

ARCHITECTURAL CONTROL COMMITTEE
NEW HOME CONSTRUCTION - SUBMITTAL FORM

Homeowner(s) Name: _____

Property Address: _____ Phone # _____

Email: _____

Name of company performing work: _____

Name of company contact: _____ / Phone: _____

Anticipated date work will start: _____ / anticipated date of completion: _____

Please submit your request to:

Z&R Property Management, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
719-594-0506, Fax: 719-594-0473, Email: Derek@ZandRMgmt.com

Please use the appropriate checklist below. **Incomplete submittals will not be reviewed.**

NEW HOME CONSTRUCTION - Please submit the following:

One (1) full set of **Architectural Plans** at a scale of 1/4"=1' to include the following:

- Architectural elevations (front, side and rear)
- Hillside submittal package showing typical proposed grade lines, finished floor elevations, top of slab elevations, building height calculations, and any other required submittals under the City of Colorado Springs hillside regulations.
- Floor plans, including square footage for each floor, roof plans indicating pitches, ridges, valleys and location of mounted equipment
- Indication of all proposed exterior materials
- Exterior details, including items such as chimneys, exterior stairs and decks, railings, and deck supports
- Any other proposed improvements (decks, awnings, hot tubs, unique features, etc.).

_____ (1) set of **Drainage Plans** at a scale of 1/4"=1'

_____ (1) copy of the **CITY APPROVED SITE PLAN** at a scale of 1"=10' or 1"=20' to include the following:

- Lot lines and dimensions, building setbacks, street right of way, curb lines, easements and preservation areas.
- Existing and proposed contour lines at 2' intervals extending to all property lines, existing or proposed street elevations, finish grade at building corners, drainage swales.
- Building footprint, main finish floor and garage slab elevations
- Walks, driveways, decks, accessory structures, privacy fencing (no fencing on property lines permitted), retaining walls with top and bottom of wall elevations.
- Any other required submittals under the hillside regulations of the City of Colorado Springs.
- Verify that the placement of the home is in compliance with the setback requirements for The Spires Drainage HOA, as the setback requirements in this area are more restrictive than the City requirements.
- Location of on-site dumpster and portable toilet

EXTERIOR COLORS, MATERIALS AND FINISHING, to include the following:

- Schedule of all finished exterior materials and colors, including siding/downspouts, fascia/gutters, roofing, garage doors, front door, stucco, stone, trim, wood or log accents, window color, etc.
- Cut sheets for exterior lighting
- Photographs and/or drawings or brochures are suggested
- Samples of materials at appropriate size may be directed at the discretion of the ACC.

Please have **all adjoining/impacted** neighbors sign below. This is only an acknowledgement stating that the neighbor has seen the proposed submittal. **Please be aware that the neighbor acknowledgement does not constitute approval or denial of the submittal.**

Neighbor Acknowledgement: I/we as owners of the property located at _____ acknowledge that we have seen the proposed item being submitted for review and realize that by signing this form *we are not approving nor denying this item*. It is understood that I/we must notify the ACC in writing if there are any concerns/issues regarding the item being submitted that I/we would like addressed.

Signature

Signature

Printed Name

Printed Name

Date: _____