

ROXBOROUGH PARK FOUNDATION DESIGN COMMITTEE REQUEST FOR DESIGN APPROVAL

This request is to be completed by the property owner(s) and submitted to the Design Committee with the first plan submittal.

DATE: _____

LEGAL DESCRIPTION:

(Lot # & Address/Sub Division) _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

NAME OF CONTACT: _____

PHONE NUMBER: _____

PROPERTY OWNER(S): _____

MAILING ADDRESS: _____

PHONE: _____ **CELL:** _____ **FAX:** _____

DESCRIPTION OF WORK TO BE COMPLETED: _____

ARCHITECT: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

CONSTRUCTION FIRM: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

SURVEYOR: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____

CONSTRUCTION DATES: START _____ **FINISH** _____

UTILITIES: It is the owner(s) responsibility to arrange connection for water, sewer, gas, electric and telephone service.

WATER & SEWER: Roxborough Park Metropolitan Water District - 303-979-7286

ELECTRIC: Intermountain Rural Electric Association - 303-688-3100

GAS: Excel Energy - 303-980-3851

TELEPHONE: Qwest Communications - 1-800-244-1111

**ROXBOROUGH PARK DESIGN COMMITTEE
SKETCH REVIEW**

CHECKLIST AND EVALUATION FORM

LOT# _____ ORG SUB _____ RE-SUB _____ DATE: _____
 OWNER _____ ARCH _____ EVALUATOR: _____

THE FOLLOWING IS A PARTIAL LIST OF THE ITEMS REQUIRED FOR THE SUBMISSION. ALL THE REQUIREMENTS CALLED FOR IN THE HOME AND LANDSCAPE DESIGN REQUIREMENTS, PROCEDURES & REGULATIONS DOCUMENT ARE TO BE COMPLIED WITH.

ARCHITECT USE CHECK	DESIGN COMMITTEE USE EVALUATION	COMMENTS
------------------------	------------------------------------	----------

SITE STUDY:

- | | | |
|---|-------|--|
| 1) LOT # OF APPROVED & ADJACENT LOTS & ADJ. ROAD NAMES..... | _____ | |
| 2) NORTH ARROW & "PLAN NORTH"..... | _____ | |
| 3) SCALE 1/10 OR 1/20..... | _____ | |
| 4) HOUSE SITING & SETBACKS PER DRD SECTION 3.4 OR PROVIDE BUILDING ENVELOPE, ZERO LOT LINE, SPECIAL "PLANNED AREA" SETBACKS ETC. PER DOUGLAS COUNTY RECORDED PLAT. | _____ | |
| 5) IF APPLICABLE, COPY OF PLAT FROM WHICH INFORMATION IS DERIVED FOR ITEM # 4 ABOVE | _____ | |
| 6) LOCATION OF EXISTING LAND FEATURES..... | _____ | |
| 7) EXISTING (dashed) & PROPOSED (solid) CONTOURS-USGS..... | _____ | |
| 8) ALL ELEVATIONS IN USGS DATUM..... | _____ | |
| 9) VICINITY MAP (with existing improved lots noted.)..... | _____ | |
| 10) ROX DRIVE., ROX DR. NORTH & GOLF COURSE RESTRICTIONS..... | _____ | |

Note: Roxborough Park Special Setbacks: 15' Each Side – 25' Front and Rear

BUILDING PLAN REQUIREMENTS:

- | | | |
|---|-------|--|
| 1) BASIC MASSING OF HOUSE (broken & horizontal)..... | _____ | |
| 2) PROMINENT EXTERIOR ELEMENTS SHOWN..... | _____ | |
| 3) STRUCTURE TO FIT TOPO..... | _____ | |
| 4) ALL 4 ELEVATIONS IN USGS DATUM..... | _____ | |
| 5) USGS ELEV. OF BLDG CORNER, MAIN FLOOR, HIGHEST ROOF..... | _____ | |
| 6) SCALE 1/8" OR 1/4" = 1 | _____ | |
| 7) OTHER..... | _____ | |

OTHER SUBMITTAL CONDITIONS:

- | | | |
|---|-------|--|
| 1) 4 COPIES OF ALL DRAWINGS..... | _____ | |
| 2) LOT #, OWNER & ARCH/DESIGNER NAME, ADDRESS, ETC..... | _____ | |
| 3) BUILDER & ARCHITECT/DESIGNER QUALIFICATIONS | _____ | |

VALUATION CODES: S = SUBMITTAL /SATISFACTORY

M= MARGINAL SUBMITTAL

X = NOT SUBMITTED / UNACCEPTABLE NA = NOT APPLICABLE / NOT REQUIRED

_____ **CONCEPT ACCEPTABLE** _____ **CONCEPT ACCEPTABLE WITH CONDITIONS**

_____ **CONCEPT NOT ACCEPTABLE** **REVIEWED BY:** _____

COMMENTS:

**ROXBOROUGH PARK DESIGN COMMITTEE
PRELIMINARY PLAN REVIEW**

CHECKLIST AND EVALUATION FORM

LOT # _____ ORG SUB _____ RE-SUB _____ DATE: _____
 OWNER _____ ARCH _____ EVALUATOR: _____

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ARCHITECT USE CHECK	DESIGN COMMITTEE USE EVALUATION	COMMENTS
PREREQUISITES & GENERAL REQUIREMENTS:		
_____ 1) Qualification of Architect / Designer satisfied	_____	_____
_____ 2) Lot staking complete lot & bld. corners, elev & benchmark	_____	_____
_____ 3) Incorporation of all changes from prior review.....	_____	_____
ENGINEERING SURVEY REQUIREMENTS:		
_____ 1) USGS Elevation reference clearly marked	_____	_____
_____ 2) Lot corner stakes	_____	_____
_____ 3) 2' Contours-Min 15' beyond property line USGS datum...	_____	_____
_____ 4) Elev of existing roads and adj driveways(if w/in 15' of pl).	_____	_____
_____ 5) Locations of natural features & utility pedestals.....	_____	_____
SITE PLAN REQUIREMENTS:		
_____ 1) USGS @ garage slab & high point of adj home with setbacks..	_____	_____
_____ 2) House footprint w /setbacks & protrusions noted.....	_____	_____
_____ 3) North arrow pointed to the top of right of page.....	_____	_____
_____ 4) Driveway 20' from garage doors, parking/turnaround & drive w% slope	_____	_____
_____ 5) Retaining walls spot elevations of top of wall/bottom of wall....	_____	_____
_____ 6) USGS datum @2' intervals (existing-dashed proposed-solid)..	_____	_____
_____ 7) USGS roofs, floors, garage, decks, patios, driveway/turnarounds	_____	_____
_____ 8) Utility line runs (W,S,G,E,PH) minimized disturbance	_____	_____
_____ 9) Sewer invert elevation (USGS).....	_____	_____
_____ 10) Approach sign / required detail shown.....	_____	_____
_____ 11) Snow storage area (20' X 20' or 400 sq.ft.).....	_____	_____
_____ 12) Driveway grades at appropriate locations.....	_____	_____
_____ 13) Culvert note.....	_____	_____
_____ 14) Drainage away from house/10' from house.....	_____	_____
_____ 15) Vicinity map / developed lots identified.....	_____	_____
_____ 16) Limits of disturbance shown.....	_____	_____
_____ 17) Accessory equipment with screening.....	_____	_____
_____ 18) Misc: backboards / BBQ / antenna etc.....	_____	_____
_____ 19) Other.....	_____	_____

PRELIMINARY PLAN REVIEW

LOT # _____ ORG SUB _____ RE-SUB _____ DATE: _____
 OWNER _____ ARCH _____ EVALUATOR: _____

THE FOLLOWING IS A PARTIAL LIST OF THE ITEMS REQUIRED FOR THE SUBMISSION. ALL REQUIREMENTS CALLED FOR IN THE HOME AND LANDSCAPE DESIGN REQUIREMENTS, PROCEDURES & REGULATIONS ARE TO BE COMPLIED WITH.

ARCHITECT USE CHECK	DESIGN COMMITTEE USE EVALUATION	COMMENTS
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BUILDING PLANS (ELEVATION DRAWINGS) REQUIREMENTS:

- _____ 1) N,S,E,W elevations 1/4" scale w/ roof pitch..... _____
- _____ 2) Elevations in USGS at building corners..... _____
- _____ 3) Expanded drawings (deck railings, windows, exterior lights). _____
- _____ 4) Elevations of each level and roof..... _____
- _____ 5) Floor plans oriented the same as site plan w/ north arrow _____
- _____ 6) Material/color matrix..... _____
- _____ 7) Location of all exterior lights (recessed cans as well).. _____
- _____ 8) Ancillary equipment..... _____
- _____ 9) Deck supports (dimensioned & substantial)..... _____
- _____ 10) Deck rail detail..... _____
- _____ 11) Approach sign detail..... _____
- _____ 12) Siding detail-note: no exposed foundation..... _____
- _____ 13) Other..... _____

LANDSCAPE PLAN:

- _____ 1) Avoid creating large manicured areas..... _____
- _____ 2) Minimize disruption of natural terrain..... _____
- _____ 3) Planting not to define property lines..... _____
- _____ 4) Re-vegetate disturbed areas-prevent erosion..... _____
- _____ 5) Preserve existing trees and unique features..... _____
- _____ 6) Use native plants arranged in natural settings..... _____
- _____ 7) Separate different areas with appropriate edging... _____
- _____ 8) Exposed areas under deck treated..... _____
- _____ 9) Plant Schedule; common & botanical names,sizes,qty)..... _____
- _____ 10) Plan overlay of site plan; north arrow..... _____
- _____ 11) Method of erosion control noted..... _____
- _____ 12) Other..... _____

OTHER SUBMITTAL CONDITIONS:

- _____ 1) 4 copies of all drawings..... _____

VALUATION CODES: S = SUBMITTAL SATISFACTORY M = SUBMITTAL MARGINAL
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_____ **APPROVED AS SUBMITTED** _____ **APPROVED WITH CONDITIONS**

_____ **NOT APPROVED** **REVIEWED BY:** _____

**ROXBOROUGH PARK DESIGN COMMITTEE
FINAL REVIEW**

CHECKLIST AND EVALUATION FORM

LOT# _____ ORG SUB _____ RE-SUB _____ DATE: _____
 OWNER _____ ARCH _____ EVALUATOR: _____

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ARCHITECT USE CHECK	DESIGN COMMITTEE USE EVALUATION	COMMENTS
------------------------	------------------------------------	----------

PREREQUISITES:

____ 1) INCORPORATION OF ALL CHANGES FROM PREVIOUS REVIEWS.		
____ 2) ARCHITECTS SEAL		

SITE PLAN:

____ 1) AS APPROVED WITH INCORPORATED CHANGES		
---	--	--

BUILDING PLAN REQUIREMENTS:

____ 1) NO INKED IN DRAWINGS OR NOTES		
____ 2) MATERIAL/COLOR SCHEDULE COMPLETED		
____ 3) OWNER (S) SIGNATURE		

COLOR BOARD:

____ 1) LIGHTWEIGHT BOARD 18" X 24" WITH SAMPLES ATTACHED ...		
____ 2) SAMPLES OF COLORS LISTED IN MATERIAL/COLOR SCHEDULE		
____ 3) OWNER (S) SIGNATURE ON MATERIAL/COLOR SCHEDULE		

LANDSCAPE PLAN:

____ 1) AS APPROVED WITH INCORPORATED CHANGES		
____ 3) OWNER(S) SIGNATURE		

LIGHTING FIXTURE CUT SHEET		
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OTHER SUBMITTAL CONDITIONS:

____ 1) 4 COPIES OF ALL DRAWINGS		
--	--	--

VALUATION CODES: S = SUBMITTAL SATISFACTORY M = SUBMITTAL MARGINAL
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_____ APPROVED AS SUBMITTED _____ APPROVED WITH CONDITIONS

_____ NOT APPROVED REVIEWED BY: _____

COMMENTS:

SAMPLE MATERIAL / FINISH & COLOR MATRIX

LOT / SUBDIVISION _____ OWNER _____ SUBMITTAL DATE _____

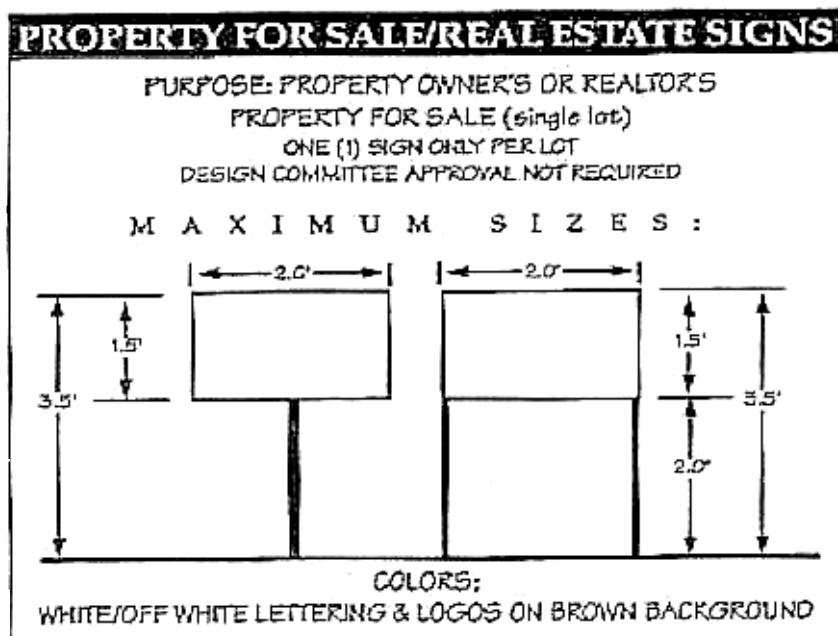
Note: All proposed colors must be applied to the material that is to be used on the proposed house. Color chips, photos, etc. will not be accepted. Any and all changes must be submitted on a revised color board and approved by the Design Committee. All submittals must be complete for the Design Committee to review them. **Sample Material / Finish & Color Matrix form must accompany the physical color board when submitted at final plan review.**

CATEGORY	MATERIAL / TYPE	CALL COLOR / CALL #	APPROVED
STUCCO / SIDING	_____	_____	_____
BRICK / STONE	_____	_____	_____
ROOF / BALLAST	_____	_____	_____
SOFFIT & FASCIA GUTTER & DOWNSPOUT	_____	_____	_____
WINDOW FRAME	_____	_____	_____
WINDOW TRIM	_____	_____	_____
DECK SURFACE	_____	_____	_____
DECK RAILING	_____	_____	_____
MISC.	_____	_____	_____

Please be reminded, downspouts, garage doors, gas meter and other vents are to be painted with a flat finish paint to match the surface on which they are attached. Roof vents painted to match the roof material. **The color board will not be returned to you.** The color board will be retained for inspection purposes until the completion of the project, and disposed of thereafter.

7.19 Sign Standards

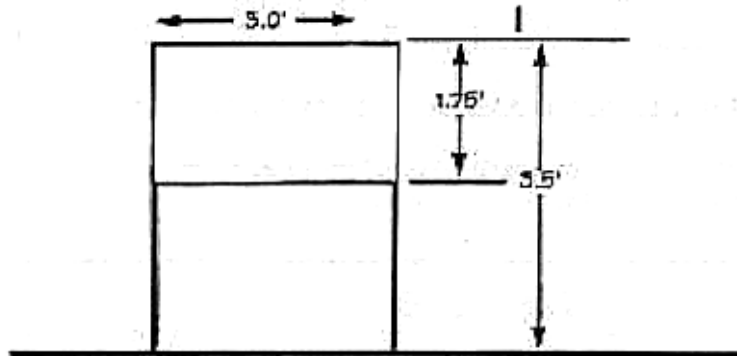
Design Standards for various signs allowed in Roxborough Park, such as residence for sale signs, etc., have been established as shown on the subsequent pages. Design approval of signs is required only as specified in the included drawings.



OWNER/CONTRACTOR IDENTIFICATION OR GOVERNMENT SAFETY POSTING SIGNS

ONE (1) SIGN ONLY PER LOT
DESIGN COMMITTEE APPROVAL NOT REQUIRED

MAXIMUM SIZE: 36" x 21"



COLORS:

WHITE/OFF WHITE LETTERING & LOGOS ON BROWN BACKGROUND

MATERIALS:

SIGN PLACARD: METAL/EXTERIOR PLYWOOD 1/4" min or equivalent

POSTS: 1/2" ANGLE IRON; 2x2 WOOD min or equivalent

BASIC CONFIGURATION & REQUIREMENTS: Signs must have a professional appearance and be larger horizontally than vertically. All verbiage must be contained within the area of the sign placard.

CONTRACTOR'S ID SIGN INFORMATION REQUIRED:

General Contractor's Name/Company

Contractor's Phone Number

Site Street Address

Site Lot Number & Roadborough Park Subdivision

(i.e.: North, Downs, etc.)

Building Permit Number

SALES/ADVERTISING INFORMATION IS NOT ALLOWED.

GOVERNMENT SAFETY POSTING SIGN INFORMATION REQUIRED:

For Local, County, State and/or Federal
Codes. (i.e.: Hand Hart Area)

Required Printed Placards may be
attached to the back of sign.

SALES/ADVERTISING INFORMATION IS NOT
ALLOWED.



Fig. 7.19-3

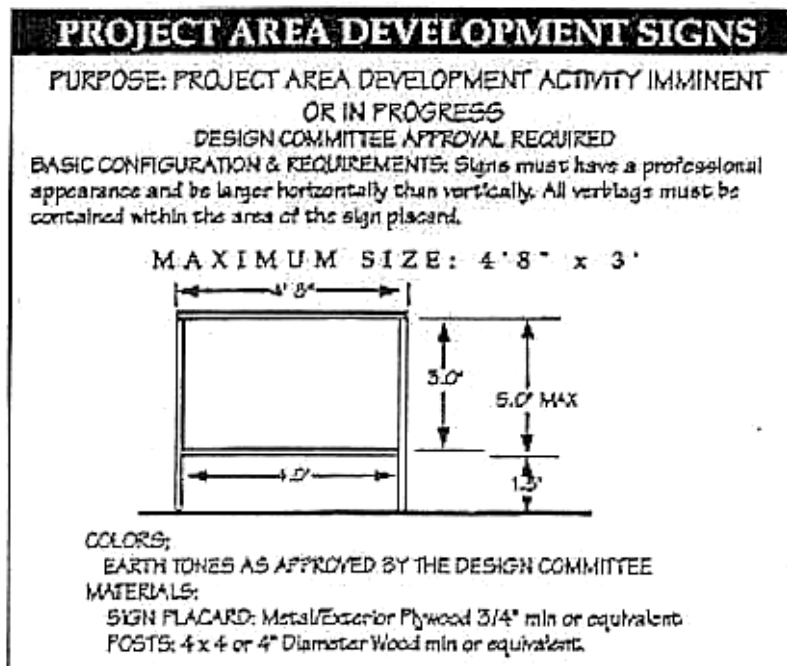


Fig. 7.19-4

ROXBOROUGH PARK FOUNDATION 2009 Design Review Fee Schedule

REVIEW FEES MUST BE RECEIVED BY THE OFFICE BEFORE PLACEMENT ON THE AGENDA.
ALL REVIEW FEES LISTED BELOW ARE NON-REFUNDABLE (EXCEPT FOR DEPOSITS)

<u>Single Family Homes</u>	Sketch Review	\$ 600
	Preliminary Plan Review	\$ 800
	Final Review	\$ 500
<u>Project Areas/Commercial Areas</u>	Plat -Sketch	\$ 600
Subdivision Process	-Preliminary	\$ 400
	-Final	\$ 200
<u>Project Areas</u>	Building Plan Review	\$ 1,600 *
Building Design-Multi-Family	Unit	\$ 50 **
Building Design-Single-Family	Sketch Review	\$ 600
	Preliminary Plan Review	\$ 800
	Final Review	\$ 500

Additional Charges

<u>Exterior Changes</u>		
Administrative Approval Changes		\$ 50 ***
Full Exterior Remodel		\$ 700
Minor Exterior Remodel		\$ 400
<u>Landscape/Other</u>		
Administrative Approval Changes		\$ 50 ***
Complete Landscape Redesign		\$ 700
Partial Landscape Redesign		\$ 400
<u>Commercial Areas</u>		
Building Design	Sketch Plan Review	\$ 600
	Preliminary Plan Review	\$ 800
	Final Plan Review	\$ 500
<u>Road Cut Fee</u> (Due prior to road cut)		\$ 500
<u>Road Impact Fee</u> (Due prior to issuance of approved plans)		\$ 5,000

Re-Submittal Fees

Charges are for rejected plans due to missing required items

Each Required Re-Submittal for Sketch Review	\$ 150
Each Required Re-Submittal for Preliminary Review	\$ 200
Each Required Re-Submittal for Final Review	\$ 100
Each Required Re-Submittal for All Other Reviews	\$ 100

*Per building plan; i.e., each elevation design ** Additional per unit ***See Approved List

Insurance Requirements

General Liability Insurance in the amount of \$2,000,000.00 per lot.

NEW CONSTRUCTION ONLY: Refundable deposits in the amount of \$7,000 for landscape and \$10,000 for building are required in addition to the above fees and must be paid prior to the issuance of approved plans.

EFFECTIVE DATE November 1, 2009