



Roosevelt Ridge™
PRIVATE RESERVE



*Submittal Process &
Construction Regulations*

September 2005

SUBMITTAL PROCESS AND CONSTRUCTION REGULATIONS

The following steps outline the process for developing a home at *Roosevelt Ridge*. The Design Review Committee (DRC) may opt to waive or combine any of these steps. Design review fees apply for all submittals. A \$250 fee will be assessed for any resubmittal for any of these steps.

Control Documents

The owner and design consultants should become familiar with the following documents that serve to regulate and guide development in *Roosevelt Ridge*:

1. The *Roosevelt Ridge* Design Guidelines
2. The *Roosevelt Ridge* Illustrative Plan and *Roosevelt Ridge* Subdivision Exemption Plat adopted as part of these Design Guidelines
3. The Declaration of Covenants, Conditions and Restrictions (CC&R's) for *Roosevelt Ridge*
4. The Uniform Building Code and all other applicable codes of Gilpin County

Pre-Design Meeting (optional)

Owners and design consultants may meet with the DRC *before* preparing a schematic plan or proposing improvements. This “pre-design” meeting will provide guidance while acquainting owners with DRC expectations.

STEP ONE - SKETCH PLAN

After the Pre-Design Meeting, owners can prepare a Sketch Plan. The graphic submittal can be in any medium. It must be clearly labeled with pertinent information including the parcel number, date of submittal, name, address and phone number of the owner, architect/designer and builder.

The Sketch Plan shall convey to the DRC how the proposed residence and associated site development will adhere to *Roosevelt Ridge* Design Theme. It will include a site plan, floor plans, building elevations, roof design, preliminary details, revegetation plan, septic system location, grading, drainage, descriptions of materials and any other drawings, models, renderings, computer simulations the owner believes will display how the proposed residence and site design will compliment and enhance the project design theme.

The owner shall submit three copies of all Sketch Plan materials (as described in the checklist except models) to the DRC. The DRC shall respond to the Sketch Plan, in writing, or in person, within 30 days of receipt of the completed package. The DRC response will identify any areas of deficiency and items needed to be resubmitted or may be included in the Final Plan submittal. The owner can, at his/her own discretion, resubmit the portions of the Sketch Plan identified as deficient. This action will help reduce the possibility of the owner proceeding with the more detailed next step of the residence design without DRC approval.

SUBMITTAL FEE FOR SCHEMATIC PLAN REVIEW: \$300.00

STEP TWO - FINAL PLAN

The Final plan shall represent the final design and construction documents for the project. The Final Plans shall include all of the items described in the Sketch Plan and all of the information necessary to construct the project. At the DRC's discretion, the owner may be asked to prepare a sample panel of the exterior of the residence for the DRC review prior to approval.

The sample board must be marked with the owner's name and address and updated with any changed or added materials approved by the DRC. Samples must be identified with manufacturer's name, color or number. This board shall not exceed two feet by three feet and should depict:

1. Roof material and color
2. Exterior wall materials and color
3. Exterior trim material and color
4. Exterior chimney material
5. Exterior window material and color
6. Exterior door and garage material and color
7. Exterior stone/rock to be used (including full color range, actual masonry unit sizes, and type of cut-ashlar, river run, etc.)

When the Final Plan is submitted, owners must stake the building corners and other improvements as described below.

Clearly mark improvement with four-foot wood or steel stakes identifying building corners. We may require that the outline of the improvement be marked by connected string between corner stakes. We will also require the center point of the building envelope to be marked in a similar manner. Clearly mark the stakes with the estimated distance from existing grade to main floor elevation of the structure.

Stake the driveway centerline (or centerline offsets) at 50-foot intervals from the garage or residence to the point of nearest common access, if different from drive alignment created as part of the fire mitigation.

In addition to the proposed residence, stake all other significant structures and improvements.

The owner shall submit three copies of all Final Plan documents. The DRC shall respond in writing to the Final Plan within 30 days of receipt of the completed package. The DRC response will identify any areas of deficiency that can be revised without a complete resubmittal of the project. The homeowner shall respond within 30 days to a comments or requests of the DRC.

SUBMITTAL FEE FOR FINAL PLAN REVIEW: \$300.00

On-Site Inspection

During construction, you can expect inspections by Gilpin County inspectors as well as site visits by the DRC. Owners are responsible to ensure that construction conforms to the approved plans and may not unreasonably deny access for inspection.

The general contractor must keep on site a complete set of construction plans. The DRC will inspect to ensure that the quality of construction and materials meets the “high quality industry standards” expected at *Roosevelt Ridge*.

PROJECT COMPLETION REVIEW AND CERTIFICATION

To evaluate that all improvements are completed in accordance with the approved Construction Plans, the DRC shall have the right to enter the property prior completion of a residence and site to ascertain the accuracy of the representation of the Final Plans. Owners should inform the DRC Secretary and request Project Completion Review when construction is complete. The DRC will respond within 30 days regarding the conformance or nonconformance of the residence and site construction. Owners may obtain DRC certification after issuance of a Gilpin County Certificate of Occupancy by Gilpin County officials.

Changes in Plans

No significant changes in DRC-approved plans or materials may be undertaken without additional DRC consent. Other than routine maintenance and repair, owners need written DRC approval to undertake work resulting in changes to exterior appearance.

SKETCH PLAN REVIEW CHECKLIST:

Three copies of all necessary materials for the Sketch Plan Review must be submitted to the DRC. The DRC can only approve a sketch plan submittal when each of the items listed below have been submitted and approved.

Not all of the requirements of the Covenants and Design Guidelines can be listed. It is the responsibility of the Owner, or his authorized agent(s), to insure that the design and construction of any residence in Roosevelt Ridge conforms with the requirements of the applicable regulations, covenants and design guidelines as well as all applicable Federal, State and local regulation. Any variance from the Covenants and Design Guidelines must be specifically requested by the applicant and specifically noted on the plans. Attach a copy of any variance request to this application.

- Summary of square footage
- Soil investigation and foundation recommendation

SITE PLAN (scale: 1" = 20' or 1" = 16') to include:

- Property boundary survey
- Building envelope and easements (dimensions and locations)
- Building, driveway and walk locations
- Existing and proposed grading at 2' contours
- Prominent Terrain features
- Proposed utility routing, utility meters, transformers, from source to
 house
- Service areas
- All other site improvements
- Enclosed/integrated trash storage area
- Adequate parking spaces provided
- Snow storage area

REVEGETATION PLAN (same scale as Site Plan)

- Existing trees and vegetation groupings
- Protection for existing trees and vegetation
- Identify any existing trees to be removed
- General areas requiring revegetation including the method and material to be used.
- These trees also need to be marked in the Field and approved by the DRC prior to any removal of existing vegetation
- Temporary erosion control methods
- Surface water control methods and locations (i.e. filters, ponds, stabilization materials)
- Areas to be revegetated describing materials and installation methods

BUILDING PLANS

(scale 1/16" = 1' or 1/8" = 1' or 1/4" = 1')

- Floor plans
- All exterior elevations
- Roof pitch
- Exterior materials
- Uninterrupted glass areas
- Window recess

I hereby certify that all information on this list has been provided to the Design Review Board.

OWNER/DATE

DESIGN REVIEW BOARD/DATE

ARCHITECT/DATE

PARCEL NUMBER

BUILDER/DATE

STREET ADDRESS

FINAL PLAN REVIEW CHECKLIST:

Three copies of all necessary materials for the Final Plan Review must be submitted to the DRC. The DRC can only approve a final plan submittal when each of the items listed below has been submitted and approved.

GENERAL

- Clean-up deposit
- Summary of square footage

SITE PLAN (scale: 1" = 20' or 1" = 16')

- Property boundaries
- Easements and setbacks
- Existing and proposed contours at 2' intervals
- Building footprints
- Transformers
- Service lines for water, propane, telephone and electric
- Proposed walks, driveways, decks, pools, tennis courts and patios
- Materials to be utilized for construction of roads, walks, driveways, decks, patios, etc.
- Surface drainage

REVEGETATION PLAN (same scale as Site Plan)

- Proposed treatment of all ground surfaces (turf, native grasses, groundcover, mulch, pavers, etc.)
- Existing plant materials and natural site features which are to be removed or significantly disturbed. Existing vegetation must be marked in the field
- Lighting location type and wattage
- Description of revegetation treatment for all disturbed areas, including description of approach to establish revegetation and to maintain until fully established.
- Details of special features such as fencing, etc.

BUILDING PLANS (scale: 1/4" = 1')

- Exterior elevations showing finished grade, materials, windows, doors, colors, finishes, and shadow patterns
- Building sections showing finished floor, finished grade, decks, patios and any other pertinent information
- Window and door type, size and location
- Roof material
- Trash and utility enclosures
- Enclosed/integrated trash storage area
- Exterior material samples and colors for roofing, stucco, siding, exterior trim and rock

Note: After final plan approval has been obtained, no change from approved plans which affects the exterior of the building(s), landscaping or other improvements, number of units or fireplaces or exterior lighting can be made without the review and written approval of the Design Review Board.

I hereby certify that all information on this list has been provided to the Design Review Board.

OWNER/DATE

DESIGN REVIEW BOARD/DATE

ARCHITECT/DATE

PARCEL NUMBER

BUILDER/DATE

STREET ADDRESS

CONSTRUCTION REGULATIONS

In order to ensure a safe, neat and orderly construction site, the Design Review Committee (DRC) has established certain construction and safety regulations for the benefit of all of *Roosevelt Ridge* residents.

It is of the utmost importance that anyone conducting activities in *Roosevelt Ridge* use extreme care in preventing unsafe conditions that could constitute fire, wind or other safety hazards. The DRC will not tolerate any activity that constitutes such hazards. The DRC retains the right to stop construction on any structure where the DRC, in its sole discretion, determines hazardous conditions exist and continue to exist after notification is given to the prime contractor, by the DRC, to eliminate such conditions within a certain time frame.

Definitions: All of the definitions contained in the covenants and Design Guidelines are utilized herein, except that the following additional definition is used in these Construction Regulations:

"Construction Site" shall mean and refer to such portion of *Roosevelt Ridge* (including, but not limited to, a Parcel) on which authority is given by the DRC to construct improvements or store materials or equipment.

1. *Occupational Safety and Health Act Compliance (OSHA)*

All applicable federal and state OSHA regulations and guidelines shall be strictly observed at all times.

2. *Damage/Clean-up Deposit*

The Owner or his Builder/Contractor shall provide a \$1500 (or other reasonable sum identified by the DRC) damage/clean-up deposit to the DRC prior to the start of any work on the Parcel. The damage/clean-up deposit shall only be used if the Owner or his Builder/Contractor fails to adhere to these Construction Regulations. (See CCR's for specifics of use of the Damage/Clean-up Deposit.)

3. *Hours of Construction Operation*

Construction operations may occur from 7 AM to 7 PM or 30 minutes prior to sunset, whichever is later, Monday through Saturday. Other hours or Sunday operations may occur only with the written approval of affected homeowners.

4. *Construction Trailers, Portable Field Offices, Etc.*

Owners and Builders/Contractors are permitted to store construction materials and equipment on the approved Construction Site within the Building Envelope during the construction period. It shall be neatly stacked, properly covered and secured. Storage of material or construction equipment outside the approved Construction Site (Owner's or Builder's/Contractor's Parcel) will be done only with the approval of the DRC. Material or equipment stored on other sites is not allowed.

Any storage of material or equipment shall be the Owner's and Builder's/Contractor's responsibility.

Owners and Builders/Contractors shall not disturb, damage or trespass on other lots or tracts. Should any such damage occur, it will be restored and repaired to original condition at the Owner's or Builder's/Contractor's expense.

5. *Debris and Trash Removal*

Owners and Builders/Contractors shall clean up all trash and debris on the Construction Site at the end of each day. Trash and debris shall be removed from each Construction Site at least once every two weeks by the end of construction operations every Friday to a dumping site located off Roosevelt Ridge. Lightweight material, packaging and other items shall be enclosed and covered or weighted down to prevent wind from blowing such materials off the Construction Site. Owners and Builders/Contractors are prohibited from dumping, burying or burning trash anywhere in Roosevelt Ridge. Disposal of materials shall comply with local, state and federal ordinances.

During the construction period, each Construction Site shall be kept neat and shall be properly maintained to prevent it from becoming a public eyesore, hazard, or affecting other Lots and tracts.

6. *Sanitary Facilities*

Each Owner and Builder/Contractor shall be responsible for providing adequate sanitary facilities for construction workers. Portable toilets or similar temporary toilet facilities shall be located within the Construction Site.

7. *Protection of Road*

The Owner and Builder/Contractor shall be responsible for any damage to roads and/or shared driveways as a result of any activity related to construction activity. Builder/Contractors and Owners shall not :

- drive any vehicle off the edge of the roads
- close any roads without DRC and appropriate regulatory approvals
- utilize any vehicle over the load limit for the roads

8. *Parking Areas*

Construction crews shall not park on, or otherwise use, other Lots, roads or tracts. Private and construction vehicles and machinery shall be parked in areas so as not to disrupt the normal flow of traffic.

Builder/Contractors, subcontractors, and material suppliers shall not drive through any ditches or undisturbed areas without prior approval of the DRC and adequate protection to existing areas.

9. *Access to Parcel*

Prior to accessing the Parcel, the driveway will be constructed with the appropriately sized pipe to maintain the flow of the existing roadside ditches. The construction access to the Parcel must be located in the same location as the permanent driveway.

10. *Access to Roosevelt Ridge*

All vehicles entering or leaving Roosevelt Ridge shall do so solely by means of the main entrance off Feldspar Road, existing access roads and shared driveways unless otherwise indicated by the DRC.

11. *Excavation Materials*

Excess excavation materials to be removed from the building envelope must be removed from Roosevelt Ridge and may not be placed outside of the Building Envelope.

12. *Blasting*

No blasting shall occur without specific written approval from the DRC. However, no approval by DRC of blasting plans shall be construed as assessing the safety of the proposed blasting or supersede the requirements of any appropriate regulations.

13. *Restoration or Repair of Other Property Damaged*

Damage and scarring to other property, including but not limited to other Lots, tracts, roads, driveways and/or other improvements will not be permitted. If any such damage occurs it shall be repaired and/or restored promptly at the expense of the Owner and Builder/Contractor having control or authority of the person or entity causing the same.

Upon completion of construction each Owner and Builder/Contractor shall clean his, her or its Construction Site and repair property which was damaged, including but not limited to restoring grades, repair of streets, driveways, drains, culverts, signs, lighting, irrigation, landscaping, walls and fencing.

14. *Miscellaneous and General Practices*

The following practices are prohibited in *Roosevelt Ridge*:

- A. Changing oil on any vehicle or equipment on-site.
- B. Concrete trucks may only clean out on Lots to which they are delivering. Builder/Contractor shall remove hardened concrete with the other trash.
- C. Removing any plant material, topsoil or similar items from any property of others within Roosevelt Ridge, including Construction Sites.
- D. Carrying or discharging any type of firearm on Roosevelt Ridge .
- E. Using disposal methods or dumpster other than those approved by the DRC.
- F. Careless disposition of cigarettes and other flammable material.
- G. Any animals or pets, particularly dogs, brought onto Roosevelt Ridge shall remain on a leash.
- H. Using any sound system disturbing to Roosevelt Ridge residents.

15. *Responsibility of Parcel Owner*

All Parcel Owners in Roosevelt Ridge shall be responsible for the conduct and behavior or their representatives, Builders, Contractors and subcontractors and employees. The Parcel Owner shall assume final responsibility for any repairs, clean-up etc. described above. The DRC reserves the right to expend funds to rectify any discrepancies resulting from the Builder/Contractor or Owner not adhering to these regulations and assess these costs to the Parcel Owners as per the CCR's.

16. *Fire Extinguisher*

At least one 10-LB ABC rated dry chemical fire extinguisher shall be present and available in a conspicuous place on the Construction Site at all times.

The undersigned has received, read and agrees to abide by these Construction Regulations.

Contractor

Owner

Date