

**LOS RANCHITOS ESTATES HOA  
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

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**APPLICATION FOR APPROVAL OF ARCHITECTURAL NEW  
CONSTRUCTION, IMPROVEMENTS AND/OR MODIFICATIONS**

**DATE:**

**Instructions**

*Uses Adobe Acrobat Reader (download online for free)*

- Fill in applicable parts of Sections 1-4; Select "File, Save As", change name of document & Save to "your computer"
- Open saved document and include your signature in Section 4 by selecting "Sign," attach to signature block; Save to computer (Not Able? => print, sign, scan and save document)
- Email/Submit saved form to ARC (see above for address/email)
- ARC will complete applicable parts of Sections 4-6
- ARC will review completed form, add their signature and submit their recommendation to the Board
- Board will place initials/dates in Section 6
- A Board Member will contact you about their Decision

**SECTION 1.  
OWNER INFORMATION**

**Name:**

**Property Address:**

**Mailing Address (if different):**

**Primary Phone No:**

**Cell Phone No:**

**Email:**

**Lot No:**

**SECTION 2.**

**DESCRIPTION OF NEW CONSTRUCTION, IMPROVEMENTS AND/OR MODIFICATIONS**

**Anticipated Project Start/End Dates**

**Start:**

**End:**

*Note: If you are requesting approval for any new construction such as additions to your home, garages, guesthouse and/or other outbuildings/structures (including decks) OR for any major landscaping projects such as driveways, parking areas, RV pads, fenced dog run areas, etc, you must include/attach in your request all applicable documents specified in Architectural Policy #10 (Architectural Review Requirements and Process)*

Besides this form, are you submitting any supporting documents?                      YES                      NO

*If YES, the ARC may request additional documents as required/needed.  
If NO, the ARC may request that you submit certain documents, if required.*

**SECTION 3  
CONTRACTOR INFORMATION and ESTIMATED COST OF COMPLETION**

Are you, as owner, acting as Contractor?                      YES                      NO

If YES, complete Sub-section B. below  
If NO, complete Sub-section A. below

**A. General Contractor**

**Contractor Name:**

**Contractor Address:**

**Primary Phone No:**

**Email:**

Projects with an Estimated Cost of Completion of less than \$10,000 will be reviewed by the ARC, but will NOT be assessed a Road Impact Fee (RIF). Projects with an Estimated Cost of Completion of \$10,000 or more will incur a RIF equal to 0.5% (1/2 percent) of the Contractor Cost of Completion.

**Enter Contractor Cost of Completion:                      \$**

**B. Owner Contractor**

Projects with an Estimated Cost of Completion of less than \$10,000 will be reviewed by the ARC, but will NOT be assessed a Road Impact Fee (RIF). Projects with an Estimated Cost of Completion of \$10,000 or more will incur a RIF equal to 0.5% (1/2 percent) of the Contractor Cost of Completion.

**Enter Calculated Cost of Completion (calculations below):                      \$**

- *Outbuilding structures <1,200 sq ft: \$85/sq ft*
- *Outbuilding structures 1,200 sq ft or more: \$130/sq ft*
- *Homes: \$250/sq ft*

## SECTION 4.

### ARC PRE-CONSTRUCTION CHECKLIST

PLEASE USE THE ARCHITECTURAL REVIEW PRE-CONSTRUCTION CHECKLIST BELOW TO HELP GUIDE YOU THROUGH THIS PROCESS. *UNDER THE "STATUS" COLUMN, WHEN YOU ARE SURE YOU'VE COMPLETED OR COMPLIED WITH THE ITEM, SIMPLY CHECK THE CORRESPONDING "CHECK" BOX. IF THE ITEM DOES NOT APPLY, CHECK THE "N/A" BOX.*

ITEM DESCRIPTION	STATUS <u>✓</u> <u>N/A</u>	ARC APPROVED <u>Y, N or N/A</u>
1. Copy of builder's final contract indicating cost of completion.		
2. Plot Plan showing location(s) of building(s) on your lot. Include all footprints of buildings and/or additions as well as driveway, utilities, property lines and easements.		
3. Confirm maximum of four (4) separate buildings/structures.		
4. Confirm setbacks meet LREHOA requirements: <ul style="list-style-type: none"> <li>➤ minimum setback of 50' from all adjacent property lines</li> <li>➤ minimum setback of 30' from the road easement. The easement is defined as a 60' right-of-way measuring 30' each side of road centerline.</li> </ul>		
5. Landscape plan indicating locations of known plant beds, types of plants and irrigation system layout, if planned.		
6. Locations and size/materials of any planned fences: <ul style="list-style-type: none"> <li>➤ maximum height is 4' measured from ground level</li> <li>➤ fences erected along any HOA roadway shall be a minimum of 15' from such road (to allow for snow removal)</li> </ul>		
7. Diagram/Drawing showing direction of storm water runoff <ul style="list-style-type: none"> <li>➤ water shall not flow onto neighboring properties or onto HOA roads</li> </ul>		
8. Complete set of construction plans.		
9. Confirm footprint area of main residence is between 1,200 and 6,000 sq ft		
10. Confirm total number of parking bays per lot does not exceed four (4)		
11. Construction plans show maximum structure height is no more than 35' as measured at the main entrance grade level.		
12. Provide roofing material description or sample. Supplier quotation may be used if appropriate. Confirm fire-resistant materials will be used.		
13. Provide exterior materials descriptions, samples or manufacturer's part number. Include percentage of building(s) coverage		
14. Provide exterior color schemes.		

ITEM DESCRIPTION

STATUS  
√ N/A

ARC  
APPROVED  
Y, N or N/A

- 15. Diagram/Drawing showing outdoor lighting plan indicating location and watts/lumens.
- 16. Confirm that a minimum 3” road base and/or concrete/asphalt material is used on driveway and parking areas.
- 17. Confirm plans show installation of a culvert (as needed, if driveway slopes toward any HOA road.
- 18. Confirm house identification signs are the proper size:
  - shall not exceed six (6) sq ft
  - shall be constructed of appropriate materials that are compatible with the style of the residence
- 19. If applicable, provide diagrams/drawings that indicate locations of kitchens and/or permanent grills/cooking structures.
- 20. Confirm that wood burning fire pits are NOT allowed.

The undersigned Owner(s) hereby request approval of the architectural construction, improvements or modifications to the above mentioned property/lot.

Signature/Date of Owner(s):

Signature

Date

Signature

Date

Print Name

Print Name

*Note: At the next regularly schedule meeting of the Board of Directors or within 31 days, whichever comes first, the Board will notify you of their decision. If more information or documents are needed to facilitate approval, someone from the Board or ARC will contact you. This application must be completed and approved prior to beginning all construction, improvements and/or modifications.*

**SECTION 5.  
FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY**

**Road Impact Fees (RIF)**

- Non-Refundable RIF: 0.5% (1/2 percent) of Contractor/Calculated Cost of Completion
    - Projects costing less than \$10,000 will NOT be assessed a RIF
    - Projects costing \$10,000 or more WILL be assessed a RIF (use amount in 3A or 3B above to calculate)
- Non-Refundable RIF = \$

**Refundable RIF: Use the chart on the following page**

- These fees, or part thereof, will be refunded to you following completion of your project and after notification by the Roads Committee that no damage has occurred to the roads or easements as a result of construction.

**Refundable RIF Calculations:**

- If you are using a General Contractor, enter the Contractor Cost of Completion from Section 3A above: \$
- If you, as the Owner, are acting as Contractor, enter the Calculated Cost of Completion from Section 3B above: \$

Use the Contractor/Calculated value from the appropriate figure above to determine your Refundable RIF deposit amount using the chart below:

		Refundable RIF
\$10,000	\$50,000	\$250
\$51,000	\$100,000	\$500
\$100,001	\$500,000	\$1,000
greater	\$500,001	\$1,500

Refundable RIF = \$

**Total Road Impact Fees Due (Prior to Construction):**

Two (2) separate checks or payment methods are currently required for Treasurer accounting methods.

\$

(Total of Non-Refundable/Refundable RIFs)

## SECTION 6. Architectural Review Committee Recommendations

RECOMMEND APPROVAL: YES NO

RECOMMEND CONDITIONAL APPROVAL: YES NO

**REMARKS:**

RECOMMEND DENIAL: YES NO

REASON FOR DENIAL:

**ARC CHAIR SIGNATURE**

(I certify that ALL or a majority of the ARC Members voted)

*Date*

*Name*

*Signature*

**HOA BOARD APPROVAL/DENIAL**

**Board Members Initials/Date**

**BOARD APPROVAL**

**DENIAL**

*initials/date*

*initials/date*

*initials/date*

*initials/date*

*initials/date*

**REMARKS:**