

Architectural Request Form

Southfork Property Owners Association
11605 Meridian Mkt Vw, Unit 124, PMB 147
Falcon, Colorado 80831

Date Received: _____

ACC Reviewer: _____
Please print full name

Property Owner Information

Request Date: _____

Telephone: _____

Owners Name: _____

Address: _____

Signature: _____

Proposed Changes and/or improvements:

- New Request** **Revision to Previous Request**
- Landscaping** – Form submission is required for major changes that might affect drainage and surrounding area. Include Plot Plan showing locations of landscaping changes. Please include Plot Plan, elevation drawing for any excavation (side view), and list ALL material to be used.
- Fencing** – Please include Plot Plan including gates, elevation (side view) drawing and list ALL materials to be used.
- Stand Alone Structure** – (Storage Shed, Barn, Playhouse, etc.) Please include a Plot Plan, an Elevation Drawing or Sketch of the finished structure, exterior materials to be used, paint colors, and roofing material to be used. Indicate if electrical will be installed and/or any electrical lighting. If exterior lighting is to be installed, indicate the location of the lighting on the plot plan.
- Deck/Patio Addition or Renovation** – Please include a Plot Plan indicating the location of the improvements in relation to your dwelling and an Elevation Drawing. Also include the material to be used in construction and color. Indicate if electrical will be installed and/or any electrical lighting. If exterior lighting is to be installed, indicate the location of the lighting on the plot plan.
- House Addition or Exterior Renovation** – Please include a Plot Plan showing locations of additions and/or renovations. Also include an elevation view. List all exterior material to be used. If replacing the external material (is Vinyl to Stucco), please indicate the old exterior material and the new material to be used.
- Other** – Please include a Plot Plan, Elevation Drawing and specify on a separate sheet all materials to be used.

_____ (initial) **Note:** A building permit, zoning permit and/or Inspection by the Regional Building Department (RBD) may be required by state law and/or to insure the safety of the change or improvement. Approval of this Request Form does not grant you permission to build without permits. Acquiring a building permit does not automatically approve this Request Form. Failure to comply with State and County building and zoning codes renders any Architectural Request Approval null & void. For your protection and safety, SFPOA recommends that all buildings, structures, decks and any other construction work be inspected by a qualified inspector.

Complies with all Covenants and is ready for Board Approval Date: _____

Does not comply with: Sec.22 [] and/or Sec.22 [] and/or Sec.22 [] and/or Sec.22 [] and/or Sec.22 []
Note: Please attach a separate document with the reasons for non-compliance

Board Member Approval: _____ **Date:** _____

REQUESTS FOR ARCHITECTURAL APPROVAL

Changes or additions to the exterior or landscape within Southfork Subdivision, except minor landscape changes, must be submitted to the committee in writing for review, approval or disapproval. The property owner should communicate their plans to their 3 nearest neighbors, 2 adjacent and 1 directly across the street (this is not a requirement for approval). Architectural Approval is mandatory *before* work begins. ***This form should be submitted at least four (4) weeks prior to work beginning.*** The Architectural Control Committee (ACC) has a maximum of 30 days to consider the request. If this needs to be expedited, please make it clear to the person receiving this request. Should a decision not be reached before the end of this period, the request is automatically approved (unless otherwise noted in the comments section). Upon approval/disapproval, the requester will be notified of the ACC's decision two ways: 1) by phone by a Board Member and 2) by letter from the Board. In the event a property owner disagrees with all or part of the ACC's decision, the request may be appealed to the Southfork Architectural Control Committee and Southfork POA's Board of Directors during an open Directors meeting. Failure to obtain approval prior to making changes will be met with firm action by the Board, up to and including legal action.

ARCHITECTURAL APPROVAL GUIDELINES

Architectural Approval is based on your covenants, specifically, but not exclusively to Section 22[a-u]. These are guidelines and you are required to have a signed approval letter prior to work beginning, even if you meet all these guidelines.

Exterior Painting

ACC approval is not required if residence is to be repainted the same colors. For color changes, selected colors must be approved by the ACC and complement the neighboring homes. The primary stipulation regarding exterior painting is the new color scheme must be different than that of adjacent residences. Garages and ALL other free standing structures (Sheds, Barns etc.) must also be repainted as described in the amended Section 22[c].

Landscaping

ACC approval is only required when significant landscape changes are planned. This would include removal of trees over 6 inches in diameter, shrubs or trees for screening or hedge or drainage changes. Garden plots contained on the owner's property will not require ACC approval. Please remember, according to Section 22[i] total landscape and garden area must not exceed 4,000 square feet.

Fence Addition

As per Section 22[h]; Fencing can not be greater than 6 ft in height and Barbed Wire is not permitted (Section 22[m]). Please check with the RBD for zoning requirements. (There are very specific rules as to where on your property you can install a fence.) All Electric fences should be clearly marked as such. While painting of wooden fences is allowed, a stained or natural finish is recommended.

Stand-Alone Structure Addition (Storage Shed, Barns, Playhouse, etc.)

Stand-Alone structures should be located in a complementary location if possible, Easements and right-of-ways must be observed. All materials for the siding, trim and roof, should be the same as those of the residence but are not required to be so. As per the amended Section 22[c]; external material must be painted with the same colors as the residence. As per the amended Section 22[c] the roof of ALL non-agricultural structures must have a minimum 3 – 12 pitch and any agricultural structures must have a minimum 1 -12 pitch. The general appearance shall be that the new Structure is an integral part of the house and Plot Plan. RBD Permits are required for structures over 120 square feet and are required for ALL/ANY electrical work. A zoning permit is required prior to all building permits being issued. (Some exemptions may apply; contact the RBD to be sure.)

Deck/Patio Additions or Renovations

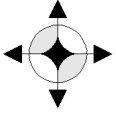
All construction must conform to applicable building codes (example: step tread/heights, loading, railing heights, etc.). Decking and railing materials should be either cedar, redwood or treated pine. Where Code permits, foundation materials may be brick or concrete. While painting is allowed, a stained or natural finish is recommended. All decks require a RBD Building Permit as well as any electrical.

House Additions or Exterior Renovation

All construction must conform to applicable building codes. Exterior should be constructed of the same materials as existing structure. Exterior should be painted the same color as existing structure.

NOTE: Property Owner assumes responsibility for all improvements made to their property. In some cases, a building permit and/or building inspection by the RBD may be required. All improvements must comply with applicable State, County, and City building and zoning codes. Failure to do so renders any Architectural Request Approval null and void. Do not assume ANYTHING. Call the RBD at 719-327-2880 BEFORE work begins. Failure to acquire the necessary permits could result in the RBD fining you three (3) times the amount of the original permit fees and/or removal of the structure you built if the RBD deems the structure to be unsafe. The RBD will place a lien on your home for any unpaid fines and/or fees.

Plot Plan, Elevation Drawing or Structure Drawing Template



Please indicate NORTH
on the compass above

Materials to be used:

Street Name or Neighboring Address

Street Name or Neighboring Address

Street Name or Neighboring Address

Street Name or Neighboring Address