

## **Architectural Plan Review Procedures for a Single Family Dwelling**

### **Blue Valley Acres Unit No. 2**

#### **By the Architectural and Rules Committee (ARC)**

Address: ARC, 56 GCR 1014, BRR Silverthorne, CO 80498

Note: Non-compliance with these procedures or application omissions will only delay your plan approval. A property owner considering new construction or changes to existing improvements, shall review the Declaration of Restrictive and Protective Covenants prior to submitting an application to the ARC for construction plan review. If a property owner does not have a copy of said covenants you may request one at the above address. Said covenants governs all construction. In addition to said covenants the ARC has established more detailed guidelines that apply to construction plan approval. Said guidelines will be included in your application for plan review packet.

The ARC meets on a quarterly basis or as necessary to review plans for construction. An owner wishing submit a construction plan review application must do so by mailing a request for a plan review packet to the address shown above. Upon its receipt, the ARC members will review the application as soon as practicable recognizing that all are volunteers. Plan review and approval usually takes two calendar weeks. Except for the plan review fee & deposits there is no extra charge at these regular meetings. The ARC shall meet on the 2<sup>nd</sup> Thursday of January, April, July and October at 7:00 p.m. The place of the meeting shall be posted in the official posting areas as determined by the Blue Valley Metropolitan District Architectural Rules Committee (BMVD-ARC). If these meetings are not convenient, then special meetings for plan review may be requested, however these special meetings require an additional fee of \$75.00. All proposed construction, additions, and changes to exterior improvements upon any building site in the subdivision requiring a county building permit must be submitted to the ARC for review and approval.

The approval process is as follows:

1. Submit a building construction application and required documentation to the ARC.
2. Two sets of plans are required. One for ARC file and one for Grand County Building Department.
3. Applicant submits ARC approved plans to Grand County for building permit.

VERY HELPFUL ADVICE: Prior to submitting an application for a ARC Plan Review and a Grand County Building Permit every applicant should obtain a copy of the County Building Department Pre-construction Packet. In this packet you will find that the county's plan requirements are almost exactly the same as the ARC. Therefore, using these procedures generally will not generate extra plan approval requirements. You may obtain a copy of said packet by contacting Grand County Building Department. There is no charge for these packets. Basically the County and the ARC requirements are the same.

The owner/applicant shall submit the following to the ARC prior to plan approval:

1. There will be a non-refundable plan review application fee and a refundable construction completion deposit. The purpose of said deposits is to assure compliance with all approved plans and requirements. The deposits will be returned upon written request. (See enclosed for Form 2011 Application). All fees and deposits are payable to ARC.

2. A building site plan drawn to scale of that required by the county and include the following:

- a. All property lines, property size (acreage) as shown on plat of survey as recorded for the subdivision;
- b. Show all existing buildings (if any), proposed building site(s), **fences, gates** and all setbacks;
- c. All utility easements including those listed in the covenants.
- d. Names and/or numbers of all contiguous roads, public rights-of way, and drainage ways;
- e. Septic tank and leach field locations, size, and setback distances.
- f. Plot plan showing existing and proposed topographical contour lines (see attached example) must be prepared by a licensed professional land surveyor;
- g. Lot and block number and address if known;
- h. Name, address, email and phone number of owner or authorized agent submitting the application;
- i. Expected start and completion dates;
- j. North arrow shown on all site plans.

3. Building(s) construction plans drawn to a scale of that required by the county to include the following:

- a. Floor plan identifying rooms;
- b. Liveable space (square footage);
- c. Outbuildings, sheds, detached garage, **fences and gates**, etc.;
- d. Front of residential dwelling (the side the address numbers are shown);
- e. All elevations of all improvements including foundations, roof design, and snow load;

- f. Type of construction as permitted in the Declaration of Restrictive and Protective Covenants section VII frame, log, factory built (current UBC standard or equivalent), and foundation;
- g. Materials and specifications to include type of siding, roofing and fencing.
- h. Names, addresses, email and phone numbers of architects and engineers (if any);

4. After initial plan approval, if there are any additions or alterations to the proposed construction, they will require further approval by the ARC.

5. Please be advised that prior to receiving your Grand County building permit that county planning and zoning will conduct an on site pre-application meeting. All of your property corners, proposed building(s) and driveways must be staked and flagged.

6. If you have questions about this review procedure, you may contact any ARC member listed on the ARC bulletin board located at the mail boxes.

7. You must contact ARC via U.S. mail or by e-mail to [bvmdarc@gmail.com](mailto:bvmdarc@gmail.com) or a regularly scheduled meeting to schedule a time and date for your plan review.