

Attn: Architectural Control Committee
 8514 Lariat Loop
 Elizabeth CO 80107

REQUEST FOR PROPERTY RESIDENCE ALTERATION/ADDITION

OWNER'S NAME: _____ LOT #: _____ FILING #: _____

PROPERTY ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

TELEPHONE NUMBER: _____ CELL: _____ E-MAIL: _____

MAILING ADDRESS: (If different from property): _____

REQUEST TYPE:

- Pole Barn Shed Shop Attached Garage Detached Garage **SIZE OF STRUCTURE:** _____
 Fence (see note below) Wall Homes Other _____

TYPE OF CONSTRUCTION: _____

Note for fences: Our representative is not a licensed surveyor. His opinions on pins and property boundaries is not a legal description of the property. It is the homeowner's responsibility to determine with a licensed surveyor to determine exact locations. The Architectural review gives approval for the type and characteristics of the fence. Not Location

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY THIS REQUEST

- Plans and notations attached per the Checklist for Architectural Approval.
- Plans/Elevations/Sketches showing placement on lot of alteration or structure, driveway, distance to all lot lines indicating location of open spaces (green belts) and neighbor's property.
- Copy of County Permit (If you have already applied)

No construction, including site preparation, will commence until applicant receives oral/written notification of project approval. It is the responsibility of the applicant to insure compliance with any required County codes and to insure any proposed project is within legal property lines. Failure to do so could require the removal of a completed project.

The ACC has 30 days upon receipt of a completed form to notify the initiator of approval or disapproval.

Your signature indicates receipt of the Home Improvement Guidelines and an understanding of these requirements, the Association Bylaws, and Covenants, Conditions, and Restrictions, and your agreement to abide by them in full.

APPLICANT'S SIGNATURE: _____ DATE: _____

Please Note: Upon Approval of this request construction must be completed within 6 months.

ARCHITECTURAL CONTROL COMMITTEE USE

As a member of Sun Country Meadows Architectural Control Committee as noted below I visited the above property for an architectural review of the proposed project.

MEMBER NAME	SITE VISIT DATE	APPROVED DATE	NOT APPROVED DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- EASEMENTS AND SETBACKS IN COMPLIANCE PLANS IN COMPLIANCE WITH COVENANTS COUNTY PERMIT
 SITE/IMPROVEMENT PLAN RECEIVED PROJECT PLANS

Reason(s) for not approving (Please make changes and resubmit)

**SUN COUNTRY MEADOWS IMPROVEMENT ASSOCIATION
ACC APPROVAL PROCEDURES and IMPROVEMENT GUIDELINES**

The following terms and conditions are applicable to all improvements proposed within SUN COUNTRY MEADOWS to facilitate planning by Homeowners and to enable the Architectural Control Committee (ACC) to evaluate proposals to improve lots or modify existing structures.

The SUN COUNTRY MEADOWS covenants and bylaws should be reviewed by the lot owner prior to submitting a proposal. Those covenants and bylaws are fully incorporated herein by the reference.

ACC APPROVAL PROCEDURES

1. All improvements must be documented through the approved ACC forms.
2. When requests are received at the office, an ACC member will make sure the form is complete. Then fill in the date received and initial. If it is not complete, the homeowner will be notified that it was not accepted and the additional elements required to be completed.
3. Completed forms are then given to an ACC member for review. **The ACC has 30 days upon receipt of a completed form to notify the initiator of approval or disapproval.**
4. ACC members will arrange a meeting time to conduct site visits. The homeowner will be contacted.
5. For **approved activities**, an ACC member will follow up with an initial phone call to notify the homeowner of the approval. The original form with all signatures and written comments will be filed.
6. For activities that are **not approved**, an ACC member will contact the homeowner explaining the reasons why the activity was not approved. The original form with all signatures and written comments will be filed.

SCM ARCHITECTURAL CHECKLIST / GUIDELINES

1. Notify Architectural Committee of intentions at arc@suncountrymeadows.com. A committee member will come out to the property and provide you with the rules and regulations that apply to the architectural changes to your property. I.e. setbacks, easements, locations etc.
2. Provide a detailed plan of the alteration or the structure. The plan can be a hand drawn plan.

The plan should include:

- a. Lot number, filing number, physical address
 - b. Location of the structure or addition to the home or property. A site location certificate or Plot plan can be used for detached structures. A hand drawn plan showing the house and the new addition can be used for additions.
 - c. Setbacks from all property lines, must comply with county regulations, covenants and trail easements. All trail easements must be kept clear of all obstructions, i.e. fences, trees, shrubs, buildings etc.
 - d. Type of structure, Pole Barn, Shed, Shop, garage, wall, fence, swimming pool, etc.
 - e. Detailed plan showing general construction details of walls, roof, windows, doors, siding, foundation, floor, roadways and any other information that would be beneficial to the committee.
 - f. Materials to be used to construct structure, i.e. wood, cement block, brick, poles, metal etc.
 - g. Exterior material to be used in the structure, siding, painted metal, brick, asphalt shingle, tile, etc. NOTE: unpainted corrugated siding cannot be used unless it is painted, this includes the roof of the structure
 - h. Foundation and slab construction
 - i. Driveway location, if changed from the original location
 - j. Fences: committee member will provide information on easements and locations where fencing is allowed. There are some restrictions for fire department and trails.
 - k. Any other information that may be helpful to the committee
3. After you have received approvals from the Association you may then proceed with the Elbert County permit process

KEEP IN MIND THE FOLLOWING: If you do not receive approval of the Architectural Control Committee and the Board of Directors of Sun Country Meadows and go ahead with the construction of the structure, you may find that you will be required to dismantle the structure and start over again. If you signed a statement at the county building department **that you DO HAVE APPROVAL of the Architectural Control Committee and do not have that approval, you may be required to dismantle the building and start over again.** If you do not obtain a permit from the County you may find the structure RED TAGGED by the County which will stop construction. Failure to follow the rules and regulations that apply to any of the above can be a very costly process.

SWIMMING POOLS

It is against State law to fill your pool from your well if your well is not authorized to do so. In addition, filling your pool from your well reduces the amount of water you are allowed to use for other purposes. See following for information on how to find out if you can fill your pool from your well. Failure to follow those rules may result in fines from the State. If you intend to put up a swimming pool follow these procedures notify the Colorado Division of Water Resources, Department of Natural Resources, 1313 Sherman Street, RM 818 Denver CO 80203. Phone No. 303-866-3581 Provide them with the information that you want to install a swimming pool and ask if you are allowed to fill the pool from your well. The Department will research your well permit and notify you if you can or cannot fill the pool from your well. Ask them to send you a letter stating that you have permission to use your well to fill the pool. While you are doing this, request a copy of your well permit. It will provide you with information on your well. After receiving approval from the state you must provide a copy of the letter to the Association.

GRASS SEED/SOD

If you intend to plant grass or install sod around your home, notify the Colorado Division of Water Resources, Department of Natural Resources, 1313 Sherman Street, RM818 Denver CO 80203. Phone No. 303-866-3581 and have them send you a copy of your well permit. On your Well Permit it will tell you how much you can irrigate for home or lawn irrigation. Sun Country Meadows is a covenant controlled community and there are certain rules and regulations that must be followed in relation to architectural changes made to or on your property within the community. The covenant states what can and cannot be done to comply with the covenants.

Additions and Modification to the Primary Residence:

All additions and modifications, i.e. attached garages, desks, sheds, shops, driveway relocation, wells, swimming pools, fences, and aerials must be submitted to the Architectural Control Committee for approval and be approved by the Board of Directors of the Association. After the Association approvals are obtained, you must obtain a Building Permit from the Elbert County Building Department. Elbert County will conduct all required inspections of your project.

Detached Structures from the Primary Residence:

Detached Structures, i.e. garages, sheds, shops, horse barns, loafing sheds, lean to, walls, swimming pools, fences and aerials, must be submitted to the Architectural Control Committee for approval and be approved by the Board of Directors of the Association. After the Association approvals are obtained, you must obtain a Building Permit from the Elbert County Building Department. Elbert County will conduct all required inspections of your project.

When doing something to your property ask yourself some of the following:

- Will the structure enhance my property?
- Will the structure be pleasing to the eye in relation to the house?
- Will the structure block the views of my neighbors?
- Will the materials used conform to the surrounding structure?
- Will the structure be pleasing to my neighbors and visitors?

Easements and Setbacks (as noted in the covenants)

Subject to additional limitations which may be established by setback lines or drainage easements shown on the recorded plats, no building or other structure may be placed or erected nearer than that listed below.

Filing	Lot Size	Front Easement	Side Easement	Rear Easement
4,5	n/a	50 feet	25 feet	25 feet
1, 2, and 3	4 acres or over	100 feet	25 feet	25 feet
1, 2, and 3	3.99 acres or under	50 feet	25 feet	25 feet

County Easements and Setbacks

Description	Acres	Front Easement	Side Easement	Rear Easement
RA-1 Residential Agriculture One	5 – 9.99 Acres	100ft - Road 100ft - accessory	25ft – Principal 25ft - Accessory Uses	25 ft – Principal 25ft - Accessory Uses
RA-2 Residential Agriculture Two	2.5 – 4.99 Acres	50ft - Road 50ft - accessory	25ft – Principal 25ft - Accessory Uses	25ft – Principal 25ft - Accessory Uses
R-1 Residential One	1 – 2.499 Acres	50ft - Road 50ft - accessory	20ft – Principal 15ft - Accessory Uses	25ft – Principal 15ft - Accessory Uses