



THE RESERVE

at

Pueblo West

**Official Application for Approval of
Residential Lot Building Plans
The Reserve Lot & Home Owners
Association Architectural Committee
for
Obtaining Your Residential Building Permit**

The Reserve at Pueblo West Lot and Home Owners Association is a Colorado non-profit corporation registered with the Colorado Secretary of State March 28, 2003. The Association and its Committee of Architecture accepts and processes the applications of all persons for approval of architectural plans without regard to race, color, religion, sex, handicap, family status or national origin.

Revised 8/27/04

PURPOSE

The Reserve at Pueblo West Lot and Homeowners Association (HOA) and its Architecture Committee is dedicated to assisting you and your contractor to expedite the building plan review and approval process. This guide is intended to make your custom home building at The Reserve a pleasant and creative experience.

Any individual, company or corporation desiring to construct, alter, erect or demolish any permanent structure within The Reserve subdivision shall comply with its Declaration of Covenants, Conditions, and Restrictions for The Reserve at Pueblo West for the particular filing as recorded with the Records Office, Pueblo County, Colorado, and obtain a building permit from Pueblo Building Department. Pueblo County Building Department requires adherence to the current editions of the following construction documents:

Uniform Building Code Amended-Current Edition by International Conference Building Officials

National Electric Code by National Fire Protection Association

*Technical Plumbing Code by Colorado State Department of Public Health
(Available from Pueblo City/County Health Dept., 151 Central Main, Pueblo)*

We strongly urge that you obtain professional assistance in preparing plans and specifications. This will normally save you money and time in obtaining a building permit.

NOTE:

PURSUANT TO THE RESERVE'S INCLUSION AGREEMENT WITH PUEBLO WEST METROPOLITAN DISTRICT DATED FEBRUARY 23, 1999, THE DISTRICT WILL NOT APPROVE ANY CONSTRUCTION PLANS, ISSUE LOT ACCESS PERMIT, WATER PERMIT OR GRANT OTHER BUILDING APPROVALS AT THE RESERVE WITHOUT PRIOR WRITTEN APPROVAL BY THE RESERVE'S COMMITTEE OF ARCHITECTURE.

USE THIS CHECK-OFF FORM AS A GUIDE, CHECK OFF EACH REQUIREMENT AND SUBMIT THIS CHECK-OFF FORM WITH YOUR APPROVAL APPLICATION. YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT IT.

THE RESEVE at PUEBLO WEST
Building Plan Application for Approval
by
the Lot and Homeowners Association Committee of
Architecture

Owner _____ Tel: _____ FAX _____
Mobil: _____

Address _____

Legal Description of Lot: Block _____ Lot(s) _____, The Reserve at
Pueblo West, County of Pueblo, State of Colorado 81007

Lot Address _____

Contractor Pulling Permits _____

Tel: _____ FAX _____
Mobil: _____

Address: _____

SINGLE FAMILY RESIDENCE TYPE:

- Ranch
- Santa Fe/Southwestern
- Bi-Level
- Tri-Level
- Two Story
- Other
- Guest House

- Septic System
- Air Conditioner
- Evaporative Cooler

Type of Heat:

- Natural Gas
- Electric
- Solar
- Other _____

Minimum Square Footage Required for House: 2,000 Garage: 700

Square Footage of this structure:

- Ground floor of House** _____
- Basement** _____
- Upstairs** _____
- Total Covered/Heated Living Area from Threshold up** _____

- Garage** _____, **Attached** _____ or **Detached** _____ (See "Other Structures")

House Height from lowest point of grade to highest part of roof or roof ridge

- Front** _____
- Right** _____
- Left Side** _____
- Rear** _____

House Setbacks Required Front 100' Sides 25' and within 375' of nearest fire hydrant

Setbacks Applied: Front _____ **Sides** _____ **Rear** _____

Other Structures to be approved at this time and completed within approved time limit and Must be shown on the Plot/Site Plan:

- Detached Garage: Length** _____ **Width** _____ **Height** _____
Type Exterior Finish _____ **Color** _____ **Trim Color** _____
Roof Color and Material _____
Distance from House _____
Setbacks: Front _____ **Sides** _____ **Rear** _____

- Storage Building: Length** _____ **Width** _____ **Height** _____
Type Exterior Finish _____ **Color** _____ **Trim Color** _____
Roof Color and Material _____
Distance from House _____
Setbacks: Front _____ **Sides** _____ **Rear** _____

- Barn: Length** _____ **Width** _____ **Height** _____
Type Exterior Finish _____ **Color** _____ **Trim Color** _____
Roof Color and Material _____
Distance from House _____
Setbacks: Front _____ **Sides** _____ **Rear** _____

- Patio/Porch Cover: Attached** _____ **Detached** _____
Exterior Finish _____ **Color** _____ **Trim** _____
Roof Color and Material _____
Setbacks: _____

Deck: Length _____ Width _____ Setbacks _____

Fence(s)
Type of Material _____
Dimensions of posts _____ and rails _____

Guest House (Minimum Square Footage 500 square feet):
Length _____ Width _____ Height _____ (lowest point to highest point) Distance from House _____
Setbacks: Front _____ Sides _____ Rear _____
Exterior Finish _____ Color _____ Trim _____
Roof Color and Material _____

OTHER
Length _____ Width _____ Height _____
Distance from House _____ Etc.

Construction Signage:

- Dimensions _____ (Must be no larger than 6 square feet)
- Location Setbacks from front and side of lot _____

STEP ONE

- You and your contractor should read and comply with the Declaration of Covenants, Conditions, and Restrictions for The Reserve. Call 952-334-5530 or 303-250-8595 or E-Mail www.wideopenspaces@comcast.net to resolve questions. It is recommended that you and your contractor meet with a committee member to clarify any questions either of you may have concerning the covenants.
- Contact the Pueblo West Metro District Public Works Department, 280 East McCulloch Blvd., Tel. 719-547-9801, and obtain information concerning requirements for your Lot Access Permit. The proposed house design and location could be impacted if the proposed access is in the wrong place (i.e. too close to a corner or too close to a neighbor's access or not consistent with the Street Standards of the District).

STEP TWO

- Complete this application with all required attachments and, including a non-refundable check for \$100.00 made out to "The Reserve Lot and Home Owners Association. If the application is not complete, you will be advised and no further action will occur until the committee receives the requested information.
- Attach a check for \$2,305.00 made out to "Pueblo West Metropolitan District" which is a one-time fixed fee for fire protection, parks, road maintenance and water storage. In the event you do not obtain a building permit and you request in writing withdrawal of this construction application this check will be returned to you.

Upon review of the completed application the committee will notify you of approval, disapproval or request that changes be made.

Your application must consist of the following minimal standards as well as all other covenants relevant to your structure(s):

- One proof of ownership from title company or county tax assessor.
- Two sets of construction plans which conform with the Pueblo County Building Code and The Declaration of Covenants, Conditions, and Restrictions for The Reserve at Pueblo West.
- Two sets of plot site and Landscaping plans at a scale of 1"=20' which show:
 - Plans should match your plot site and Landscaping plan and include all structures to be approved, and minimally must include:
 - All four side elevations which depict the correct type and direction of exterior surfaces, windows and doors, height of roof ridge and highest element of the
 - structure in relation to the lowest proposed grade, including walk-out basements;
 - Floor plan;
 - Building cross sections;
 - Type and dimensions of materials to be used;
 - Proposed grade in relation to the principal residence which must preclude

excessive run-off or accumulatiion of water from any source from one lot to another. If extensive grading is required to provide a building site, a separate grading plan must be submitted;

Note:

The Regional Building Department will require a foundation design approved by a Colorado Structural Engineer. One Colorado stamped, engineered foundation must be on file before excavation begins; also the home's Individual Septic System Plan must also be approved by the Regional Building Department. Follow The Reserve's covenants if septic leaching field is raised;

- Design of Mailbox;
- Design, color and dimensions of swamper cooler or air conditioner; and
- Design and location of lot access or driveway.
- The legal description and address of lot(s);
- North arrow;
- All dimensions of the property;
- Locations and dimensions of living area per floor plan (finished and unfinished) garage, patios, decks and other structures to be built;
- All set backs for front, sides and rear;
- Distances between the principal residence, guest house and outbuildings;
- Adjacent streets with names;
- Fencing, if to be completed at this time;
- Easements upon or adjacent to the lot;
- Optional storage building, barn, detached garage, guest house, fence, swimming pool, tennis court etc.;
- Driveways and any planned special treatment of lot entryways; and
- Landscaped areas showing dimensions, locations of trees (12 minimum, 6'and/or 2 1/2" caliper), bushes (20 minimum), ground covers, berms, rocks etc., and show how the land disturbed by construction will be reclaimed (a minimum of 25'around the house) and otherwise in compliance with the covenants. Details of the landscaping plan (locations) may be changed prior to installation. Landscaping should be installed within one year of committee approval. Pueblo West Metro District Department of Public Works should be contacted for guidance if you plan to improve the right-of-way between your property line and the road.
- One set of brochure color samples or color photos showing roofing, exterior wall treatment, including paint is required which should be earth tones, except for black and white, which you should so indicate. Please follow covenant guidelines.
 - Staking.** All four corners of the lot and all corners of the principal residence must be staked at the time you submit your application. This will enable the committee to visit the site and ensure that set backs and distances from the nearest

fire hydrant (375 feet maximum) are in compliance with the covenants and safety concerns.

STEP THREE

Upon receiving committee approval of your plans, the extra set of plans will be returned to you along with a signed and dated approval from The Reserve's Committee of Architecture. You or your contractor should then take two sets of approved plans to the Pueblo Regional Building Department, 316 West 15th Street, Pueblo, CO 81003, 719-543-0002.

After the Building Department reviews of your plans you will be given an easy-to-follow routing sheet to obtain other required approvals.

STEP FOUR

Once you have all the other necessary approvals, and returned to the Pueblo Regional Building Department to pick up your building permit, you will visit the Pueblo West Metropolitan District main office 109 East Industrial Blvd., Pueblo West, CO 81007, 719-547-2000, and pay one-time only fees to purchase permits for Lot Access, Water Tap and Water Plant Investment. At this time special fixed one-time impact fees of \$2,305 (which you previously filed with the Reserve's Committee of Architecture) for fire protection, parks, road maintenance and water storage will be paid on your behalf by a representative of The Reserve Lot and HOA. PLEASE COORDINATE THIS SO THAT A REPRESENTATIVE MAY ACCOMPANY YOU TO THE METRO DISTRICT MAIN OFFICE.

STEP FIVE

Building Inspections. It is your obligation or your contractor's to advise the other appropriate agencies 24 hours before the structure is to be inspected.

During construction of any permitted structure, the Pueblo County Building Inspector will make progress inspections of the structure periodically as required by the Pueblo County Building Code. Application should be made by your contractor to the City/County Health Department for plumbing inspections and to the Pueblo County Building Inspector for electrical, septic system, and building inspections.

Contact the Pueblo Building Department for a schedule of these inspections.

VARIATIONS AND/OR DEVIATIONS

If you make **significant** changes from the approved plan you must submit such changes to the committee for approval prior to implementing them.

AFFIRMATIONS

I hereby confirm and affirm that the information contained in this application is true and that all required documents submitted have been reviewed and verified as accurately depicting my construction plans for this property. I have read the Declaration of Covenants, Conditions and Restrictions for The Reserve at Pueblo West and affirm that contractors and subcontractors under my control will abide by these restrictions.

SIGNATURES:

_____ Date _____
Signature of Property Owner

_____ Date _____
Signature of Property Contractor

APPROVAL

Any Item not listed and shown on elevations and plot plan is not included in this approval.

CONTINGENCIES

1. Payment of Water Tap and Water Plant Investment fee to Pueblo West Metropolitan District, unless this fee was previously paid in order to obtain water for irrigating entryways and intersection landscaped easements.

- Water Tap and Water Plant Investment fee was previously paid per the attached receipt and/or cancelled check.**
- Water Tap and Water Plant Investment Fee**
- Special fixed one-time impact fees of \$2,305 for The Reserve at Pueblo West for fire protection, parks, road maintenance and water storage.**
- Comments: _____**

2. The Reserve Lot and Homeowners Association Dues (prorated)

- Have been paid**

3. A Pueblo Regional Building Department permit shall be obtained and construction shall commence within 90 days of the Committee's approval. If the permit is not obtained, this approval will be void, and the applicant shall be required to reapply for

approval, which includes full fee payment. The actual Construction period shall not exceed 180 days without Committee approval. Failure to comply with these time limitations automatically terminates Committee approval. This approval is subject to compliance with the recorded Declaration of Covenants, Conditions, and Restrictions for The Reserve at Pueblo West, Pueblo West, Colorado 81007, requirements of Pueblo County, Colorado and Colorado state statutes.

4. Other Contingencies:

_____ Effective Date _____
Authorized Committee of Architecture Signature

NOTE: BEFORE GOING TO THE PUEBLO WEST METRO DISTRICT OFFICE TO PAY THE WATER TAP AND OTHER ONE-TIME IMPACT FEES, THE RESERVE COMMITTEE OF ARCHITECTURE WILL ISSUE YOU A ONE PAGE SEALED LETTER OF APPROVAL TO GIVE TO THE DISTRICT WITH YOUR PAYMENTS.

THE RESERVE
at
Pueblo West
LOT and HOME OWNERS ASSOCIATION
COMMITTEE OF ARCHITECTURE
2206 South Beeler Way, Denver, CO 80231
952-334-5530 or 303-250-8595
E-Mail www.wideopenspaces@comcast.net