

**RUEDI SHORES HOMEOWNERS' ASSOCIATION, Inc.**

**Guidelines for Architectural Review**  
**Submittal Requirements**

04/08/2008 REV

**A. Submittal Information Checklist:** Please provide the following documentation or information as described below in a separate 8-1/2 x 11 packet. Please note that incomplete Submittal Packets will NOT be accepted for review and may result in additional review fees.

**1. Application Form**

**a) Project Description & Identification Sheet:**

- Complete applicant identification information and description of work.

**2. Drawing Submittals.**

**a) Three complete sets of the following drawings** presented in 24" x 36" format. These shall include, but are not limited to the following:

**i. Topographical Survey:**

- Provide a current topographical survey at 1:20 scale indicating existing grade at two-foot contour intervals (maximum) within the proposed development's "Area of Disturbance," prepared, signed and stamped by a Professional Surveyor licensed in the State of Colorado.

**ii. Site Plan:** *(Use copy of Topographical Survey described above in 2(a)(i) as a base)*

- Indicate building envelope lines, setbacks and easements and dimension building setbacks and easements.
- Indicate location of all existing and proposed structures. Show outline of all structures as they meet the adjoining grade.
- Dimension the location of all new structures on the site from the nearest property lines.
- Provide finish floor elevations on building footprint.
- Show Roof Plan with elevations of all ridgelines corresponding to topographical elevations superimposed over the building footprint so that ridge heights can be easily reviewed with respect to the corresponding topography. (show roof plan lines in a lighter line weight than building line to distinguish between them)
- Indicate location of all existing and proposed site improvements - patios, walkways, fences and retaining walls. Note material of walkways, patios, fences and retaining walls, heights of fences and highest & lowest elevation point on

retaining walls.

- Show driveway, turnaround area and required parking (3 spaces/residence). Indicate driveway width, dimension from nearest drive or intersection, driveway material and slope (grade %).
- Show culvert. (15" diameter minimum required)
- Show proposed site contours and direction of drainage. Include directional indicators to depict positive drainage away from the building. Drainage to be contained on site. (show proposed contours as a dashed line or in a line pattern that distinguishes it from existing contours)
- Show landscaping. Indicate existing evergreen trees and evergreen trees to be removed, ground cover areas, water features (ponds, streams, creeks, ditches), snow storage etc. Drought tolerant vegetation is highly encouraged.
- Show existing and proposed septic system (tank and leach field) and propane tank, if applicable.
- Show proposed utility connections from road right-of-way to the building – water, sewer, gas, phone, electric, cable, etc.

**c) Floor Plans:**

- Show all floors including basements and crawl spaces. Indicate all rooms with their use and overall dimensions.
- Indicate finish floor elevations corresponding to topographical elevations.
- Show locations of all exterior lighting fixtures.
- Provide building square footage tabulation and total the square footage of living (heated) floor area for each floor. Provide square footage area of the garage, non-heated area with ceiling height greater than 5'-6", accessory buildings etc. (Note: 1,300 SF minimum allowable living area, 3,500 SF maximum allowable living/heated area, excluding accessory buildings, garage, porches, patios). The current Eagle County method for calculation of Total Square Footage will govern.

**d) Exterior Elevations:**

- Provide a minimum of four complete exterior elevation views to scale to indicate all exterior facades of all proposed building structures.
- Indicate existing and finished grades.
- Indicate finish floor elevations corresponding to topographical elevations.
- Indicate the topographical height of roof ridgelines. Provide an accurate calculation of the maximum building height as it relates to existing or new grade, as it pertains to the lot in question – "Meadow" or "Wooded" Lot. (Refer to "Height Restrictions," Amended Covenants section 23, dated 8/19/2001)

**d) Exterior Elevations continued:**

- Indicate all proposed exterior building materials - siding, roofing, windows, doors, etc.
- Show location of all exterior lighting fixtures.

**e) Building Sections:**

- Provide building cross sections to indicate how the building is situated on the site with respect to existing and finished grades.
- Indicate existing and proposed finished grades.
- Indicate finish floor elevations corresponding to topographical elevations.

**f) Construction Management Plan:**

- Provide a Construction Management Plan (8-1/2" x 11" format) with information requested (see CMP Guidelines).
- Provide the supplementary written information as requested in the CMP Guidelines.

**3. Additional Submittal Information**

**a) Material Samples:**

- Provide color samples of all exterior materials applied on an actual sample of the material to be used along with color name & product manufacturer.

**b) Exterior Lighting Cutsheets/Pictures:**

- Provide a cutsheet or picture of each proposed exterior lighting fixture type.

**B. Review/Approval Process:** The following are the requirements for preliminary and final architectural review & approval.

- 1. Preliminary Review Approval.** Persons, associations, or other entities who anticipate constructing improvements on property in the Subdivision are encouraged to submit preliminary sketches of the proposed improvements to the Architectural Committee for informal and preliminary review approval. This will avoid a large investment in final working drawings that might be leading in the wrong design direction and allow the Committee to make basic comments before the drawings are finalized for permitting and/or construction. A preliminary submission also helps insure that the intent of the Committee has been understood. Any preliminary sketches (site plan, floor plans, exterior elevations & cross sections) should contain sufficient general information on those matters required to be in the complete (Final) architectural and site development plans and specifications to allow the Architectural Committee to act intelligently on giving an informed preliminary approval or request for revision. Three sets of drawings are required for Preliminary Submittal. Though not required, a Preliminary Review Submission is highly recommended.
- 2. Final Review Approval.** Final review submissions shall include three complete sets of drawings (24"x 36" format) and one set of samples and exterior lighting cutsheets or pictures which comply with all Submittal Information requirements listed above.

Final Design Review Approval is granted 1) when the majority of Architectural Committee members approve, stamp and sign three sets of the required documents; 2) Applicant executes the current version of the Compliance Agreement; and 3) Applicant pays the applicable design review fee (or any other necessary fee). Upon approval, two copies of the drawings shall be returned to Applicant - one of which shall be submitted by Applicant to Eagle County Building Department – and one copy shall be retained by RSHA.

## **C. PRIOR TO & DURING CONSTRUCTION:**

- 1. Notice to Proceed.** Prior to receipt of Building Permit and the start of construction, the Applicant must stake their property marking all proposed building corners. If a height variance has been granted, the Committee may request that “story poles” be erected to simulate building height at the two highest points. Given three days notice by Applicant, the Architectural Committee will review, and if compliant with approved documents, issue a "Notice to Proceed" to Eagle County Community Development Department for the proposed project. The Applicant must receive a “Notice to Proceed” and Approved Submittal in order to obtain a building permit.
- 2. Line-Grade Verification.** The Owner may be requested to provide a Line-Grade Verification before the foundation is poured. If requested, Line Grade verification must be performed by a Licensed Surveyor in the State of Colorado.
- 3. ILC Survey.** The Owner may be requested to provide an ILC Survey prior to issuance of the Certificate of Compliance. If requested, the ILC Surevy must be performed by a Licensed Surveyor in the State of Colorado.
- 4. Changes Requested to Approved Documents**  
Changes from the approved documents must be submitted to the AC for review as a “Change Order Request” and approved in writing prior to construction of the proposed change. Failure to comply may result in fines for unapproved construction.

**D. Fee Schedule.** Refer to current Fee Schedule for all fees & potential fines. Fees must be paid as stated therein.

## **E. Reference Documents:**

- 1. Amendments & Resolutions**
  - a) Amended and Restated Covenant's of Ruedi Shores Subdivision dated 11/08/1991.
  - b) Resolution of Amendment to Amended and Restated Covenants for Ruedi Shores Subdivision8/19/2001.