

DEER CREEK VILLAGES OWNERS ASSOCIATION, INC
DESIGN REVIEW COMMITTEE (DRC)
INFORMATION AND PLAN REVIEW CHECKLIST

Date _____ **DCVOA Address** _____

Type of Submittal

Architectural

- Building Plans Remodel Accessory Structure (type: _____)
 Addition Patio Cover Deck/Patio Roofing Painting
 Other _____

Landscaping

- Landscaping Plan Fencing Maintenance Buffer Zone Mowing Compliance List
 Other _____

Owner Information

Owner Name: _____ Phone Number _____

Mailing Address: _____

Email Address: _____

Builder/Landscaper Information

Builder Name: _____ Phone Number _____

Mailing Address: _____

Email Address: _____

ARCHITECTURAL -Submissions are not complete until all items are received

- 1 Set of Paper Plans \$600 Submittal Fee PDF of Plans
 Door/Window Schedule Exterior Material Samples Living Area Square Footage
 Garage Square Footage Exterior Materials Compliance with DG Percentage

LANDSCAPING -Submissions are not complete until the required items are received

- Landscaping Plan with Elevations Fencing Plan with Elevations Materials Used
 Maintenance Buffer Zone area plan Mowing Company

Date of Submittal:	Received by:
Approval Date:	Start Date:

NEW BUILDS & REMODELS

SQUARE FOOTAGE

(Design Review Guidelines Section 3.2)

1. _____ Square Footage of the new build
 2. _____ Square Footage of the Garage (Minimum 600 Sq Ft)
 3. _____ Expected value when the new build is completed
- *Lots 53-93 on SE Stonebridge Drive north of Independence Avenue- no ranch or single-story dwelling shall be permitted on these lots with less than **1,500 square feet** of improved closed space, excluding garages and unfinished, non-walkout basements. No two-story or multi-story dwelling shall be permitted on any of these lots with less than 1,700 square feet of improved space, excluding garages and unfinished, non-walkout basements.*
 - *All other lots in Deer Creek Village- no ranch or single-story dwelling shall be permitted on these lots with less than **1,800 square feet** of improved closed space, excluding garages and unfinished, non-walkout basements. No two-story or multi-story dwelling shall be permitted on any of these lots with less than **2,000 square feet** of improved closed space, excluding garages and unfinished, non-walkout basements.*
 - *All garages must be a minimum of **600 square feet** in size.*
4. Does the garage have enough storage for lawn equipment, tool or other items typically stored in a shed?
- _____ Yes _____ No
- *Homes built after December 31, 2021, are no longer allowed to have outdoor sheds. Please make sure the submitted plans have enough storage space in the garage.*
(Design Review Guidelines Section 2.2)

SETBACKS

(Design Review Guidelines Section 2.1)

Setbacks to property lines:

Front Yard _____ Feet -Min 30 feet from property line
 Side Yards _____ / _____ Feet -Min 15 feet from property line
 Rear yard _____ Feet -Min 30 feet from property line

Please check setback guidelines for Lots 53-93 on Stonebridge Drive north of Independence Avenue as they are different than required setbacks above. Lots on SE Cobblestone, SE Flagstone, SE Limestone and SE Sandstone are included in these setback guidelines.

Front Yard _____ Feet -Min 30 feet from property line
 Side Yard _____ / _____ Feet -Min 15 feet from property line
 Rear yard _____ Feet -Min 15 feet from property line

- *Corner lots are considered to have two fronts, two sides and no rear. Please follow the above guidelines for corner lots (dependent on the lot number) using two fronts and two sides.*
- *Setbacks are measured from the property line to the foundation or building wall.*
(Design Review Guidelines Section 2.1)
 - *Setbacks must be measured PRIOR to pouring concrete. Property lines must be clearly marked prior to measuring setbacks.*
(Design Review Guidelines Section 5.6)
- *The site plan must show the **location of all property boundaries and a designation of the required setbacks** relative to the property boundaries -- please note that the streets are not the boundaries of most properties.*

COLOR AND MATERIALS

5. Exterior color(s): _____

- Exterior stucco, painting, or staining, either original or repainting, shall be done in earth tones or other approved colors and should not closely match nearby houses. (Design Review Guidelines Section 3.3)

6. Exterior materials: _____

- Brick, wood, stucco, and stone are the preferred materials.
- Aluminum and vinyl siding are not allowed. (Design Review Guidelines Section 3.4)

7. Planned brick, stone, or veneer material: _____
(Design Review Guidelines Section 3.4)

8. Percentage of brick, stone, or veneer material _____% (Min 30%)
(Design Review Guidelines Section 3.4)

- Front elevation must have a minimum of 30% of the net total square footage in brick, stone, or ceramic veneer. The net total square footage is the total square footage less the square footage of all openings (doors, windows, garage doors) on the front elevation. (Design Review Guidelines Section 3.4)
- Front, rear and any other street facing elevations of the house shall have a minimum of 15% of the total exterior facade in windows, doors, or openings. Non-street facing elevations of the house (other than front or rear) shall have a minimum of 10% of the total exterior facade in windows, doors, openings. Based upon the total square footage of the elevation and the total square footage in window, doors and openings. (Design Review Guidelines Section 3.4)
- Corner lots will be considered to have two fronts, two sides and no rear. Exterior surface material requirements stated above apply to the primary front. Exterior surface material requirements for the secondary front are 20%. Driveway access will be to the addressed street side. (Design Review Guidelines Section 3.5)

Material square foot measurements for each elevation:

- a. Total square footage of front elevation _____ sq. ft.
- b. Total square footage of brick, stone, veneer _____ sq. ft.
- c. Total percentage of coverage of brick, stone, veneer on front elevation _____%
- d. Total percentage of coverage of brick, stone, veneer on secondary front elevation _____% (if applicable)

Window square foot measurements for each elevation:

Front: Total sq. ft. of wall _____ Window and opening sq. ft. _____ percentage _____%

Right: Total sq. ft. of wall _____ Window and opening sq. ft. _____ percentage _____%

Left: Total sq. ft. of wall _____ Window and opening sq. ft. _____ percentage _____%

Rear: Total sq. ft. of wall _____ Window and opening sq. ft. _____ percentage _____%

9. Roof material, color and texture must be approved to match overall design.
Planned roof material _____
(Design Review Guidelines Section 3.6)

10. Garage doors color must blend with the rest of the dwelling and be approved by the DRC.
Planned Color(s) _____

(Design Review Guidelines Section 3.8)

- *Exact paint or stain color including color swatch must be submitted to the DRC for approval before painting or repainting is allowed.)*

11. Exterior light pole -Each property must have a permanent exterior light pole that is illuminated during nighttime hours. A permanent electric or solar exterior light post is required with a light sensor. A light post shall be installed not more than ten (10) feet from the road and at a height of four (4) to six (6) feet. The light post shall be of such type and configuration as approved by the DRC. Please use full-cutoff fixtures that cast little or no light upward.

(Design Review Guidelines 4.8) (Master Declarations Section 8.7)

Builders, please be familiar with the construction regulations.

(Design Review Guidelines Section 6)

Resubmission of Plans

If the plans submitted to the DRC do not meet the criteria outlined in the DR Guidelines, the corrected and resubmitted plans will not have a first resubmittal fee. Two or more resubmittals will need to include a check for \$200. Upon submittal of the new or corrected plans, the review process, including the allowable time for review by the DRC shall begin again. Any plans resubmitted shall be subject to review and approval based upon the then existing DR Guidelines.

(Design Review Guidelines Section 5.2)

Upon completion of the work on the project, the Owner shall notify the DRC in writing of the completion.

ACCESSORY STRUCTURES

BUILDING PROJECTS

Building projects and accessory structures (chimney flues, vents, gutters, downspouts, porches, deck, patio, patio covers, railings, exterior stairways, gazebos, storage sheds, pools/hot tubs, permanent play structures and outdoor kitchens) must match the color of the adjacent walls or be an approved color. The site plan must show the location of all planned and/or present improvements and accessory uses. State the square footage, design, color, and type of construction materials for all proposed improvements. *(Design Review Guidelines Section 2.2)*

Describe your project:

Total Square Footage _____ Colors _____
(Please submit PDF with colors)

Please submit:

- Site Plan
- Color Sample (if applicable)

Upon completion of the work on the project, the Owner shall notify the DRC in writing of the completion.

LANDSCAPING & FENCING

LANDSCAPING

1. Landscaping Plan must be compatible with adjacent properties and should use the existing topography of the property. The Landscaping Plan shall include designation of the areas to be irrigated and a description of the landscaping materials to be used.

Plant material shall be compatible with the local climate or be native to the area. Mulch or rock must be used in all planting beds. All exterior lighting must be subdued, no spotlights are allowed. All landscaping must be completed within one year of completion of construction or occupancy of the property. *For the site plan, show the location of all rocks mulch, trees, shrubs, and grass areas relative to all structures, improvements, and property boundaries. Label the types of plants to be used.*

(Design Review Guidelines Section 4)

Please submit:

- Landscaping Plan with elevations
- Types of materials
- Color and size of materials

FENCING

No privacy, vinyl, or chain-link fences. Only black metal, wrought iron-type fences are allowed and must be 4-6 feet high (see guidelines for lots 53-93 below). No fences are allowed in the front yard, and a fence must be no less than 10 feet from the front corner of the home. On the site plan, for perimeter or landscape fences, show the location of the fence relative to the property boundaries.

- *For lots 53-93 of Stonebridge Drive north of Independence Avenue, perimeter and landscape, fencing shall be pealed post and rail wooden fencing with a maximum height of 5 feet. The fence may include a lining of welded wire. The wooden fence shall have a natural finish or stain. Describe the height, design, color and type of construction materials for the fence. On the site plan, for perimeter or landscape fences, show the location of the fence relative to property boundaries.*

(Master Declarations 8.8) (Design Review Guidelines Section 4.3)

Please submit:

- Fencing Plan with elevations
- Materials used/Color Sample (if applicable)

Upon completion of the work on the project, the Owner shall notify the DRC in writing of the completion.

Maintenance & Mowing

MAINTENANCE BUFFER ZONE

(Design Review Guidelines 4.10)

Owners may seek a *Maintenance Buffer Zone* (MBZ) from the DRC in which an Owner chooses to leave an undisturbed natural area on a portion of the lot when the lot has a natural feature on it (e.g., drainage ditch or backing up to Surface Creek Trail). Owners are responsible for maintaining landscaping that is viewable from the street and is(are) outside of the DRC-approved *Maintenance Buffer Zone*. *NOTE: Noxious weeds are not considered "natural" and must be removed from MBZs.*

Requests for Maintenance Buffer Zones must be directed to the DRC by completing the checklist below. The DRC will maintain details of the lots with approved Maintenance Buffer Zones and make this available to the HOA board, DRC members, and representatives who perform property inspections.

Maintenance Buffer Zone Checklist

- Property is located on the westside of SE Stonebridge Drive
- Property backs up to ditch/wetlands
- Property backs up to hillside (Cedar Mesa)

How many feet are you requesting to be in the maintenance buffer zone _____

Please submit:

- Site Plan with proposed maintenance buffer zone

MOWING COMPLIANCE LIST

Owners who enter a contract with a Participating Mower (a list of Participating Mowers can be obtained from DCVOA) can be placed on the Mowing Compliance List.

- *Weeds and vegetation must be mowed and trimmed at a frequency and to a level that keeps them below 8 inches.*
- *The use of brush-hogs or brush-hog-type mowers are not allowed.*
(Design Review Guidelines 4.10)

Please submit:

- Participating Mower information
- Mowing schedule

Upon completion of the work on the project, the Owner shall notify the DRC in writing of the completion.

DRC ACTIONS

DRC shall issue a written decision within 60 days of the review application.

(Master Declarations Section 8.9)(Design Review Guidelines Section 5.1)

The DRC shall conduct a site inspection of the subject property no less than 5 days prior to commencing work on the project.

(Design Review Guidelines Section 5.1)

The DRC may inspect the completed project within 10 days of receipt of the notice of completion from the owner.

(Design Review Guidelines Section 5.5)

IF THE PROPOSED PLANS FOR A PROJECT DO NOT CONFORM TO THE REQUIREMENTS SET FORTH ABOVE, PLEASE ATTACH A DETAILED WRITTEN EXPLANATION AS TO WHY IT IS NOT POSSIBLE TO COMPLY, AND WHAT IS THE PROPOSED VARIANCE FROM THE REQUIREMENT.

The Design Guidelines (DG) and Master Declarations (MD) are the official requirements for building and landscaping. The items in this checklist are summaries of the Design Guidelines (DG) and Master Declarations (MD) requirements and should not be taken as the only requirements. Builders and homeowners are responsible for adhering to the complete documents at www.payhoa.com.

All plans and applications submitted for approval by the DRC shall be by appointment only. Please call for an appointment prior to submittal at 970-360-4555. At the time of submittal there will be a short review of the plans and application by the community association manager to ensure all documents are complete and payment is collected (when necessary). A DRC member will then ensure compliance with the Design Review Guidelines. All plans and applications are not considered complete until all submission criteria are met. Once all requirements are met, DCVOA has 60 days to respond to the request. Submittal of plans costs \$600.

Lot owners shall not be allowed to submit more than two new house plans per month. Additional plans will not be accepted until previously submitted plans have been approved or withdrawn. All plans that receive construction approval must commence construction within 120 days of approval letter. If construction has not commenced in 120 days then a new submission of the plans needs to be submitted.

FAILURE TO PROVIDE THE DRC WITH ALL REQUIRED INFORMATION WILL RESULT IN A DELAY IN THE APPROVAL PROCESS. NO MATERIALS SHOULD BE PURCHASED, OR CONTRACT WORK SCHEDULED UNTIL FINAL APPROVAL OF THE PROJECT.

The Owner hereby certifies the accuracy of the plans and information submitted as a part of this review process.

Printed Owners Name

Date

Owners Signature

The undersigned Builder/Landscaper/Contractor states and affirms that he/she/it shall uphold and comply with all terms, conditions, and requirements contained in the Master Declarations and the Design Review Guidelines of Deer Creek Village and the amendments thereto.

Company

Printed First and Last Name

Signature

Date