Custom Home Design Review & Construction Process

January, 2009

From the
Design Review Committee
Of the
Castle Pines Homes Association

The following is an outline of both the design and construction review process. Please refer to this information when preparing a design submittal or field review. Contact the Design Review Coordinator if assistance is required in completing this process.

For information, contact:

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The publication is designed to assist in the development process. It is not intended as a substitute for, or a change to the requirements set forth in the Amended Declaration, the Design Guide, the Development Guide, or other requirements of the Design Review Committee, the Castle Pines Metropolitan District, the County of Douglas or any other governmental entity.

I. SUMMARY LIST OF REVIEW AND PROCESS STEPS

Step 1 Pre-Design Conference
Step 2 Conceptual Design
Step 3 Design Development
Step 4 Construction Document Submittal
Step 5 Pre-construction Conference
Step 6 Compliance Review

II. DESIGN REVIEW COMMITTEE (DRC) SUBMITTAL PROCESS

A. GENERAL NOTES - Applicable for all Submissions and Approval Processing

1. All drawings submitted to the DRC shall be legible, accurate and of reasonable graphic quality. All drawings and other submission materials must include the following information as applicable for the type of document: Owner/Applicant's name; project name, if applicable, the Lot Number; map title, legend, sheet number, the preparer's name, address and phone; the date of the initial preparation and subsequent revision dates; written and graphic scale, contour elevations and interval; and north arrow.

2. All submittals must meet the requirements of the DRC. Any of the Design Review submittals may be combined to expedite the process, however, the applicants acknowledge that they proceed at their own risk. It is the Applicant's responsibility to confirm that all applicable requirements are met throughout the review and approval process.

3. Plan approvals by the Castle Pines Design Review Committee are valid for one year from the time of final approval of Construction Documents. If construction of the approved residence has not begun in this time frame, the Design Review process and applicable fees must be initiated once again.

4. The following inspections will need to be scheduled by the owner/builder with the Design Review Staff.
   a) Prior to release of building permit: Pre-Construction Conference
   b) Completion of pouring of foundation walls.
   c) Upon completion of exterior shell.
   d) Prior to release of Certificate of Occupancy: Compliance Review.

NOTES: *Any and all modifications or changes to the approved exterior construction plans must be re-submitted to the DRC. Any changes to the approved color board must be re-submitted.*

The Design Review Coordinator will visit all construction sites on a regular basis to insure construction conformance, as well as compliance with the rules and regulations. Contact the Homes Association office at any time assistance is needed, 303-814-1345.

Construction of a home should be completed within eighteen (18) months from the date the Douglas County Building Permit is issued. In cases of extenuating circumstances or unforeseen problems, the Owner must request an extension from the Castle Pines Design Review Committee.

Step 1 Pre-Design Conference

A pre-design conference is required for each lot. The Castle Pines Design Review Committee staff is available upon request for lot owner(s), prospective lot owner(s) or owner's representative(s) to discuss the following:

1. Site classification
2. Massing and building profile
3. Building footprint size and location
4. Impervious coverage
5. Setbacks and easements
6. Defensible space (CO State Forest Service Fire Mitigation Requirements)
7. Tree Preservation and Natural vegetation/habitat protection
8. The philosophy behind planning in Castle Pines Village
9. Site Planning: topography and grading, access, work staging (storage, parking, soil displacement)
10. Landscape planning: erosion control, restoration requirements, plan/site development procedures
11. Castle Pines exterior lighting policy
12. Design Review submittal requirements and process
13. Construction rules and regulations/builder's critical path process

Step 2 Conceptual Design

This submittal shall be accompanied by a completed application for DRC approval.

Two (2) copies of the following are required:

A. Architectural Site Survey of subject property prepared at a scale of 1" = 10', or 1/8" = 1'0" on a 24x36" sheet, if lot is less than one acre. For larger properties, 1" = 20' is acceptable. Minimum indications shall include:

1. Site Classification. (As determined by DRC)
2. Contour intervals at no greater than 2 foot-0 inches.
3. Topographical information to extend a minimum of 10 feet beyond lot boundary line and to include any pertinent data beyond 10 feet, if applicable.
4. If applicable, location of centroid or a platted building envelope.
5. Approximate tree trunk caliper in inches measured 4' 6" above grade.
6. Locate all existing site improvements, easements, rights-of-way, utilities, utility cabinets, sewer service location with invert elevation, water service location, etc.

***Note**: All Architectural Site Surveys shall bear the seal and signature of a Professional Land Surveyor, registered in the State of Colorado. Approval of submitted documents by the DRC will not be granted prior to receipt of the sealed Architectural Site Survey.*

B. Conceptual Architectural Plan at 1/8"or 1/4" = 1'0" scale, prepared using the Architectural Site Survey as a base.

1. Building footprint
2. Preliminary building elevations; all four exposures
3. Preliminary floor plan
4. Site and building relationship (distance to property lines)
5. Building cross section that also shows existing and proposed grades
6. Approximate elevations for foundation and first floor; and garage
7. Study model, if required by the Design Review Committee

C. Conceptual Site Plan prepared at 1/8" = 1'0" or 1"=10' scale using the Architectural Site Survey as a base.

1. Site Classification
2. Building Footprint
3. Preliminary grading and drainage plan
4. Proposed driveway access alignment
5. Exterior living spaces*
6. Impervious coverage calculations
7. Preliminary retaining, or screening walls
8. Any additional or required trees to be planted or transplanted, i.e. for screening, augmentation*, enhancement, etc.
9. Existing trees, including those in the building footprint
10. Existing shrub masses i.e. gamble oak

***NOTE:** *There can be conditions that will necessitate the construction of exterior site improvements or tree planting prior to building or foundation construction.*

Please Note: One copy of the plans shall be retained for the Design Review files. The second copy will be returned to the applicant with any applicable Design Review notes, comments, and revisions. **This set of red line plans shall be brought to the next level of review for reference and illustration of any revisions.**

If a property adjoins a golf course, an additional copy is required for review by the golf course.

Step 3 Design Development

Two copies of each of the following documents are required (The red-lined copy of the previous submittal for reference is also required):

A. Construction Site Plan will show the following items listed below. As indicated, these items will be staked in the field at the time of the on-site **Staking Review Step 5**. All stakes shall be set firmly in place, color coded with paint and/or flagging and labeled with a permanent marker to correspond to the stake points shown on the Construction Site Plan.

NOTE: *The Design Review Committee may require an on-site staking review at the Design Development Stage if trees and elevations need to be precisely located, because of their proximity to proposed construction.*

1. Proposed, permanent residential access route; including minimum driveway culvert size, future use utility sleeving -- stake the centerline of the driveway.
2. Show additional, if any, proposed construction access routes to the Building Envelope (stake). Construction access must be the same as the residential driveway and utility routes unless otherwise approved by the DRC. If temporary construction access across any 'common area' or adjacent lot is necessary, a letter from the property owner granting such access must be received by the DRC prior to gaining access across such property.
3. Indicate storage areas for topsoil and excavated materials.
4. Show storage/staging areas for building materials.
5. Identify all proposed construction vehicle-parking areas.
6. Show location of construction trailer, if applicable.
7. Show location of temporary toilet.
8. Indicate proposed location of concrete dump and washout area in designated paved driveway space.
9. Show location of construction dumpster or trash bin.
10. Show the shrub masses and overstory trees that are to be removed, transplanted or saved and the preservation methods to be used.
11. Project benchmark, to be located outside area of potential disturbance and set by a permanent pin and marked by a painted and flagged rebar or T post. Elevations noted permanently on construction site plan and on pin.
12. Building corners.

13. Major site improvements i.e., retaining walls, terraces, and swimming pools, etc.
14. Proposed drainage improvements including swales, inlets and pipe sizing.
15. Line of disturbance or silt fencing to indicate limits of construction, tree protection
16. Water service line to the house and shut off valve.
17. Sanitary sewer service line to the house, stub-in.
18. Gas service line to the house.
19. Cable TV line to the house.
20. Electric service meter pedestal and line to the house.
21. Telephone service lines to the house.

Information/Purpose:

Elevation reference stakes:

1. Project bench mark - pin and rebar
2. Stake building footprint corners, orange flagging
3. Stake site improvements/extensions

Building envelope and access routes:

1. Stake centerline proposed residential access
2. Stake route of utility line trenches
3. Stake & label construction access, if different

Temporary construction buildings & use areas:

1. Stake & label construction trailer, toilet, etc.
2. Stake & label stockpile areas

B. Building Plans: hard-line drawings, showing complete floor plans, elevations, and building sections at ¼" scale, as per requirements of Douglas County Building Department. Plans also to indicate final foundation and floor elevations.

C. Drainage, Sediment and Erosion Control Plan shall be prepared in accordance with the requirements set forth by the Douglas County Drainage Plan Requirements.

D. Sample Board of all exterior materials and colors.

1. Display on 18"x24" board with a separate typed information/spec sheet attached to the back and another copy for the DRC. Files specifying the manufacturer, brand name, color code, grade, texture, and any other pertinent data for each material, i.e. roof, stone, stucco, window, trim, fascia, garage doors, railing, etc.
2. Material samples should be no smaller than 4 "x4" to show texture, finish and color.

3. Print of front elevation of the residence should be on the board and colored. Note: the DRC will retain the color board until the project has received final construction approval.

E. Lighting Product Literature of all exterior lighting fixtures to be used (cut sheets) and their proposed locations. Please refer to the Castle Pines Exterior Lighting Policy for current information.

F. Significant Architectural Design Elements: plans shall indicate all exterior details and embellishments.

Step 4 Construction Document Submittal

Two copies of each of the following documents are required. (Redlined copy of the previous submittal for reference is also required):

A. Architectural working drawings including

1. Foundation plans
2. Electrical plans
3. A complete set of plans per Douglas County Building Department's requirements.
4. The final site plan is to be attached as a cover sheet.

NOTE: After Construction Documents have been approved, any changes of the exterior appearance, materials, fenestration, grading, or existing vegetation must be submitted for review and approval by the Design Review Committee. All discrepancies from approved plans must be re-approved/corrected before a Certificate of Occupancy letter will be issued. If discrepancies from approved plans are discovered, corrections will be required prior to re-inspection. It shall be the responsibility of the builder to notify the Design Review Committee when corrections are completed.

Step 5 Pre-construction Conference and On-site Staking Review

1. No disturbance to the site may occur prior to the issuance of the building permit without the prior written approval of the Design Review Committee.
2. All required plans and documents must be approved and on file with the Design Review Administrator. They include:
   a) The Castle Pines Design Review Committee approved construction site plan and verification of the project benchmark.
   b) Metro District Site Plan. (Construction Site Plan)
   c) Colorado State Forest Service Defensible Space Assessment.
3. After all required documents have been filed, the footprint and required site information shall be staked and the project elevation benchmark placed where its location is accessible for easy reference to check house and construction

construction site elevations. DRC staff will review staking and elevations at this time.

4. All trees and oak that are to be pruned as designated by the Colorado Forest Service shall be done after site staking approval. All debris and slash shall be removed from the site at this time.
5. The owner/builder shall meet with the DRC staff to assure that
   a) all defensible space work has been completed
   b) All trees and shrubs on the property that could be impacted by site construction are protected 5' past their drip line by snow fencing and hay bales as appropriate.
   c) The site plan "line of disturbance" may be required to be fenced to avoid encroachment into native natural areas beyond the building site.
   d) All erosion control methods must be installed and remain throughout the construction period.
6. Applicant, General Contractor and Excavator are required to attend on-site pre-construction meeting.
7. The contractor will be furnished Castle Pines Building information, including the Contractor Rules and Regulations. It is the responsibility of the contractor and owner to ensure that all subcontractors and material suppliers follow the rules and regulations.
8. Upon confirmation of the Construction Site Plan and required documents, the Design Review Administrator will issue a letter to the Douglas County Building Department authorizing approval for the release of the building permit.

Step 6 Compliance Review

The Design Review Coordinator will execute a letter to the Douglas County Building Department authorizing the release of a Certificate of Occupancy (C.O.) upon completion of the project per approved building plans, the Construction Site Plan, and specifications including:

1. Exterior material sample board.
2. Exterior lighting cut sheets.
3. Site cleanup.

Subsequent to the issuance of the Certificate of Occupancy, all requirements and regulations as established under the Covenants shall come under the authority of the Castle Pines Homes Association.

The Design Review Committee reserves the right to change this procedure at any time. It is therefore important to make sure you have the most current copy of the Process.