



Architectural Control Committee (ACC) Checklist

Please ensure all items listed below are complete and contained BEFORE submitting any paperwork to the ACC for approval.

(Application must be received at least fifteen (15) days before meeting)

- I have read and understand the attached Architectural Requirements.
- I have clearly staked out (at least 3 ft. stake) accounting for setbacks, building dimensions and the lot is ready for site inspection.
- Address is clearly posted at driveway entrance.
- The property owner has signed both sides of each application submitted to the committee.
- A plat map WITH setback dimensions has been submitted with each new structure, driveway(s), existing structures, septic (leach field) and well clearly marked on the 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 Road & Recreation office **AT LEAST** fifteen (15 days) prior to the next ACC meeting.
office@crystal-lakes.org

If the application is not received within the requested timeframe, the application will be held for the following month's meeting.

The ACC meetings are conducted the first Saturday of every month beginning at 1:00 PM in the Wapiti Center at Base Camp.



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | www.crystal-lakes.org

Architectural Guidelines

The information in this packet is intended to assist 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 requirements 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 CLRRA, the rules and requirements of the Architectural Control Committee, and the Crystal Lakes Covenants. Please review the covenants carefully before submitting your plans.** The Committees goal is to see 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 from the Architectural Control Committee before construction begins may result in a violation letter and/or fine(s) against the property owner(s). Failure to obtain the approval for plans prior to commencing construction may result in legal action being taken against the property owner(s) 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 15 days prior to the Committee meeting 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 indicates the following information:
 - a. A reproduction of the plot map (available in the office).
 - b. The compass orientation of the lot. Drawn to scale, existing structures, easements, well, septic and leach field or vault and the proposed construction site.
 - c. Plot map 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 in electronic form (PFD), 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)

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 application.
 - 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 and must meet noncombustible material requirements.
 - d. All new structures (buildings, garages & sheds) must have a 36" fire barrier from the ground up.
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 the 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 requirements above.
 - d. A 120 square foot or smaller shed does not require a County permit; must meet Architectural control requirements.
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 plot 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 purposed 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 requirements 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 owner(s). After you have completed and signed the application, please return it to the Crystal Lakes Road & Recreation Office at Base Camp.

**ARCHITECTURAL CONTROL COMMITTEE REQUIREMENTS 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 REQUIREMENTS 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.) **PLEASE CONTACT THE WATER & SEWER ASSOCIATION FOR QUESTIONS ON WATER AND SEWAGE (970) 881-2861.**

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.

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 OR CRYSTAL LAKES ARCHITECTURAL REQUIREMENTS. MINIMUM SETBACKS ARE AS FOLLOWS:

E	ESTATE ZONE	75' FRONT	50' SIDE	50' REAR
E-1	ESTATE ZONE	75' FRONT	25' SIDE	25' REAR
0	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; 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
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5.6 CLRRRA Setbacks Board Motion: Crystal Lakes will stay with original setbacks, although Larimer County refers to all properties as RR2.

1	Yes	9/10/1969	600	50 feet	Zoned	Zoned	O - Open		97
2	Yes	12/10/1969	600	50 feet	Zoned	Zoned	O - Open		84
3	Yes	12/10/1969	600	50 feet	Zoned	Zoned	O - Open		102
4	Yes	4/14/1971	600	50 feet	Zoned	Zoned	O - Open		62
5	Yes	10/13/1971	600	50 feet	Zoned	Zoned	O - Open		104
6	Yes	2/9/1972	600	50 feet	Zoned	Zoned	O - Open		177
7	Yes	10/13/1971	600	50 feet	Zoned	Zoned	O - Open		67
8	Yes	1/9/1974	600	60 feet	Zoned	Zoned	E-1		154
9	Yes	9/13/1975	600	60 feet	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 feet	Zoned	House	E-1 1- 47, 50-60, 68, 70-72	E 48, 49, 61-67,69	70
11	Yes	10/13/1976	600	60 feet	Zoned	Horses & Cattle 101, 102, 103	E-1 1- 5, 17, 18, 86, 87, 90, 95-98, 102- 110, 113-129	E 6- 16, 19-85, 88, 89, 91-94, 99- 101, 111, 112	129
12	Yes	10/19/1977	600	60 feet	Zoned	House	E-1 1-25, 34, 36, 37	E ALL OTHER LOTS	223
13	Yes	1/17/1979	900	60 feet	Zoned	House	E-1 59, 60, 72, 74-78, 80-82, 127, 128	E ALL OTHER LOTS	137
14	Yes	11/11/1979	900	60 feet	Zoned	House		E	73
15	Yes	6/21/1980	900	60 feet	Zoned	House	E-1		100

ARCHITECTURAL APPLICATION CHECKLIST
Declaration of Unified Covenants, Conditions, and Restrictions 08/20/2007

Name: _____ Filing: _____ Lot: _____ CL Address: _____

CL ARCHITECTURAL REQUIREMENTS ADOPTED 9/16/2017 (Repeated requirements from the Unified Covenants are not listed)

PLEASE SEE ORIGINAL DOCUMENTS FOR ADDITIONAL DETAILS.

SUBMITTED	
Yes	No

5. ARCHITECTURAL AND USE RESTRICTIONS		
5.1 Land Use and Building- No lot shall be used for other than residential purposes. -One S.F. dwelling and two additional (garage, outbuilding, barns, stables if applicable). - Detached garages shall not exceed three car capacity.		
5.2 No lot or tract shall be used for retail sales or to conduct a commercial or manufacturing business or trade Professional home occupation as permitted by Larimer County Land Use Code may be conducted from the residence only.		
5.3 Exception to Prohibition on Commercial Use. Filing 11, Tracts C, D, I Filing 13 Tract A, Filing 14 Tracts C, D, 15? Filing		
5.4 No structure shall be erected or placed on any lot until plans, specifications, a plot plan showing locations of the structures and approved in writing by the ACC. Plans and specifications shall identify type and color of exterior materials and design, existing structures, location of proposed structure with respect to topography and finish grade elevations.		
5.4.2 The ACC shall consist of a minimum on three members. Members are to carry out the provisions of this declarations and follow and rules or procedures prescribed by the Association.		
5.4.3 If the ACC fails to act on the application within 45 days of its submittal. with all requisite information to the Association office, such approval shall be deemed to have been given and received; provided, however, that no building or other structure shall be erected or allowed to remain on any Lot in violation of this Declaration. - The exterior of any building must be completed within 2 years of the commencement. - Construction debris must be removed immediately at the time of completion.		
5.4.4 Owners may submit a written appeal of any ACC ruling against them. A written appeal must be submitted within 36 days of receiving the written ACC ruling. The Hearing Panel or Board of Directors shall review the appeal and with in 45 days set a hearing date.		
5.5.1 & 8.1.1, 8.1.2 Dwellings in Filings 1-12 shall have a minimum ground floor of 600 square feet. Dwellings in Filings 13-15 shall have a minimum ground floor of 900 square feet. Open porches, garages shall not be included in calculating the square footage.		
5.5.2 & 8.2.2 Maximum height is 35 feet. There is a notification requirement when exceeding maximum height. Height is measured from ridge roof to original ground level. Minimum dwelling width shall be 20 feet.		
5.6 CLRRRA Setbacks Board motion: Crystal Lakes will stay with it's original setbacks, although Larimer County refers to all properties as RR2.		
5.7 Temporary residence can not exceed 5 months.		
5.8 All wells, waste water must meet state, county, and Crystal Lakes Water and Sewer Association Requirements.		
5.9 Live trees may only be cut for fire protection, clearing an approved building site, leach field, driveway.		
5.13 No Fences without prior written approval.		
5.16 Driveways need written ACC approval.		
EXHIBIT C SPECIAL CONDITIONS		
1. Domesticated livestock may be kept in filings 1-8, and limited lots in filing 9 and filing 11, and horses in filing 14 lots 1-8, no commercial purpose.		
CL ARCHITECTURAL REQUIREMENTS ADOPTED 9/16/2017 (Repeated requirements from the Unified Covenants are not listed)		
7. CREEKS AND WETLANDS		
7. All improvements must be 75 feet away from any creek edge or waterway.		
7.2 If an owner wants to build on a lot bisected by creek or irrigation ditch an engineered plan is required.		
9. UTILITIES AND SANITATION		
9.1 No outside toilet may be constructed on any lot without prior written ACC approval and shall comply with all Larimer County Health permits and requirements.		
9.2 Any modification or installation of a utility located within any CL platted road right of way requires an Underground Utility & Surface Alteration Permit from CLRRRA. Road must be returned to prior condition prior to construction.		
9.3 All electrical and plumbing work and composting toilets must meet Colorado State Codes. Proof of State approvals must be submitted prior to your project being granted approval by CLRRRA.		
10. MANUFACTURED AND/OR FACTORY BUILT HOMES		
10.1 These may be installed on a lot provided the structure is permanent and erected on a permanent foundation, and complies with the Larimer County Land Use Code and all ACC requirements.		
10.2 Photos of all four sides need to be submitted to ACC for approval prior to moving these types of homes into Crystal Lakes. Any porches or decks must be on the plans if part of the initial construction. Such additions can be added later with a separate permit.		
10.3 Provide name and license number of Certified/Registered Installer with the application. If you are not using a Certified Installer, a third party installer or the Department of Local Affairs, Division of Housing can be contacted for an inspection.		
10.4 CLRRRA must be able to verify the gold-seal in order to grant a final approval.		
11. MATERIALS		
11.1 All samples or descriptions must be included with application.		
11.2 Color samples required earth tones, dark brown, dark greens, natural stained wood. Must not be bold or stark.		
11.3 Roofs may be metal, asphalt, or fiberglass material, not shake singles. Color sample required. Dark green, dark brown, dark red.		
11.4 Recommended siding materials are wood, treated logs, metal in log appearance only, stucco, or stone.		
11.5 Metal siding not approved except for covering up to 36 inches about ground as a fire barrier. Any metal used must be non-reflective, & provides the look real wood. Any other siding materials require a variance by the Board of Directors.		
12. FOUNDATIONS		
The primary structure must be placed on a full perimeter, load bearing foundation made of concrete, masonry, stone or other suitable material. Any foundation that is exposed more than 18" must be finished with material or painted for ACC approval (see Section 11.)		
13. DRIVEWAYS		
13.1 All private driveways from the road to the interior of the lot must be approved in writing by the ACC. ACC will determine if a culvert will need to be installed in the road easement. The area of the driveway in the road easement is to be compacted and road base consistent with the road itself. Maintenance and installation is the owner's responsibility. A Larimer County permit is required for driveways of County Road 73C. Clearance for emergency vehicles needs to be 12 feet wide and 15 feet tall.		
15. EXTERIOR LIGHTING		
Crystal Lakes participates in the Dark Skies Program. Use amber bulbs and lower wattage. Location of lights should be approved by the ACC.		
15.1 Flood light shields must be used and not provide illumination above the horizontal level.		
15.2 No dusk to dawn lights, use motion lights with timers.		
15.3 Turn off exterior lights not being used.		
16. FENCES		
16.1 No fence or gate shall be erected unless the owner can show necessity and receives prior written approval for location, installation and materials.		
16.2 Permission of the ACC to construct or alter fence or gate SHALL NOT be considered a waiver of this policy.		
16.3 Fences must provide gates or appropriate access where they cross easements.		
16.4 Necessity for a fence or gate will generally be limited to approved pet or livestock enclosures where allowed by zoning, or for properties adjacent to County roads. For properties adjacent to County roads, only wood fencing in a "buck and Rail" style will be considered for approval on a case by case basis, and then only for that portion of the property adjacent to County roads. (CC&R 5.13)		
17. FIRE PITS	Yes	No

Please refer to the Fit Pit Specifications and Open Fire Policy. A Fire Pit application and request for inspection form must be completed.

18. FUEL STORAGE		
18.1 Propane tanks must be installed pursuant to governmental regulations, it must be of natural color, white or silver tanks are discouraged. Keep combustible materials clear from tanks.		
18.2 Tanks must be at least 25 feet away from any buildings and property lines. Underground tanks must be adequately marked to keep vehicles from running over them.		
18.3 Bulk fuel other than propane is allowable only as a variance based on the recommendation of the Crystal Lakes Fire Department. It is the owners responsibility to research safety factors relevant to the storage of the fuel and mitigation of potential hazards to the community.		
20. GREENHOUSES		
Must be approved by the ACC. Greenhouses that are 48 square feet or less will not count as a permanent structure maximum limit per lot.		
21. RAINWATER COLLECTION		
21.1 A maximum of two (2) rain barrels per household with a combined storage of 110 gallons and can only be used to collect roof top or downspout water. The captured water is for exterior uses only on that lot.		
21.2 The appearance of the rain barrels must follow section 10 of this document.		
21.3 The use of rain barrel water does not constitute a rain barrel right. HB 16-1005 allows a state engineer to curtail the use of individual rains barrels if the water right holder can prove that the barrels impact their ability to receive the water they are entitled to.		
22. HOUSE NUMBERS & SIGNS		
All improved properties must have the street address clearly posted an visible from the road. The Fire Department recommends the use of their signs available at the office.		
22.1 Display address where driveway meets the road and is visible from both directions.		
22.2 If the structure is 100 feet or less from the road, and the entrance door is clearly visible from the road and there is no suitable location at the road the address sign can be placed beside or above the door.		
22.3 The number must be visible and be reflective, three (3) inches in height and on a contrasting background and need to be maintained.		
22.4 Display of signs and flags must comply with governmental statutes ordinances and CC&R 5.15.		
23. REFUSE & RUBBISH		
23.1 No refuse, garbage, or trash or may be stored on any lot. All containers must be sealed. Construction waste needs to be removed upon completion.		
24. SHEDS		
24.1 Only a shed used for storage may be erected on a lot.		
24.2 A shed shall never be used for a living space or camping.		
24.3 A shed must comply with all architectural guidelines and use noncombustible material from the ground up for 36".		
24.4 A 120 S.F. shed or smaller does not require a County permit but does require a ACC approval.		
26. RENEWABLE ENERGY SOURCES		
26.1 SOLAR PANELS are permitted if they meet all governmental guidelines for residential uses and may be located on the roof if		
26.1.1 such solar panel is built into and made an integral part of the roof flashing to the structure of any house constructed on the site.		
26.1.2 If specifically approved by the ACC.		
26.2 WIND GENERATORS will not be approved for Crystal Lakes due to the wind conditions, noise, (see section Part III, Section 5) and several bird species.		
27. TREE REMOVAL		
27.1 Live trees may be cut only for fire protection, clearing an approved building site, leach field and driveway, and thinning of dense tree growth.		
27.2 Thinning of dense tree growth shall be conducted in accordance with guidelines established by the ACC. Dead or diseased trees may be cut and cleared. Trees shall not be cut for commercial purposes without the prior written approval of the ACC (CC&R 5.9).		
27.3 No wood cutting and/or tree removal, including removal of dead trees, shall occur on any Association property without approval of the ACC.		
27.4 To cut or remove wood from greenbelts a permit (issued annually) is required. The permit specifies the parameters for wood removal, including wood that may be used for personal use only, is not to be sold, and cannot be transported from Crystal Lakes for use elsewhere.		
27.5 Dead, diseased and down trees should be removed from owner properties to mitigate fire risk and maintain appearance. Failure to remove dead, diseased and down trees from an owner's property may be considered a 'Nuisance' (CC&R 5.12).		
29. VARIANCES PLEASE REFER TO CRYSTAL LAKES ARCHITECTUAL REQUIREMENTS SECTION 29		
30. COMPLETION REQUIREMENTS		
30.1 A building that is completely closed in, windows and outside door installed, outside walls completed and finished to approved building plans and final roof is installed.		
30.2 The ACC may grant an extension in its discretion upon prior written application by the Owner and notice to Owners of record of surrounding properties within 500 feet of property for which the extension is being requested. The expense borne by the Owner requesting the extension.		
31. FINAL INSPECTION AND APPROVAL		
31.1 Grading and slope disturbances as well a soil cover are to be returned as nearly as possible to natural state.		
31.2 Clean-up and removal of construction aids and materials are complete.		
31.3 The only outstanding items are the applicable plumbing and electrical finals or other minor ACC approved items.		
31.4 When approval for completion status is requested, the owner must provide evidence that proper sanitation will be met during the interior construction completion. This will be verified by the Water and Sewer Association		
31.5 County Requirements: building permit prior to construction, a septic permit will be required and a well permit from the state.		
32. PLANS REQUIRED FOR SUBMITTAL		
32.1 Site Plan, Foundation Plan, all four side elevation plan, construction site sanitation plan, examples of colors and materials		
32.1.1 Driveway permit (first time construction or alternate driveway location)		
32.1.2 Fence details		
32.1.3 Variance request, if any. A request may delay permit approval by a minimum of 45 days.		
32.1.4 Proof of lot consolidation is required for construction that crosses setbacks of lot line boundaries.		
33. Plans must be submitted in hard copy and pdf format, must be drawn to scale and indicate the following:		
33.1 Site Plan		
33.1.1 Name of the owners, filing and lot, scale used and north arrow.		
33.1.2 Property boundaries, setbacks, easements, with adjacent roads identified on the plat.		
33.1.3 Proposed structures, reference to existing structures, porches, decks, walls, or fences and other improvements. show dimensions of structure and distances to lot lines.		
33.1.4 Driveway and parking areas.		
34. FOUNDATION PLAN		
34.1 Show foundation footers, stem walls, pillars, or other methods of foundation support, such as earth berms, rubble trenches, tires, etc. and indicate materials used. Indicate the use of french drains or other means for dealing with moisture collection at the base of the structure.		
34.2 Elevations of all major building facades. Label directional orientation on north, south, east, west on the side. Indicate the location of the finish grade and natural grade on each elevation, indicate the placement of finished floors and the height of ridgelines from the finished grade, and indicate all exterior finish materials, colors, and textures.		
35. Larimer County Septic and Building Permits and Colorado Well Permits are required and must be submitted to ACC prior to building.		



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | www.crystal-lakes.org

ARCHITECTURAL CONTROL APPLICATION

(Application must be submitted fifteen (15) days before the meeting and before any work is preformed)

Date Received: _____ /

Initials

Please check and include ALL necessary data:

Property Owner Name

Mailing Address

Filing #

Lot #

City

State

Zip

Zoning

E _____ E-1 _____ O _____

Email Address

Telephone #

Physical Property Address

I certify, I have accessed the Crystal Lakes Unified Covenants at www.crystal-lakes.org; I have read and understand them, and hereby agree to adhere to the CLRRRA Governing Documents and Policies in all improvements made upon my property. I also grant the Architectural Control Committee (ACC) and necessary staff members permission to visit my property prior and during the construction process. ACC/Staff may periodically inspect during the building process to assure compliance of the Covenants and exterior plan details.

Property Owner Signature

Date

REQUIREMENTS 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, out buildings, driveways, culverts, fencing, gates, exterior lights, other permanent improvements 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 Road & Recreation 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

(Application must be submitted fifteen (15) days before the meeting and before any work is preformed)

Date Issued: _____ **Permit Number:** _____

Driveway: Driveways ***must not*** interfere with the drainage of the run-off water or cause damage to roadways.

Signs: See policies for signage in the Governing Documents, including the Unified Covenants (5.15), "The display of all signs and flags must comply with applicable governmental statutes and ordinances and the Rules and Regulations of the Association."

Painting/Staining **Decking** **Building/Structure** **Fencing**

Exterior Lights **Culvert** **Other:** _____

1. Type of Work _____

2. Building Type _____

3. Fence:
Reason or necessity _____

4. Lights:
Type _____ Automatic _____ Location _____

5. Size:
Length _____ Width _____ Height _____ Sq. Ft. _____ Footprint Size _____

6. Material(s):
Type _____ Color/Finish _____

7. Exterior Finish/Roof:
Material _____ * Color _____
*** Samples must be included.**

8. Reason for or necessity of fence _____

9. Date to begin _____ Date Completion/Cleanup _____

Please include, in electronic form (USB/CD), one full set of building plans including floor plans, elevations, exterior design and all construction specifications. Also indicate on a 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/legal setbacks.

Manual on-sight inspection _____ (*address must be posted*)

Additional Instructions _____

Only requests included in this form are considered for approval. Any other requests/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/deny the application within forty-five days after the application is dated received. Applications must be received no later than 1 (one) week before an ACC meeting generally held the first Saturday of every month. Incomplete applications will be an automatic denial.

Property Owner Signature

Approved **Denied** **Variance Request**

(Variance, application will be presented to the Board of Directors for a final decision).

Staff Signature

Date

Staff Concerns:

ACC Provision(s) and/or Reason(s):

Signature: _____

Approved **Denied** **Variance Request (final decision of the Board of Directors).**

Provision(s) and/or Reason(s):

Signature: _____ **Date:** _____



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | www.crystal-lakes.org

ARCHITECTURAL CONTROL BUSINESS APPLICATION

(Application must be submitted fifteen (15) days before the meeting and before any work is performed)

Date Received: _____/

Initials

Property Usage; (Other than residential) Refer to Covenants.

Property Owner Name _____

Mailing Address _____

Filing # _____

Lot # _____

City _____

State _____

Zip _____

E _____
Zoning

E-1 _____ O _____

Email Address _____

Telephone # _____

Physical Property Address _____

I certify, I have received a copy of the 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 the Architectural Control Committee (ACC) permission to visit my property prior and during the construction process. ACC may periodically inspect during the building process to assure compliance of the Covenants and exterior plan details.

Property Owner Signature _____

Date _____

All information below must accompany application before application will be considered:

I. Type of Business: _____

II. Traffic Involved: _____

III. Parking Facilities: _____

IV. Letters of approval or disapproval from surrounding property owners within 500 feet of all property lines.

SIGNAGE:

See policy for signage in the Governing Documents including the Unified Covenants as quoted below, the Policy Manual and the Property Owner 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)

I. Permanent: _____

II. Temporary: _____

III. Size: _____

IV. Information: _____

Approved Denied Variance Request
(Variance, application will be presented to the Board of Directors for a final decision).

Staff Signature

Date

Staff Concerns:

ACC Provision(s) and/or Reason(s):

Signature: _____

Approved Denied Variance Request (final decision of the Board of Directors).

Provision(s) and/or Reason(s):

Signature: _____ Date: _____