

EXHIBIT B  
**Plan Review Submittal Checklist**  
Elk Springs Architectural Review Committee

Unit Owner Name(s): \_\_\_\_\_  
Telephone No(s): \_\_\_\_\_, E-mail: \_\_\_\_\_  
Filing #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Address of Unit: \_\_\_\_\_

All applicable items listed below have been addressed and required documents included in this submittal. Checklist and all documents to be submitted to the ARC at the office of the Property Manager.

**Plan Requirements:**

- \_\_\_\_\_ Pages of all documents signed and stamped by professional qualified to approve documentation
- \_\_\_\_\_ Name, address and phone number of professional appear on each page
- \_\_\_\_\_ On 24" x 36" sheets, scaled to 1/4" = 1' or larger
- \_\_\_\_\_ North direction is on each page
- \_\_\_\_\_ Elevations are labeled for compass direction of view
- \_\_\_\_\_ Subdivision lot number, Unit owners name, mailing address and phone number appear on each page
- \_\_\_\_\_ 3 copies of Plan documents submitted to HOA Property Manager

**10.1 Site Plan:**

- \_\_\_\_\_ All elements contained on Topographical Site Survey (9.3)
- \_\_\_\_\_ All changes noted in Site Review required by the ARC have been made
- \_\_\_\_\_ Building corners as located by a licensed surveyor, including signature and stamp
- \_\_\_\_\_ Any and all proposed improvements and changes to the Unit
- \_\_\_\_\_ Existing and revised contours
- \_\_\_\_\_ Walks, drives, parking and turnaround areas, including materials and colors to be used, indicate square footage of paved surface
- \_\_\_\_\_ Fences, if applicable
- \_\_\_\_\_ Location of existing and proposed drainage, including any needed culverts
- \_\_\_\_\_ Location and type of any retaining walls
- \_\_\_\_\_ Site construction details including delineated staging and parking areas
- \_\_\_\_\_ Any auxiliary construction
- \_\_\_\_\_ Outline of the building as it meets the adjoining grade
- \_\_\_\_\_ Building and driveway boundary location stakes as placed on-site
- \_\_\_\_\_ Planned utility runs and location of utility meters
- \_\_\_\_\_ Location of trash container(s)
- \_\_\_\_\_ Location of exterior and driveway lighting

**10.2 Floor Plan:**

- \_\_\_\_\_ Completely dimensioned, showing use of each area
- \_\_\_\_\_ Topographical elevation
- \_\_\_\_\_ Square footage of each floor
- \_\_\_\_\_ Adjoining decks or patios
- \_\_\_\_\_ Garages
- \_\_\_\_\_ Stamped by a Colorado licensed architect

**10.3 Roof Plan:**

- \_\_\_\_\_ Elevation of all roof ridgelines, including dormers, corresponding to the topographical measure, overlaid on the topographical site plan
- \_\_\_\_\_ All roof pitches, including dormers and porches, and overhang

\_\_\_\_\_ dimensions

\_\_\_\_\_ All roof materials and finishes labeled

Unit Owner's signature indicating completion: \_\_\_\_\_ Date: \_\_\_\_\_

Architect's signature, if applicable, indicating completion: \_\_\_\_\_ Date: \_\_\_\_\_

ARC SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

(certifying that all matters have been addressed and documentation provided)

*Design Requirements and Guidelines*

*Elk Springs Subdivision & Los Amigos Ranch PUD*

- \_\_\_\_\_ Roof penetrations, chimneys, skylights, crickets, etc. are shown
- \_\_\_\_\_ Solar panels (if applicable) are shown

**10.4 Exterior Elevations:**

- \_\_\_\_\_ Four complete and undivided elevation views from all aspects
- \_\_\_\_\_ Existing and finished grades and the topographical height of all roof ridgelines shown
- \_\_\_\_\_ All proposed exterior materials and types of windows noted
- \_\_\_\_\_ Top plate and roof ridge elevations in topographical measure
- \_\_\_\_\_ All exterior lighting is shown
- \_\_\_\_\_ Location of utility meters, trash enclosures, fencing, etc. is shown
- \_\_\_\_\_ Solar controls (if applicable) are shown

**10.5 Foundation Plan:**

- \_\_\_\_\_ Subsurface geo-technical report
- \_\_\_\_\_ Fully dimensioned and all detail designated
- \_\_\_\_\_ Professional engineer's signed seal

**10.6 Electrical Plan:**

- \_\_\_\_\_ All exterior lighting shown
- \_\_\_\_\_ Professional engineer's signed seal

**10.7 Cross-section**

- \_\_\_\_\_ 1/2" = 1' minimum scale

**10.8 Structural Drawings:**

- \_\_\_\_\_ Structural system, including sizes and design criteria
- \_\_\_\_\_ Professional engineer's signed seal

**10.9 Story Board:**

- \_\_\_\_\_ Delivered to HOA Property Manager
- \_\_\_\_\_ All required cut sheets included

**10.10 Landscape Plan:**

- \_\_\_\_\_ Areas to receive irrigation shown
- \_\_\_\_\_ Method of re-vegetating disturbed areas shown
- \_\_\_\_\_ Outline of native areas to remain undisturbed
- \_\_\_\_\_ Berms and/or retaining walls shown
- \_\_\_\_\_ Size, type and number of proposed tree plantings

**10.11 ISDS Plan (if applicable)**

**10.12 Rendering or Model**

**10.13 Solar Plan (if applicable)**

- 12.11 Fire mitigation plan
- \_\_\_\_\_ Zone around home and construction site
- \_\_\_\_\_ Zone beyond home including entire lot
- \_\_\_\_\_ **Any items requiring a variance request have been submitted**