

ECC TRACT IMPROVEMENT APPLICATION

Date of Application _____

Planned Building Start Date _____
(within 90 Days of Date of Application)

Planned Completion Date _____

Anticipated Terrain Restoration Date _____
(within 2 mths of Planned Completion Date)

Legal Description: Lot _____ Filing _____
Lot Address _____

Owner Name(s) (print) _____

Owners Present Address _____

Owners Present Telephone (W) _____
(H) _____

Builders Name (Print) _____

Builders Address _____

Builders Telephone _____

TRACT IMPROVEMENT REQUEST

Type of Improvement Requested:

Single Family Dwelling _____ Barn _____

Attached Garage _____ Detached Garage _____

Service Building _____ Fencing _____

Driveway _____ Exterior Lighting _____

Pool _____ Other (explain) _____

TRACT IMPROVEMENT DEPOSIT

To insure compliance with the Covenants and Guidelines, a deposit is required at the time of Improvement Application submission. The deposit will be refunded at the completion of construction provided the builder/owner has complied with the following:

Deposit amounts:

House \$2000.00

Additional living space \$1000.00

Pool \$1000.00

Other buildings \$ 600.00

Miscellaneous \$ 400.00

All garbage and waste materials must be kept in a container (e.g. 8 x 12 x 4) to prevent debris from blowing away. Containers should be emptied frequently.

Careful attention must be given not to pile dirt and/or materials on adjacent lots or common areas. ALL VEHICLES AND EQUIPMENT MUST BE KEPT OFF ADJACENT LOTS AND COMMON AREAS. LOT OWNERS AND/OR CONTRACTORS WILL BE HELD RESPONSIBLE FOR ALL DAMAGES TO ADJACENT LOTS AND COMMON AREAS AND CHARGED FOR REPAIR OF THE DAMAGE.

The contractor and/or lot owner will have seventy-two (72) hours after notification to repair the damage or accomplish the clean up. After that period of time, the ECC will make arrangements to have the damage repaired and/or the clean up done and deduct the total expenses, including labor, from the tract improvement deposit.

Concrete trucks should be cleaned on the building site after delivery of concrete, NOT ON THE ROAD, BAR DITCH, ROAD RIGHT-OF-WAY OR ADJACENT LOTS.

Upon completion of the project, the ECC will inspect the area. If the premises are clean and all building materials and trash are removed, the net deposit shall be returned. If there are outstanding dues they will be deducted from the deposit. Please call an ECC member for this inspection.

All information for submission must be delivered to the ECC Point of Contact Person. The approval process will commence when all application requirements are met. The ECC has 30 days in which to approve or disapprove your application once all application requirements are met. An approval letter from the ECC is required by Douglas County in order to obtain a building permit. After approval is granted, any substitutions and/or alterations must be submitted in writing to the ECC for approval prior to instituting such changes. For non-compliance with the Oak Hills Declaration of Covenants, Conditions & Restrictions and the Oak Hills ECC Guidelines, building will cease until the issue is resolved.

REQUIRED INFORMATION:

Completed forms (Pages 1, 4, 5, 6 and Builders Packet Receipt page 7)

Attach Tract Improvement Deposit (see page 2). Make check payable to Oak Hills Owners Association, Inc.

Submit two complete sets of Site Plans and Architectural Draftings. Indicate the complete legal description on all sets. One set will be returned to you with approval. The second set will be retained by the ECC for reference.

Refer to general site plan in "A" (above)

Submit a commercial brochure(s) including dimensions, construction materials and a picture showing style

Provide sample materials of decking if other than concrete

Complete and submit pages 4 and 5 of this application

State disposition of excavating material

Submit the Builders Packet Receipt, page 7.

Site Plans. Obtain a topographical map of your property (contour lines) for structures, i.e., house, barn, garage, service building or pool. Other improvements require a site plan, however, the topographical contour lines are not necessary.

Locate all structure(s) and show large trees and shrubs

Setbacks from Property Lines Indicate Footage

Locations of Easements utility, bridal and walking

Locations of driveways, parking spaces, sidewalks and patios

Fencing

Detached exterior lighting

Well site

Septic tank and field

Retaining structures

Trenching for gas, telephone, and electricity

Architectural Draftings/Blue Prints (These are required for all buildings.)

Exterior dimensions

Floor plans (at no less than 1/8" = 1.0)

Square footage of finished space (each level clearly indicated)

Buildings sections (state and show maximum height)

Window dimensions

Decks and/or porches

Exterior elevations (state and show maximum structure height)

Show siding materials (wood, stone, brick, etc.)

Roof framing plan (at no less than 1/8" = 1.0')

Foundation plan

Show all exterior lighting

Pool Plans

Terrain Restoration. Within 2 months of building completion owners must restore terrain disrupted in the building process by:

Landscaping request a separate landscape application from the ECC.

Reseeding the disrupted area. The seed type for our area is "VAUGHN SIDEOATS GRAMA". For additional information on seed types contact the Douglas County Extension Office.

Staking. Exterior building corners of the proposed structure shall be staked on the site for the ECCs inspection prior to approval. Also stake center of driveway.

Finished Square Footage

First Floor: _____

Second Floor: _____

Other: _____

Total finished area: _____

Building Material. Samples are required.

Material Description Color

Siding _____
Trim _____
Brick _____
Stone _____
Windows _____
Garage Doors _____
Roofing _____
Driveway _____
Chimney (s) _____
Deck _____

Material Description Color

Gutters/downspouts _____
Fencing _____
Other _____

*Color samples are required. If "natural" finish, please indicate such. Color samples must be on the actual materials identified with manufacturers name, color and/or number. Brick and/or stone samples are also required.

CAUTION: ANY AND ALL SUBSTITUTIONS AND/OR ALTERATIONS IN THE ABOVE MUST BE SUMMITTED IN WRITING TO THE ECC FOR APPROVAL PRIOR TO INSTITUING SUCH CHANGES. FOR NON-COMPLIANCE WITH THE COVENANTS AND GUIDELINES, BUILDING WILL CEASE UNTIL THE ISSUE IS RESOLVED.

I/We acknowledge that I/We do have a copy of the Oak Hills Declaration of Covenants, Conditions and Restrictions and the Oak Hills ECC Guidelines.

I/We give permission for an Oak Hills Owners Association ECC member to have reasonable access to the property and building exterior during construction. He/She will schedule a mutually convenient time in advance. The ECC member will be checking for compliance with the Declaration of Covenants, Conditions and Restrictions, the ECC Guidelines and the ECC approved plans.

Inspection Schedule to include but not restricted to:

Caisson/Footer Phase

Rough Framing Phase

Exterior Finish Phase

Final Grading & Redistribution of Materials Phase

Construction Completion

If non-compliance is found I/WE am/are aware that construction relating to that violation must be terminated and I/we may be required to rebuild that part of the construction. When the issue(s) is/are resolved, construction may resume.

Approval by the ECC shall not be deemed to constitute compliance with the requirements of any local building codes and it shall be the responsibility of the owner or other person submitting plans to the ECC to comply with them. In addition, approval of the ECC shall not be deemed to be a review of the soundness of the structure.

The ECC has 30 days in which to approve or disapprove your application once all application requirements are met. An approval letter from the ECC is required by Douglas County in order to obtain a building permit.

LOT _____ FILING _____

STRUCTURE (S) _____

DATE _____

OWNERS SIGNATURE

DATE _____

OWNERS SIGNATURE

BUILDERS PACKET RECEIPT ACKNOWLEDGEMENT

This is to acknowledge that I have received the Oak Hills Owners Association, Inc. Builders Packet. I agree that I have read or will read the material in the packet, will communicate it to any subcontractor and will comply with the Oak Hills Declaration of Covenants, Conditions & Restrictions, and the Oak Hills ECC Guidelines.

DATE COMPANY NAME (please print)

LOT OWNER (please print) OWNER OR OFFICER OF COMPANY

SIGNATURE SIGNATURE

BUILDERS PACKET

Dear Builder,

Oak Hills is continuing to develop into a highly desirable low-density rural residential community. Like in most areas of Colorado the ecological balance is quite delicate and plant restoration often takes many years. For that and other reasons as stated in our Covenants, we have established some guidelines for those working in our community.

Enclosed in this packet are:

1. The Oak Hills Declaration of Covenants, Conditions & Restrictions
The Oak Hills ECC Guidelines

A Builders Information Sheet (page 9 of Improvement Application)

An Acknowledgment of Receipt of Builders Packet (page 7 of Improvement Application)

The receipt must be returned to the ECC before the ECC can approve the building process. Please return it to your client as soon as possible and they will submit it with their application for building.

If you have any questions please contact an ECC member.

BUILDERS INFORMATION SHEET

Castlewood Fire Department 303-799-3720
Swedish Medical Emergency Center 303-789-6611
St Anthony Flight for Life Dispatch 303-629-3900
Douglas County Sheriff 303-660-7500

Rules for Contractors and Sub-Contractors:

A fire extinguisher is to be kept on the site during the building process.

Once the well pump is installed and running water is readily available, a long hose is to be kept on site as a fire fighting precaution.

There is to be absolutely minimal driving on the lot other than on one marked driveway. Under no circumstances is any vehicle to encroach onto another lot. Parking of employees is preferred on the driveway or area that will of necessity need final grading. The grassland is not a field! It is delicate vegetation.

ALL SUBCONTRACTORS ARE TO BE SIMILARLY NOTIFIED.

To keep the site clean and prevent scattering of trash by natural causes, all trash and/or scraps are to be deposited in a dumpster or placed within a fenced area.

The Homeowners Tract Improvement Deposit states: "The contractor and or lot owner will have seventy-two (72) hours after notification to repair any damage or accomplish any clean-up. After that period of time, the ECC will make arrangements to have the damage repaired and or clean-up done and deduct the total expenses, including labor, from the Tract Improvement Deposit."

Cement trucks must be cleaned on site in the immediate area of construction or outside Oak Hills.

Any pets brought onto the construction site by contractor, employees, etc. must be kept on the immediate site.

NOTE: Failure to comply with these rules may cost your client some or all of their building deposit.