

ACC Accepted Update 1-5-08  
CLRRA Board Approved 1-19-08

**DATE RECEIVED** \_\_\_\_\_

**CRYSTAL LAKES ARCHITECTURAL CONTROL COMMITTEE**

PLEASE CHECK AND INCLUDE ALL NECESSARY DATA:

OWNER: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ FILING NO: \_\_\_\_\_ LOT NO: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ ZONING E\_\_ E-1\_\_ O\_\_

PHYSICAL PROPERTY ADDRESS \_\_\_\_\_

I certify that I have received a copy of Crystal Lakes Unified Covenants; I have read and understand them, and hereby agree to adhere to them in all improvements made upon my property. I also grant ACC permission to visit my lot prior and during construction process. ACC may periodically inspect during the building process to assure compliance of the covenants and exterior plan details.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**GUIDELINES & PROCEDURES FOR SITE DEVELOPMENT & BUILDING CONSTRUCTION**

The following information is to be submitted for approval for **any** construction, including but not limited to homes, cabins, storage buildings, driveways, out buildings, culverts, fencing, gates, exterior lights, or other permanent improvement or recreation facilities. **Note: any changes from approved plans must be re-submitted for approval.**

The information provided by this form is essential in protecting the integrity of the development and properties in crystal lakes. This form is to be submitted to the Crystal Lakes office. Please refer to and utilize the information sheet "Guidelines for Building Site Approval" as well as the Unified Covenants and zoning. Please submit the ACC application before you begin the Larimer County building permit process in order to alleviate any problems with discrepancies between the Crystal Lakes covenants and the county regulations.

**APPLICATION INFORMATION**

DATE ISSUED \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

\_\_\_\_\_ A. DRIVEWAY:  
DRIVEWAYS MUST NOT INTERFERE WITH THE DRAINAGE OF RUN-OFF WATER OR CAUSE DAMAGE TO ROADWAY.

1. ATTACH SCALE DRAWING SHOWING LOCATION ON YOUR LOT. RELATE TO ESTABLISHED STRUCTURES AND IMPROVEMENTS.
2. IF CULVERT PIPE IS NECESSARY, SHOW SIZE AND LOCATION.  
MANUAL ON-SIGHT INSPECTION \_\_\_\_\_

INSTRUCTIONS:

\_\_\_\_\_ B. BUILDING STRUCTURE:

1. TYPE: \_\_\_\_\_
2. SIZE: \_\_\_\_\_ SQ. FT. FOOTPRINT SIZE \_\_\_\_\_  
LENGTH: \_\_\_\_\_ WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_
3. EXTERIOR FINISH; MATERIAL \_\_\_\_\_ \* COLOR \_\_\_\_\_  
ROOFING MATERIAL \_\_\_\_\_ \* COLOR \_\_\_\_\_

**\* SAMPLES MUST BE INCLUDED**

4. PLEASE ATTACH ONE FULL SET OF BUILDING PLANS INCLUDING FLOOR PLANS, ELEVATIONS, EXTERIOR DESIGN AND ALL CONSTRUCTION SPECIFICATIONS. ALSO INDICATE ON THE PLAT MAP THE EXACT LOCATION OF ALL EXISTING STRUCTURES AND FACILITIES, AS WELL AS THOSE TO BE BUILT AT THIS TIME, INCLUDING DISTANCE FROM BOUNDARY LINES.
5. DATE CONSTRUCTION TO BEGIN: \_\_\_\_\_  
ESTIMATED COMPLETION CLEANUP DATE: \_\_\_\_\_

\_\_\_\_\_ C. FENCING:

1. REASON FOR OR NECESSITY OF FENCE: \_\_\_\_\_
2. MATERIAL \_\_\_\_\_ COLOR OR FINISH \_\_\_\_\_
3. HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_  
ATTACH SCALE DRAWING, SHOWING LOCATION ON YOUR LOT. RELATE TO ESTABLISHED FACILITIES AND LEGAL SETBACKS.
4. DATE CONSTRUCTION TO BEGIN: \_\_\_\_\_  
ESTIMATED COMPLETION DATE: \_\_\_\_\_

\_\_\_\_\_ D. EXTERIOR YARD LIGHTS:

1. TYPE: \_\_\_\_\_ AUTOMATIC \_\_\_\_\_ LOCATION(S) \_\_\_\_\_

\_\_\_\_\_ E. SIGNS

See policies for signs in the governing documents, including the Unified Covenants as quoted below, the Policy Manual and Property Owners' Handbook. "The display of all signs and flags must comply with applicable governmental statutes and ordinances, and the Rules and Regulations of the Association." (Unified Covenants 5.15)

ONLY REQUESTS INCLUDED IN THIS FORM ARE CONSIDERED FOR APPROVAL. ANY OTHER REQUESTS OR CHANGES MUST BE APPROVED BEFORE ADDITIONAL CONSTRUCTION BEGINS. **ACC APPROVAL AND A LARIMER COUNTY PERMIT (IF REQUIRED) IS TO BE OBTAINED BEFORE CONSTRUCTION BEGINS.** THE ACC WILL APPROVE OR DENY THE APPLICATION WITHIN FORTY-FIVE (45) DAYS AFTER IT HAS BEEN STAMPED RECEIVED. **INCOMPLETE APPLICATIONS WILL BE AN AUTOMATIC DENIAL.**

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OWNER'S SIGNATURE \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

SITE APPROVED BY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

ACC APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

ACC DENIED: \_\_\_\_\_ DATE \_\_\_\_\_

PROVISION(S) AND/OR REASON(S)

DATE RECEIVED \_\_\_\_\_

**BUSINESS FORM APPLICATION FOR A.C.C.**

**PROPERTY USAGE: (OTHER THAN RESIDENTIAL) REFER TO COVENANTS**

**ALL INFORMATION BELOW MUST ACCOMPANY APPLICATION BEFORE APPLICATION WILL BE CONSIDERED.**

- 1. TYPE OF BUSINESS \_\_\_\_\_
- 2. TRAFFIC INVOLVED \_\_\_\_\_
- 3. PARKING FACILITIES \_\_\_\_\_
- 4. LETTERS OF APPROVAL OR DISAPPROVAL FROM SURROUNDING LOT OWNERS WITHIN 500 FEET OF ALL PROPERTY LINES.

**SIGNS:**

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- 1. PERMANENT \_\_\_\_\_
- 2. TEMPORARY \_\_\_\_\_
- 3. SIZE \_\_\_\_\_
- 4. INFORMATION \_\_\_\_\_

**OWNER** \_\_\_\_\_ **LOT** \_\_\_\_\_ **FILING** \_\_\_\_\_

**APPROVAL** \_\_\_\_\_ **DATE OF APPROVAL** \_\_\_\_\_

**DENIED** \_\_\_\_\_ **DATE OF DENIAL** \_\_\_\_\_

\_\_\_\_\_ **LETTERS ACCOMPANYING APPLICATION**

**REASON(S) FOR DENIAL:**

# ARCHITECTURAL CONTROL COMMITTEE GUIDELINES FOR BUILDING SITE APPROVAL

The general information provided by this form is essential in protecting the integrity of the development and properties in Crystal Lakes. We hope that the following guidelines will help you in your planning so that your building will be an asset to the community.

**EXTERIOR FINISH:**

Particular attention will be given to the exterior design and color so that the building blends well with its setting. For any building to be constructed, a floor plan and front/side elevation drawing is to accompany this form. The elevation drawing is to show the general slope of the land and the exterior finish of the building. Caution is to be exercised in planning that the building is not skylined and that views of other property owners are not unduly obstructed.

**MINIMUM SIZES OF STRUCTURES AND FACILITIES:**

(By Larimer County Code and/or Crystal Lakes Covenants.)

HOUSE/CABIN	600 to 900 sq. ft.,(footprint of structure) depending on filing; 20 feet wide
WATER CISTERN	(2000 Gallons Maximum CLWSA Haul)
SEWAGE VAULT	(2000 Gallons Maximum CLWSA Haul)
SEPTIC TANK	Determined by Larimer County Dept. of Health
SEPTIC SOIL FILTER	Determined by Larimer County Dept. of Health

Please remember to use quick hitches so that the association’s trucks can easily access vaults for pumping or cisterns for water fills. Please try not to place a cistern or vault in or extremely near a driveway. If the driveway ever needs to be snowplowed, the stand pipes may not be easily seen!

**LOCATION OF STRUCTURE AND FACILITIES:**

A SITE PLAN IS TO BE PROVIDED WITH THE APPLICATION FORM SHOWING THE EXACT LOCATION OF ALL STRUCTURES AND FACILITIES EXISTING AS WELL AS THOSE TO BE BUILT AT THIS TIME.

BUILDINGS: BUILDING SETBACKS ARE DICTATED BY LARIMER COUNTY ZONING RULES. MINIMUM SETBACKS ARE AS FOLLOWS:

E	ESTATE ZONE	75’ FRONT,	50’ SIDE,	50’ REAR
E-1	ESTATE ZONE	75’ FRONT,	25’ SIDE,	25’ REAR
O	OPEN	50’ FRONT,	5’ SIDE,	10’ REAR

FRONT SETBACKS ARE MEASURED FROM THE ROAD CENTERLINE.

Contact Larimer County Planning Department for assistance in determining the front and/or side of a lot if the lot has roadway on more than one (1) side.

**DRIVEWAYS:** Construction of a driveway shall not interfere with the drainage of runoff water.

**TIME OF CONSTRUCTION:** Within two (2) years from the date construction begins, the exterior finish is to be completed; clean up and removal of construction aids and materials are to be removed; and grading and slope disturbances, as well as soil cover, are to be returned as nearly as possible to their natural state.

**\*\*\*No construction material may be disposed of in Crystal Lakes’ trash receptacles or at the slash pile.**