

**STEAMBOAT LAKES SUBDIVISION
FILINGS 1 THRU 4
WILLOW CREEK PASS VILLAGE ASSOCIATION**

**RESIDENTIAL DESIGN REVIEW
SUBMITTAL INFORMATION**

**STEAMBOAT LAKES SUBDIVISION
FILINGS 1 THRU 4
WILLOW CREEK PASS VILLAGE ASSOCIATION**

Architectural Review Guidelines

These Guidelines provide the framework for the Environmental Control Committee (**ECC**) to review, process and approve residential construction in the Steamboat Lake Subdivision Filings 1 Through 4 (**Subdivision**). An Owner must comply with the following procedures to secure necessary approvals, as well as Routt County planning, zoning, and building code requirements. An owner should reply in writing to any concerns expressed by the ECC during the review process.

No building or other structure shall be constructed, erected, or maintained on any lot, nor shall any addition thereto or change or alteration therein be made until the following plans and specifications have been submitted to the ECC and by it approved in writing as follows:

- Location on lot
- Floor plans and elevations
- Landscaping, drainage and grading plans
- Provisions for off street parking and locations of driveway access
- Snow storage, on site
- Specifications of principal exterior materials and color schemes
- Drawings of the locations, character and method of utilization of all utilities.

Owners of lots within the Subdivision are encouraged to consult with the ECC prior to and during the preparation of such plans and specifications in order to avoid withholding or delay in approval. Such plans and specifications shall be deemed approved 30 days after delivery of the same to the ECC if not specifically approved or disapproved in writing within such 30-day period. Compliance with the spirit of these Guidelines is crucial to the natural enhancement and protection of the qualities of the Subdivision and to the entire Owners' commitment to the preservation of this quality subdivision.

These guidelines are subject to the ECC's supervision and approval and to the Routt County zoning and planning regulations and where applicable, federal and state statutes, rules and ordinances. Final judgment of any submission must remain discretionary to the ECC. Disapproval by the ECC may be appealed to the Board of Directors. The ECC and the Board will be guided in their decisions by the Declaration of Covenants, Conditions, and Restrictions for the Steamboat Lake Subdivision Filings 1 thru 4 (CCRs) and Bylaws. These Guidelines may be changed from time to time by the Board of Directors to reflect new experiences and to accommodate changing conditions without modifying the overall stated intent. Owners contemplating activities covered by these Guidelines should be sure they have obtained the most recent approved version.

REVIEW SUBMITTAL PROCESS

Address all written Submittals to the Willow Creek Pass Village Association Environmental Control Committee P.O. Box 775836 Steamboat Springs, CO 80477-5836. Submitted documents shall be to the scale set forth below or as required by Routt County.

All ECC approvals shall be valid for a period of one (1) year from the date of issue. IF construction of an approved structure has not commenced within said period, the review process must be started anew.

1. Optional Orientation Meeting and Statement of Design Intent (Discretion of ECC or owner, not a requirement)

Purpose: To ensure familiarity with the guidelines and communicate the Owner's design intentions to the Committee

Composition of Meeting: A meeting between the ECC or its Chairman and the owner and his/her architect to address applicable standards and constraints.

Form of Submittal:

- Completed Review Request Form. Two copies of a written and/or graphic explanation to include the design approach, citing philosophy and materials to be used
- Two copies of a preliminary site plan (scale 1/8"=1') to include building location, driveway, parking, grading, *tree locations* (?), snow storage and any other explanatory materials the owner may wish to submit.

2. Construction Plan (Working Drawings) Review

Purpose: To ensure working drawings conform to the Guidelines

Form of Submittal: Two (2) copies of the following items:

- Lot plan (1/8"=1') to include, but not be limited to, building location, driveway, parking, grading, designated storage areas for excess fill, construction debris and materials, a designated parking area for construction vehicles, other temporary structures to facilitate construction, existing and proposed contour lines at 2 foot intervals, decks, utilities and accessory development of any kind.
- Floor plans, roof plans and building sections (1/4"-1').
- Exterior elevations (1/4"=1') to include existing and proposed grade levels, material and color indications.
- Schematic landscape plan to include existing and proposed plant material
- An explanation (8 1/2"X 11") of exterior materials, colors, textures. (The ECC may require samples of materials and color chips.)
- Site staking of building corners, driveway and improvements.
- A building construction schedule to include starting and completion dates for the building

Construction plans and documents must be approved in writing by the ECC prior to the submission to Routt County for a building permit (see attached form).

3. Construction Progress Review

A member of the ECC or its agent may but is not required to periodically visit the construction site to monitor compliance with the approved Construction Plan and the Construction Period Regulations. Any items of non-compliance will be immediately corrected or removed by the owner or his/her representative.

4. Project Completion Review

The owner or his/her representative shall inform the ECC in writing ten (10) days prior to the occupancy permit inspection by the building inspection authority. The ECC shall then schedule an on-site meeting with the owner and his/her representative to review the construction to ensure the final exterior building form is substantially in accordance with the approved contract documents. Non-conforming improvements identified by the ECC shall be promptly removed or corrected by the Owner or his/her representative.

CONSTRUCTION GUIDELINES

**STEAMBOAT LAKES SUBDIVISION
FILINGS 1 THRU 4
WILLOW CREEK PASS VILLAGE ASSOCIATION**

**ENVIRONMENTAL CONTROL COMMITTEE
DESIGN REVIEW GUIDELINES**

PURPOSE OF THE GUIDELINES

As it's name implies, this document (**the "Guidelines"**) is strictly about design, i.e. the three-dimensional look and feel of the man made environment. It also describes the submittal requirements and the related process of design review. The Declaration of Covenants, Conditions, and Restrictions for the Steamboat Lake Subdivision Filings 1 thru 4 (**the "CCRs"**) form the legal basis for the Environmental Control Committee's (**the "ECC"**) procedures and discretionary purpose.

Architectural review benefits everybody by creating and upholding the quality and value of the community. The objective of the guidelines is to ensure that Willow Creek Pass Village will have a cohesive personality while still encouraging flexible design expression so that residents may feel a sense of pride in their own residence, their neighborhood, and all of Willow Creek Pass Village.

The review process is concerned with physical elements that can be viewed from the outside, i.e. the overall architectural form, colors, textures, and landscaping. The guidelines outline the basis for a favorable review, however everything contained herein should be considered advisory, and not as specific design solutions. Creative individuality is encouraged. There is no precise formula for approval. In the final analysis, the committee will review all submissions in "the spirit of the guidelines". There will be no "technical approval" because the prescription of the Guidelines has been met.

The Committee or the Board may supplement, amend or repeal all or any portion of these Guidelines at any time, and without being obligated to notify any Builder, owner or any other person. Consequently, it is the responsibility of each Builder, owner or person to obtain and review a copy of the most recent Guidelines in effect. If these Guidelines are inconsistent with the terms of the CCRs, the CCRs shall prevail.

1. ARCHITECTURAL GUIDELINES

1.1 BUILDING HEIGHT AND MASS

A. ROOF PITCH

Principal structures shall have a minimum roof pitch of 6/12 with no maximum. Depending on the given style of a submission, the committee may deem the pitch too steep or too shallow. Roof pitches other than 6/12 will be considered on an individual basis.

B. ROOF OVERHANGS

Roof overhangs must be proportionate to the roof pitch.

Example: 4/12 – 7/12 pitch the overhang = 3'0" to 4' 0"

6/12 – 12/12 pitch the overhang = 2'0" to 3'0"

C. FACIA BOARDS

Fascia boards should be proportional to the pitch and overhang of the building. However in no case will they be less than 6" nominal.

D. DORMERS

Dormers are encouraged as a design feature as well as a functional component of the building. All dormers should compliment and have balanced proportions relative to the roof they are helping to articulate. Typically the dormer should have the same fascia detail and roof pitch as the main structure. Shed dormers may also be used to further enhance architectural design of the structure. Windows used within dormers shall be centered in the wall of the dormer.

E. PORCHES

a. Balconies and Decks

Balconies and above grade decks provide outdoor living space and add interest and scale to the house. Decks and balconies should be designed as an integral part of the house.

b. Porch Roofs

Porch roofs add additional character and should compliment the principal structure. The use of hip, gable, and shed roofs all add style and design features to the building and their use is strongly encouraged.

F. EXTERIOR TRIM ELEMENTS

a. Window and Door Trim

Window and Door trim should be proportioned to the façade it is embellishing. The size of casing used for the leg, header, and sill of any window or door should be proportional to the size of the window or door.

b. Miscellaneous Trim

Corner Boards should be 3 1/2' to 8" wide depending on the style of the residence.

c. Railings

Railings should be appropriate to the overall design of the house. Visual weight and articulation should be considered when designing the railing layout.

G. BUILDING HEIGHT

The maximum height allowed for any structure is not to exceed 35 Feet, or a height defined by Routt County Regulations, which ever is less.

1.2 BUILDING MATERIALS

A. EXTERIOR CONSTRUCTION MATERIALS

See Residential Use Covenants sec. D

B. STONE VENEER

The use of stone veneer is highly encouraged, but not a requirement. Submit type, color, and style for approval.

C. FAÇADE MATERIALS

Most natural wood products, stucco, brick, or decorative block and stone are acceptable. Refer to sec D of covenants section for not approved materials.

D. ROOFING

Natural wood shake shingles or galvanized metal will not be allowed to be used as roofing material. Asphalt shingle, concrete tiles, slate, synthetic slate, pro-panel metal, and metal shakes are examples of roofing materials that are acceptable. Treated wood shake shingles meeting Underwriting Laboratories "Class A" fire rating are acceptable.

E. COLORS

The recommended colors are those that are readily found in the forest surrounding the subdivision. Recommended colors: green, brown tones, tans, black, dark gray, and red, are some examples of acceptable colors. No highly reflective materials will be approved.

F. FOUNDATIONS

Exposed foundations must be finished. Examples of approved finishes are stucco, paint, or another approved method. No exposed black waterproofing will be allowed.

G. FLASHINGS

Any exposed flashing shall be either colored metal, metal with a patina or copper. No galvanized flashing will be allowed.

H. GARAGE DOORS

Garage door color schemes should be that of the principal structures.

I. MANUFACTURED HOMES

Manufactured Homes will be considered on an individual basis. No mobile (with or without wheels) homes or trailers will be allowed. This restriction does not affect the panelized construction methods. No Prow fronts will be allowed.

1.3 COLOR SCHEMES

Color schemes are allowed to vary from structure to structure and style to style. Color palettes are strongly encouraged to have a basis in color schemes found in nature. The only colors that will not be allowed are fluorescent, pastel or garish shades. It is highly encouraged that the trim color, fascia, and body color be different, complimentary colors that assist in displaying the architectural features of the residence.

1.4 FIREPLACES AND CHIMNEYS;

Fireplace chimneys shall be finished in a material consistent with the material used on other portions of the house. Chimneys should be designed in proportion to the home.

1.5 SKYLIGHTS AND SOLAR PANELS

Skylights may be permitted as long as there is not an excessive or inappropriate amount of glass in the roof plane. Solar panels that are integrated into the structure of the roof such as photovoltaic shingles are acceptable.

1.6 UTILITIES

Propane tanks are required to be buried or screened. Screen material is to be submitted and approved by the ECC. Above ground storage tanks are to be screened so as to not be visible from the road and adjacent lots.

Electric power meters are to be installed according to utility company requirements. Temporary construction meter locations are to be removed and replaced with acceptable, permanent meter placements.

1.8 ANCILLARY BUILDINGS

A. DETACHED GARAGES

Detached garages must resemble the principal structure in color scheme, trim details, proportioning, etc. The façade should be articulated with windows and doors just as if it was an extension of the principal structure.

B. GARDEN AND STORAGE SHEDS

Sheds must resemble the principal structure in color scheme, trim details, proportioning, etc. They should be situated on the lot in such a way that they fit with the over-all site plan and do not detract from the residence. Shed size is not to exceed 80 square feet or must conform to Routt County rules and regulations. The larger of the two shall prevail.

1.9 LANDSCAPE GUIDELINES:

A. DITCHES AND SWALES

See covenant section 5.j all culverts must be installed prior to the start of construction, size of culvert to be determined by Routt County Road and Bridge Dept. The minimum size of any culvert will be 18 inches in diameter.

B. DRIVEWAYS

Driveways will be constructed according to the Routt County Road and Bridge rules and regulations. Failure to perform this task will result in the forfeiture of the road deposit.

C. WATER AND SEWER TAPS

Road cuts created by water and sewer taps will be back filled with a minimum of 2 feet of an acceptable shading material (sand), The balance of the material shall be a clean backfill material, absent of clay. The backfill material will be compacted with a vibrator type device in lifts not to exceed 18 inches. Road surface will be restored to the condition existing prior to making road cuts. Pit run and road base material will be replaced and compacted. Failure to perform this task will result in the forfeiture of the road deposit.

D. GRADING, EROSION CONTROL AND DRAINAGE

Site grading shall be limited to construction of new foundation/basements of the home and approved parking structure. Excess fill shall be removed from the site. Disturbed areas must be returned to smooth and graded condition within (90) days after occupancy.

Site work contractors and owners must pay special attention to drainage and site management. The existing drainage pattern, ditch designs and grades must be maintained without alteration unless approved by the ECC, which still must not materially affect site drainage or lot elevations.

To maintain good storm water management, culvert pipe may not be extended or relocated without the approval of the ECC. Where homeowners build walkways from the street to their home, a "bridge" design is preferred over the drainage swale. If homeowners install a culvert pipe, written approval and final inspection by the ECC is required.

E. SNOW STORAGE

All snow on a lot must be stored within each individual lot. Under no circumstances shall snow be plowed into the public right-of-way. Snow removal from personal driveways is the responsibility of the individual owner. Snow shed from roofs shall not encroach on adjacent lots. In the case of a shared driveway easement, owners shall be responsible for moving snow on their property away from the other owners' lot line.

F. TREES AND SHRUBS:

All plants should be of native varieties and consideration should be given to the use of low water demand type plants.

G. SANITARY FACILITIES

Each owner/builder shall provide adequate sanitary facilities for its construction site. Portable toilets or similar temporary toilet facilities shall be located only within the building envelope or in areas approved by the ECC.

H. OFF STREET PARKING:

Each lot will provide two (2) guest parking spaces in addition to the double garage, carport, or two (2) spaces that are required. There will be a total of four (4) on site parking spaces on each lot. **ON STREET PARKING WILL NOT BE ALLOWED.**

INSERT RESIDENTIAL USE COVENANTS HERE

EXHIBITS

ATTACHMENT A
RESIDENTIAL DESIGN REVIEW APPLICATION

OWNER INFORMATION

LOT # _____ FILING # _____
OWNER NAME (S) _____
OWNER NAME (S) _____
ADDRESS _____
PHONE _____ FAX _____ CELL _____
ARCHITECTURAL FIRM _____
ADDRESS _____
PHONE _____ FAX _____ CONTACT _____
BUILDER/CONTRACTOR _____
CONTACT _____ PHONE _____
ADDRESS _____

I/WE HAVE READ AND ARE FAMILIAR WITH THE LATEST VERSION OF THE GUIDELINES OF WILLOW CREEK PASS OWNERS ASSOCIATION AND HEREBY MAKE APPLICATION TO THE ECC FOR APPROVAL OF THE ATTACHED CONSTRUCTION PLANS.

OWNER SIGNATURE _____ DATE _____

OWNER SIGNATURE _____ DATE _____

- ATTACHED IS DESIGN REVIEW FEE OF \$ 30.00
- ROAD DEPOSIT FEE OF \$1000.00- REFUNDABLE 1 YEAR AFTER CERTIFICATE OF OCCUPANCY AND SATIFACTORY INSPECTION OF ROAD.
- 2 SETS OF PLANS. (PLANS MUST BE EXACT PLANS TO BE SUBMITTED TO ROUTT COUNTY PLANNING.) ONE SET TO BE RETAINED BY ECC.

**STEAMBOAT LAKES SUBDIVISION
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Architectural Review Guidelines
ENVIROMENTAL CONTROL COMMITTEE
P.O. BOX 775836 STEAMBOAT SPRINGS CO. 80477

FINAL INSPECTION REPORT

DATE _____

TO: Official responsible for building permits for Steamboat Lakes Subdivision filings 1 thru 4, Routt County:

Address

Re: Filing # ____ Lot # ____ Steamboat Lakes Subdivision Filings 1 thru 4

Owner Name _____

On the above date the Environmental Control Committee of the Willow Creek Pass Owners Association has authorized me to certify that the committee has approved the attached plans and specifications for construction working drawings in accordance with the Declarations for Willow Creek Pass Owners Association, Steamboat Lakes Subdivision Filings 1 thru 4, Routt County, Co.

Sincerely,

Authorized committee member

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P.O. BOX 775836 STEAMBOAT SPRINGS CO. 80477

CERTIFICATE OF OCCUPANCY APPROVAL

DATE _____

TO: Official responsible Certificates of Occupancy for Steamboat Lakes Subdivision filings 1 thru 4,
Routt County:

Address

Re: Filing # ____ Lot # ____ Steamboat Lakes Subdivision Filings 1 thru 4

Owner Name _____

On the above date the Environmental Control Committee of the Willow creek Pass Owners Association has authorized me to certify that the committee has reviewed the project on the above lot and certifies that the construction is in conformance to the construction drawings approved by the committee.

Sincerely,

Authorized committee member

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P.O. BOX 775836 STEAMBOAT SPRINGS CO. 80477

ECC CHECK SHEET

DATE _____

Re: Filing # ____ Lot # ____ Steamboat Lakes Subdivision Filings 1 thru 4

Owner Name _____

1. MAIN FLOOR SQUARE FOOTAGE _____
2. TYPES AND STYLE OF EXTERIOR MATERIALS _____
3. EXTERIOR COLOR _____
4. EXTERIOR TRIM COLOR _____
5. CONSTRUCTION MATERIALS, NEW _____
6. ROOF COLOR _____
7. TYPE OF ROOF MATERIALS _____
8. ROOF PITCH _____
9. FOUNDATION MATERIAL _____
10. CULVERT SIZE AND LOCATION ACCEPTABLE _____
11. STRUCTURE HEIGHT NOT OVER 35 FEET _____

CONSTRUCTION START DATE _____ COMPLETION DATE _____

APPLICATION FEE \$ 30.00 RECEIVED _____

ROAD DEPOSIT FEE \$ 1000.00 RECEIVED _____

ROAD DEPOSIT REFUNDABLE ONE YEAR AFTER C of O ISSUED AND ROAD APPROVED BY ECC.

DATE APPROVED _____ DATE DISAPPROVED _____

REASON FOR DISAPPROVAL - _____

DAN HAVERON DAN MYERS SUSAN MARSHALL CHRISTINE PEARSON

THREE SIGNATURES REQUIRED TO APPROVAL

**STEAMBOAT LAKES SUBDIVISION
FILINGS 1 THRU 4
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Architectural Elements/Features**

Point Requirements – Plans must be awarded at least 15 points by the Environmental Control Committee.

Construction Type

Log	+ 3
Frame	+ 2
Manufactured	- 2

Garage/Carport

Neither carport nor garage	- 3
Carport	- 1
Two Car Garage	+ 2
Attached Garage (additional point)	+ 1

Front Porch

Covered under separate roof element twice the width of the front door w/ railing	+ 2
Larger Porch / Deck – minimum eight feet deep, 10 feet long with railing	+ 2

Roof Pitch and Ridge Lines

More than 20 percent pitch steeper than required	+ 1
Two ridge lines of not less than four feet	+ 2
Additional ridge lines that equal at least 4 feet	+ 1
Building orientation, street face aesthetic (ECC discretion)	-2 to + 2

Additional Corners

For each additional corner (over 4)	+ 1
For additional corners, bottom to top of structure	+ 2

Square Footage

Note: Minimum 750 square feet must be on ground floor	
Less than 1,000 square feet of living space w/o garage	- 2
Second story of at least 500 square feet	+ 2
More than 1,000 square feet of living space	+ 2

Other Architectural Elements

Dormers on second story	+ 1 each
Brick or stone at least 30 inches high on exterior walls	+ 2
Natural stone instead of artificial (additional point)	+ 1
Decorative elements on fascia and front porches	+ 2
Decorative additions on sides of front door or double doors	+ 2
Two different and distinct patterns in siding	+ 2
Natural wood, stucco finish	+ 1

General Architectural Merit (ECC discretion)

Overall Architectural Merit	+2 to +4
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