.
 - Locate any Ornamentation, Outdoor Sculpture, Flags, or Play Structures.
6. Landscape Plan. (May be combined with the Site Plan drawing.)
 - Disturbed areas will be revegetated, per provided notation.
 - Plant Species appropriate to the site are proposed.
 - Screening trees and shrubs to be irrigated.
 - Maximum 4,000 square feet irrigation.
 - If proposed, water features do not use central water system.
 - Landscape design accounts for required wildfire management per guidelines.

7. Geotechnical report.
8. Engineered septic field design.
9. Floor Plans.
 - Livable floor area is >1,600 square feet for Oak Ridge 1 and Sopris Mesa lots and 1,800 square feet for Oak Ridge 2, Oak Ridge 3 and Summit lots.
 - Minimum 2-car garage is provided.
 - Maximum 1 wood-burning stove.
 - Roof Plan indicates Materials, Chimney size, and drainage system.
 - Roofing material is Class A for fire mitigation.
10. Exterior Elevations.
 - Elevations are varied and articulated.
 - Roof has variations and harmonizes with surrounding.
 - Building Form and Massing follows natural contours, minimizes impact to surroundings.
 - Doors & Windows integrate with home, minimize unbroken walls, and provide visual interest.
 - Reference elevation information on plans, elevations, sections.
11. Building Sections.
12. Exterior door and window schedules.
13. Architectural details
14. Exterior lighting locations indicated on lighting drawings or on site plan, floor plans and/or exterior elevations.
 - Exterior building mounted & landscape lighting fixture specifications submitted to indicate wattage & design of fixture that provides a full cut off (no glare) design with downward light orientation.
 - No exterior lighting outside Building Envelope. (Exception: one at entry drive / address marker.)
15. Structural plans and details.
16. Exterior Color and Material Sample Board.
 - Finish materials & colors harmonize with surroundings.
 - Bright colors are used sparingly.
 - Copper & other metals are non-reflective or treated prior to use.
 - Chimneys, vents, grills, etc will be finished to integrate with the design.

- 17. Resource Conservation strategies are part of this design. Passive solar design principles are utilized.
 - Solar Thermal system is proposed to be harmoniously integrated with the building, with panel mount angles indicated.
 - Solar Photovoltaic system is proposed to be harmoniously integrated with the building, with panel mount angles indicated.

- 18. Construction Management Site Plan is provided and indicates:
 - Construction Management Fencing around extent of site work.
 - Silt fencing as needed to prevent runoff from site.
 - Locations for Delivery and Staging of construction materials, worker's vehicle parking, and construction trailer office.

- 19. General Contractor's letter indicates Construction Schedule and confirms that no pets or firearms are allowed on construction site. Letter to verify that Builder's Risk Insurance is secured by Contractor or Owner.

- 20. Site Staking installed on site. Trees tagged for removal. Story Poles may be optionally requested by DRB.

- 21. **Optional Neighbor Notice Waiver Form.**

APPENDIX D: Neighbor Notice Waiver

Aspen Mountain View Property Owner's Statement Regarding Notice to Neighbors

1. I live at *[address]* _____, in Aspen Mountain View.
2. I have notified my Aspen Mountain View (AMV) neighbors who own the land adjoining my property and the land directly across the street from my property that I am requesting Design Review Board (DRB) approval of a *[check one]*
 - Small change
 - Variance
 - New construction
 - Major remodel or addition
3. I have provided my AMV adjoining and across-the-street neighbors copies of all materials submitted to the DRB, including the request for approval and all other materials submitted in connection with the request, as follows: *[list materials submitted to DRB, such as (when applicable), architectural, landscape, or engineering plans, models and drawings; samples or photos of materials and designs; drawings of locations of fences, landscaping features, buildings, or other projects relative to existing structures, building envelopes, or property lines; etc.]*

4. My AMV adjoining and across-the-street neighbors have signed Agreement and Waiver of Notice forms, which I am submitting to the DRB.
5. I attest that the information on this form is true and correct.

Dated: _____

Signed: _____

Printed Name: _____

Aspen Mountain View Neighbor's Agreement and Waiver of Notice

1. I own the property at *[address]* _____, in Aspen Mountain View (AMV).
2. I have received a copy of the request and related materials being submitted by *[property owner]* _____ for AMV Design Review Board approval of a
 - Small change
 - Variance
 - New construction
 - Major remodel or addition
3. I agree that the AMV DRB should approve the request.
4. I waive my right to receive AMV DRB notice of the request and an opportunity to comment on the request as disclosed to me by the property owner.

Dated: _____

Signed: _____

Printed Name:
