

ACC Checklist

****Please ensure you (property owner) have completed all of the items listed below BEFORE submitting any paperwork to the ACC for approval****

- I have read and understand the attached architectural guidelines
- I have clearly staked out (at least 3 ft. stake) the building dimensions and the lot is ready for site inspection
- I (property owner) have signed both sides of each application being submitted to the committee
- I have included a plot plan WITH setback dimensions with each application submitted using the required plat map
- Each application submitted for structures and fences MUST INCLUDE color samples of the material to be used (siding, roofing, fence, exterior paint color, etc.)
- I have submitted my application to the Crystal Lakes Office AT LEAST one week (7 days) prior to the next ACC meeting.
****If the application is not received within requested timeframe, my application will be held for the next month's meeting**

***** The ACC meets the first Saturday of every month at 1:00 PM in the Wapiti Center (Part of Basecamp)**

Architectural Guidelines

Accepted by ACC 1-5-08

Approved by CLRRRA Board 1-19-08

The information in this packet is intended to assist you in the preparation of your building plans to be presented to the Architectural Control Committee. The Committee has the duty in protecting the integrity, and property values of Crystal Lakes. The guidelines below are intended for that purpose. **Owners of all properties must adhere to the building codes and zoning ordinances of Larimer County, the applicable regulations of State and County Health agencies, the rules of CLRRRA, the rules and guidelines of the Architectural Control Committee, and the Crystal Lakes Covenants. Please review the covenants carefully before submitting your plans.** The Committee's goal is to see that all construction is architecturally harmonious with the physical character of the area in which it is situated. The Committee welcomes property owners to visit with the Committee prior to submitting plans to assist the property owner in meeting the requirements of the Committee.

Failure to obtain approval of Architectural Control Committee before construction begins will result in a \$1000.00 fine against the property owners. Your failure prior to commencing construction to obtain the approval of your plans by the ACC may result in legal action being taken against you, including but not limited to fines and injunctive relief.

1. Site Inspection: All building sites must first be approved by the Committee. A complete application must be received in the office at least 7 days prior to the Committee meeting time to insure time for the site inspection. The property owner must mark with at least a 3 ft. stake at each corner of the structure to be built and all stakes must agree with your site plan.
2. Site Plans: All applications must include a site plan that includes the following:
 - a. A reproduction of the plat map (available in the office)
 - b. The compass orientation of the lot. Drawn to scale, existing structures, easements, and the proposed construction site.
 - c. Plat maps should be marked with setback requirements by dotted lines on each property line showing no structure is encroaching the setbacks.
3. Residential Construction Plans:
 - a. One full set of building plans, to be retained by the office, including floor plans, elevations, exterior design and all construction specifications.
 - b. Must be drawn to scale with scale listed on the plans.
 - c. Maximum height may not exceed 35 ft. from the finish ground level to the peak of the roof.
 - d. Minimum width of the structure is 20 ft.

- e. Dwellings in the First through Twelfth Filings and all future filings or additions to the Property shall have a ground floor footprint of not less than 600 square feet. Dwellings in the Thirteenth through Fifteenth Filings shall have a ground floor footprint of not less than 900 square feet. In computing such minimum areas, the area of open porches, carports and garages shall not be included. These footprint size requirements do not apply to any dwelling constructed in accordance with plans previously approved by the ACC. The minimum footprint may be waived by the ACC when in its discretion it believes a submitted plan has sound architectural planning, conforms to the overall design and pattern of the development, and otherwise meets all criteria as set forth herein. (Unified Covenants 5.5.1)
 - f. Single family residences only. One kitchen, and one main entrance as per County regulations.
4. Materials: Samples or descriptions of all exterior materials must be included with the application.
 - a. Approved colors are earth tones, dark browns, dark greens, or natural stained wood. Colors may not be bold, obtrusive or stark in appearance, and a color sample must be included with applications.
 - b. Roofs may be metal, asphalt or fiberglass material, no shake shingles are allowed. Approved roof colors must be of the dark earth tone colors. Dark green, dark brown, or dark red are preferred. A color sample must be included with application.
 - c. Recommended siding materials are wood, treated logs, stucco, or stone. Metal siding will be individually reviewed.
5. Foundations: The primary structure must be placed on a full perimeter, load bearing foundation made of concrete, masonry, stone, wood or other suitable material. Any foundation that is exposed more than 18 inches must also be finished with the approved siding materials listed above.
6. Addresses: All improved properties **must have the street addresses clearly posted and visible from the road**. Numbers should be at least 3 inches high and be of high contrast.
7. Propane Tanks: Larimer County will determine the position of your tank, it must be of natural color to blend with the surroundings. White or silver tanks are not recommended. Every effort must be made to conceal the tank when possible.
8. Towers: Towers, such as those used for windmill generators, will be individually reviewed.
9. Exterior Lighting: The location of all outside lights or lighting on a Lot and the intensity thereof shall be approved by the Architectural Control Committee before installation. (Unified Covenants 5.14)

10. Sheds:

- a. Only a shed used as storage may be erected on a lot.
- b. A shed may never be used for living space or camping uses.
- c. A shed must comply with all architectural guidelines above.
- d. A 120 square foot or smaller shed does not require a County permit.

11. Garages:

- a. Garages must comply with all the architectural requirements listed above.
- b. A detached garage shall not exceed three (3) car capacity.

12. Fences: No fences shall be erected unless the owner can show specific cause and necessity for such a fence. Property owners must supply a plat map showing easements, fence and gate locations, and material proposed to construct the fence.

13. Driveways: Construction of a driveway may not interfere with the drainage of runoff water. A site inspection must be made prior to construction and it will be determined when site inspection is conducted if a culvert or culverts are necessary. Location of the drive should be on your site plan. In some cases Larimer County must also grant permission. The office will be able to inform you if that County requirement pertains to you.

14. Businesses: (Commercial or Utility Uses) Except as provided in paragraph 5.3 of the Unified Covenants, no Lot or tract shall be used for retail sales activity or any kind or to conduct a commercial or manufacturing business or trade, including commercial equipment or vehicle repair, except as set forth herein. Professional or "home" occupations such as physician, attorney, dentist, engineer, beauty shop operator, or real estate agent, together with such other home occupations as may be permitted by Larimer County Land Use Code, as it may be amended, may be conducted only from the residence structure on a Lot and only after specific approval of the Architectural Control Committee (ACC) and in accordance with Road Use regulations. (Unified Covenants 5.2)

Lots or tracts which may be used for commercial, retail or utility purposes are Tracts C, D and E, 11th Filing; Tracts D and I, 13th Filing; Tract A 14th Filing; and Tracts C and D, 15th Filing. (Unified Covenants 5.3)

15. Remodeling: Any exterior improvements including paint color, roof material or roof color changes or additions to the property must first receive the Committee's approval prior to any work being done, and are subject to the architectural guidelines above.

16. Solar Panels: Solar panels must be approved by the Committee prior to installation.

Building in a remote mountain area sometimes creates special challenges. The Committee would like to share with you concerns and problems others have encountered during their process and encourage you to share yours with us also.

- a. Radon Gas seems to be present in the Crystal Lakes area. The degree of the problem varies throughout the area.
- b. Pine beetles seem to be a major problem during the construction period as it weakens the trees. The office has information on protecting trees from the beetles.
- c. Driveway locations being accessible for snowplows, fire trucks, etc.

We hope these guidelines will help in your building project and we look forward to assisting you in completing your project. Please consult the Crystal Lakes Water and Sewer Association for information on water and sewer guidelines for your property.

You are now ready to begin the application process, please fill out the application completely including the signature of the property owners. After you have completed and signed the application please return it to the Crystal Lakes office.

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) 20 FEET WIDE, DEPENDING ON FILING
WATER CISTERN	2000 GALLONS
SEWAGE VAULT	2000 GALLONS
SEPTIC TANK	1000 GALLONS
SEPTIC SOIL FILTER	600 SQUARE FEET MIN.

PLEASE REMEMBER TO USE QUICK HITCHES SO THAT THE ASSOCIATIONS' 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.

DRIVEWAYS:

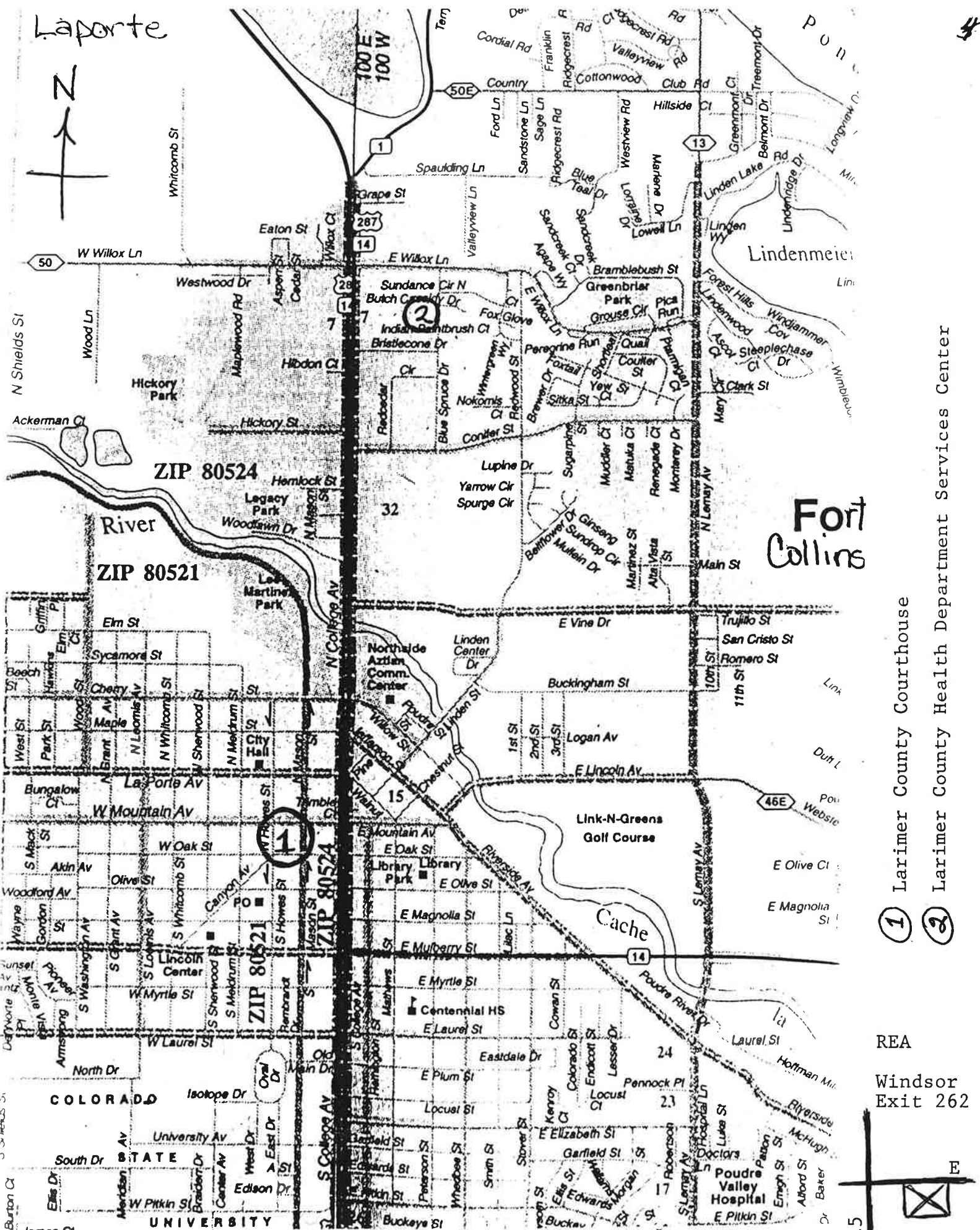
CONSTRUCTION OF A DRIVEWAY SHALL NOT INTERFERE WITH THE DRAINAGE OF RUNOFF WATER. IF A CULVERT IS NECESSARY, SHOW THE LOCATION AND SIZE ON THE SITE PLAN.

TIME OF CONSTRUCTION:

WITHIN TWELVE (12) MONTHS 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.**

Filing	Water & Sewer	Recorded Date	Dwelling Size	Road Easement	Exterior Lights	Animals	Zoning	Zoning	Number of Lots
1	Yes	9/10/1969	600	50 FT.	ZONED	ZONED	O-OPEN		97
2	Yes	12/10/1969	600	50 FT.	ZONED	ZONED	O-OPEN		84
3	Yes	12/10/1969	600	50 FT.	ZONED	ZONED	O-OPEN		102
4	Yes	4/14/1971	600	50 FT.	ZONED	ZONED	O-OPEN		62
5	Yes	10/13/1971	600	50 FT.	ZONED	ZONED	O-OPEN		104
6	Yes	2/9/1972	600	50 FT.	ZONED	ZONED	O-OPEN		177
7	Yes	10/13/1971	600	50 FT.	ZONED	ZONED	O-OPEN		67
8	Yes	1/9/1974	600	60 FT.	ZONED	ZONED	E1		154
9	Yes	9/13/1975	600	60 FT.	ZONED	Horses & Cattle 30-36,39,41,42,60,61,63- 66,70-72,74-91,107,115-130	E		136
10	Yes	7/14/1976	600	60 FT.	ZONED	HOUSE	E1 1-47,50-60,68,70-72	E 48,49,61-67,69	70
11	Yes	10/13/1976	600	60 FT.	ZONED	Horses & Cattle 101,102,103	1-5,17,18,86,87,90,95- 98,102-110,113-129	6-16,19-85,88,89,91- 94,99-101,111,112	129
12	Yes	10/19/1977	600	60 FT.	ZONED	HOUSE	E1 1-25,34,36,37	E ALL OTHER LOTS	223
13	Yes	1/17/1979	900	60 FT.	ZONED	HOUSE	59,60,72,74-78,80- 82,127,128	E ALL OTHER LOTS	137
14	Yes	11/11/1979	900	60 FT.	ZONED	HOUSE		E	73
15	Yes	6/2/1980	900	60 FT.	ZONED	HOUSE	E1		100

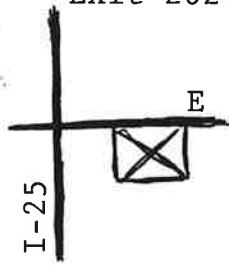
Laporte



Fort Collins

- 1 Larimer County Courthouse
- 2 Larimer County Health Department Services Center

REA
Windsor
Exit 262



ACC Accepted Update 1-5-08
CLRRRA 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.

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: