

IMPROVEMENT DESIGN STANDARDS
&
PROJECT PERMIT PROCESS

SECTION 4: PERMITS FOR STRUCTURES AND IMPROVEMENTS

This section is applicable to Major and Minor Construction Projects, Modular Homes, Mobile/Manufactured Homes, commercial/multi occupancy Buildings.

4.1 Application requirements for Docks, Fences, and Signs

Permits for Docks (see Section 5), Permits for Fences (see Section 6), Permits for Signs (see Section 7)

4.2 Application requirements for all other Major/Minor Construction Projects

The following must be submitted when applicable:

- 4.2.1 An Application for Project Plan Approval completely filled out and signed by the Property Owner. (see Section 4.6)
- 4.2.2 A project Agreement filled out and signed by both the Property Owner and if applicable, the contractor. (see Section 4.7)
- 4.2.3 A Site Plan or existing Improvement Location Certificate (ILC) prepared by a Colorado registered professional land surveyor. (see Section 4.8) For subsequent projects reference Section 3.1.9.
- 4.2.4 Two (2) complete set of plans. For Mobile/Manufactured Homes (see Section 3.1.8 – *for plan details*) on an MH50 lot in Pagosa Vista, reference Section 4.4. *For sheds, decks, deck covers, “lean-to’s”, and/or railings, reference Section 4.9.*
- 4.2.5 A description of the materials and a color sample showing the color of the siding, wainscot, roof, trim, fascia, doors, exposed foundation, skirting and retaining wall.
- 4.2.6 Drawings and color samples for the first level decks, their stairs, screening, skirting or landscaping.
- 4.2.7 A drainage plan for the building site must be included if required by staff or the ECC. A drainage plan is required for commercial/multi-occupancy construction. (see Section 3.2.4.4)
- 4.2.8 A Proposed Landscape Planting plan (see Section 3.1.8.5) or the check list.
- 4.2.9 For acreage Lots with septic systems, a copy of the San Juan Basin Health Department septic system agreement with its location shown on the Site Plan per section 4.2.3 above.
- 4.2.10 Payment of filing and inspection fee to the PLPOA. (see Section 9)
- 4.2.11 If Lot ownership cannot be easily verified by the Department of Community Standards (DCS), the Property Owner must submit proof of ownership.

- 4.2.12 Lighting/Fully Shielded (see Section 3.1.16)
- 4.2.13 Address shall be easily read from the road (see Section 3.1.21)
- 4.2.14 Exterior Mechanical equipment requires an enclosure (see section 3.1.34)
- 4.2.15 Propane tank or other exterior fuel tank must be shielded (see section 3.1.34.6)

4.3 Application requirements for Modular Home

The following must be submitted:

- 4.3.1 An “Application for Project Plan Approval” completely filled out and signed by the Property Owner. (Section 4.6)
- 4.3.2 Inclusive of the Major Construction Project requirements (Section 4.2)
 - 4.3.2.1 State of Colorado Division of Housing (303) 866-2033 or (303) 866-4657 modular plan approval number and model number (stamped and certified on each page of plans).
 - 4.3.2.2 Certification of International Residential Code (IRC) compliance, which includes snow load, wind load and seismic zone (included on the plans). Compliance must meet or exceed the most recent edition of the IRC and/or other codes adopted by Archuleta County.
 - 4.3.2.3 Dealer’s “Compliance with IRC” form signed and notarized.

4.4. Application requirements for Mobile/Manufactured Home on MH50 Lot in Pagosa Vista Subdivision.

The following must be submitted:

- 4.4.1 An “Application for Plan Approval” completely filled out and signed by the Property Owner. (*see Section 4.6*)
- 4.4.2 Inclusive of the Major Construction Project requirements (Section 4.2).
- 4.4.3 Certification from the DCS that the home is in Acceptable Condition for used manufacture homes (refer to Section 2.1).
- 4.4.4 Two sets of dimensioned plan drawings for north, south, east, and west elevations are required for new Manufactured Homes.
- 4.4.5 Proof that the Manufactured home was constructed after 1976 must be submitted
- 4.4.6 Copy of HUD data sheet confirming 65 pounds on new Manufactured homes per square foot or greater snow load design. (30 pounds on used manufactured homes moving here from elsewhere in the County/State.) On new homes, a complete HUD data sheet must be submitted to the PLPOA. Also to be submitted to the PLPOA, construction details and all specific design and technical drawings may be submitted to get an initial permit for tree removal, excavation work, utility installation and foundation construction.

4.4.7 Adequate plans and description of:

4.4.7.1 State approved foundation plan capable of meeting Purging requirements.

4.4.7.2 Thirty-two (32) square foot covered entry (materials, colors, construction, etc.)

4.4.7.3 Skirting (material, colors, construction, etc.)

4.4.7.4 Sixty (60) square foot or larger storage building (materials, colors, construction, etc.)

4.4.8 Proof of purging (Certificate of Permit Location, obtained through Archuleta County Assessor's Office) being accomplished shall be submitted to the PLPOA before the project is considered to be Substantially Complete.

4.5 Application requirements for Commercial/Multi-Occupancy Residential Building

The following must be submitted:

4.5.1 An "Application for Project Plan Approval" completely filled out and signed by the Property Owner. (Section 4.6)

4.5.2 Inclusive of the Major Construction Project requirements (Section 4.2).

4.5.3 A Proposed Landscape Planting Plan.

4.5.4 A drainage plan.

4.5.5 A master sign plan or sign plan.

4.5.6 A Tree protection plan.

4.5.7 For a commercial building, a "Statement of Commercial Usage" describing the type of business, land usage and other details pertinent to the application. Usage should meet the Declarations and Restrictions.

4.5.8 For all multi-occupancy residential projects one of the following must be included:

4.5.8.1 Creating a Sub-Association, The Subdivision is creating individually owned units which has its own declarations and restrictions and /or CC&R's this is required:

- a. The subdivision must be incorporated into the PLPOA
- b. The subdivision is subject to all requirements of the PLPOA ECC
- c. PLPOA designate as the Master Association
- d. Copy of the subdivisions CC&R' and/or Declarations and Restrictions

4.5.8.2 Not Creating a Sub-Associations, a list of the individual address is required to establish PLPOA accounts.

Pagosa Lakes Property Owners Association, Inc.

SECTION 4.6

APPLICATION FOR PROJECT PLAN APPROVAL

Sample of application see the individual ones online or at the PLPOA Office

Property Information:

Owner's Name: _____

Mailing Address _____

Phone: _____ Cell: _____

Email: _____

Alternate Contact Person – Yes / No If yes, the property owner authorizes the following person to act on their behalf on this project:

Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Contractor – Yes / No If yes, the property owner authorizes the following person to act on their behalf on this project:

Name: _____

Mailing Address _____

Phone: _____ Cell: _____

Email: _____

Property:

Street Address: _____

Subdivision: _____

Block _____ Lot _____

Scheduled Construction Dates:

Start date must be on or after the applicable ECC Meeting Date (Ref. section 13).

Start: _____

Project description: _____

MAJOR / MINOR PROJECTS MAY NEED:

- Set of Plans-Structural Detail & Elevations
- Site Plan – See requirements listed in the section 4.8 of the Project Permit Process or see check list
- Grade changes – cut or fill in excess of one foot: Yes / No
- Driveway / Parking Pad/ Hammerhead with dimensions
- County Access Permit Copy if applies to project
- Landscape Plan Check List Included
- Color and Material Samples Included
- Mechanical Equipment & Propane Screening Details Included
- Fully Shielded Exterior Lighting required to meet section 3.16
- Tree Removal: Yes/No
- Covered Entry / Decks / Patio / Porch: Circle all that apply and provide details
- Application pages 1-4 filled out and signed by Owner & Contractor Included

FOR PLPOA USE ONLY

DATE APPLICATION AND PLANS RECEIVED & COMPLETE: _____

FEE AMOUNT _____ **ACCOUNT#** _____ **PERMIT #** _____

APPROVED / DISAPPROVED IN CIRA

ARCHITECTURAL STANDARDS: (Exterior)

Note: Glossy finishes are not allowed.

- Existing Home located on the referenced property? Yes / No
- Project to match existing building in Color

Siding: Material: _____
 Color: _____

Wainscot: Material put on home 3' from ground up wall
 Material: _____
 Color: _____

Trim, Fascia, & Soffit:
 Material: _____
 Color: _____

Roof: Architectural Grade Shingles / Metal
 Other: _____ Pitch _____ in 12
 Color: _____

Garage Door: Material: _____
 Color: _____

Main Entry Door: Material: _____
 Color: _____

Other Exterior Doors: Material _____
 Color: _____

Window Frames: Color: _____

Exposed Foundation more than 6" / Retaining Wall:
 Color _____

Covered Entry/ Deck / Porch /Patio Information:
 Material: _____
 Color: _____
 Railing: Material: _____
 Color: _____

Land Use Requirements:

Lake front/golf course contiguous lot? Yes / No – If yes, a silt fence must be installed between proposed structure and waterway /golf course. *Be advised there*

is a larger setback requirement on these lots and other restrictions may apply.

Is construction location within three feet of set-back line?

Yes / No - If yes, an "as-formed" foundation survey is required for DCS/ECC review and approval prior to constructing the foundation.

Setbacks:

Front: _____
 Back: _____
 Side: _____
 Street Side: _____
 Lake/ Highwater: _____
 Golf Course: _____

Building Height:

No. in Feet: _____
 No. of Stories: _____

Square Feet of Building:

Total square footage of project: _____
 Non-Living Space: _____
 Living Space: _____
 Garage: _____

Dimensions of:

Covered Entry: _____
 Decks: _____
 Patio: _____
 Porch: _____
 Driveway: _____
 Material: Gravel / Asphalt /Concrete
 Apron: _____
 Material: Gravel / Asphalt /Concrete
 Parking Pad: _____
 Material: Gravel / Asphalt /Concrete
 Hammerhead: _____
 Material: Gravel / Asphalt /Concrete

Other Details You Like to Include:

PROJECT PERMIT PROCESS
SECTION 4.7
PROJECT AGREEMENT

SAMPLE

In consideration of a Pagosa Lakes POA project permit being issued for construction work to be done at _____ (physical address), which is located within the Pagosa Lakes Property Owners Association, _____ (subdivision), for _____ (owner) and _____ (contractor) acknowledge and enter into an agreement with the PLPOA as follows:

1. _____ (initial) I am the owner of the property identified in this application.
2. _____ (initial) I and my contractor are responsible for reading, meeting, and following the requirements of the Project Permit Process, Project Agreement and the Rules & Regulations.
3. _____ (initial) I have submitted all required documents. (see section 3 & 4)
4. _____ (initial) I have paid all the required fees.
5. _____ (initial) **I understand I need to call for a form inspection on my foundation before I pour concrete or a stop work order will be issued and fines may apply.**
6. _____ (initial) Project permits are valid for six (6) months from date of approval. An Extension is required if the work is not completed.
7. _____ (initial) Extension must be applied for and fees paid before the permit expires. There are penalties for working without a current permit. The fee for an extension is determined by the Board of Directors. (see Section 9)
8. _____ (initial) Project permit card will be posted before construction begins and must remain posted until construction is completed.
9. _____ (initial) All structures will be constructed in accordance with the Project Permit Application, plans and specifications as submitted to and approved by the Environmental Control Committee (ECC).
10. _____ (initial) Any changes to the approved plan must be reviewed and approved by the ECC. Any deviation from the approved plans will result in a penalty as outlined in the PLPOA Neighborhood Rules and Regulations.
11. _____ (initial) Permission is granted to the ECC and/or its representatives to access the property to assure that the building being constructed conforms to the project permit that was approved by the ECC. In verifying these details, the ECC assumes no responsibility whatsoever for the structural aspects of the improvement being installed or constructed. The number of spot checks conducted is entirely at the discretion of the ECC and/or its representatives, but it is anticipated they may occur as follows:
 - A. Prior to consideration by the ECC, the property and building foundation corners shall be staked to assure the structure will be sited in accordance with the PILC, and all trees to be cut down shall be flagged.
 - B. During construction at various intervals.
 - C. Upon completion of construction to assure that materials, architectural design, and colors of the exterior conform to the approved plans and application details. Driveway size and materials, Lighting and Drainage will be monitor closely.
12. _____ (Initial) The property boundary shall be adequately identified (i.e., tape, rope, construction fence) during construction so that all excavated materials, construction materials, tools, construction debris, and equipment, etc. shall be kept within the boundaries of the Property on which the contractor is working unless written permission is obtained from the adjacent affected Property Owner(s) and submitted to the ECC.

13. _____ (initial) An “AS-formed” foundation survey (see Section 4.8) that verifies the approved location may be required and the Department of Community Standards (DCS) must review and approve the survey results before the foundation is poured.
14. _____ (initial) All structures built or placed on a lot shall comply with the current applicable Archuleta County Building Code, including electrical, plumbing and mechanical codes as may apply. *Owner and Contractor are responsible for ensuring compliance with the building code, not the PLPOA/ECC.*
15. _____ (Initial) No open burning by the contractor or others at the building site will be permitted.
16. _____ (Initial) All contractors will be required to provide a trash receptacle/enclosure on site. All construction debris shall be removed from the building site and be disposed of properly at least monthly.
17. _____ (Initial) The project requirements of the PLPOA require the installation of an enclosed freestanding operating, self-contained portable toilet for use by anyone at the construction site. The portable toilets are required on all projects where there is not an existing working toilet facility. The facility shall be available from the date the excavation is started until such time as the indoor toilets are operational. This facility is for temporary use during the construction period only and shall be promptly removed upon the completion of the construction.
18. Road cut permits must be obtained from Archuleta County and submitted for approval of a project. The road must be restored to its original condition. *This includes going back one year after date of completion to make any required repairs.* The Owner does hereby promise and agree to install a storm culvert at the Driveway entrance in accordance with Archuleta County specifications. If damage to the road or drainage ditch occurs during installation, construction, and up to one year from the date of completion, the Property Owner is responsible for repairing damage and returning all aspects of the road to its original condition at the Property Owner’s expense to the satisfaction of the appropriate road authority.
19. All construction work will take place between 7:00 a.m. and 7:00 p.m., local time, Monday through Friday; 8 a.m. to 7 p.m., local time, Saturday; and 9:00 a.m. and 7:00 p.m., local time, Sunday.
20. All trees will be protected throughout construction. It is agreed that neither the Contractor nor their subcontractors will drive, park vehicles or stack construction material within the drip line of the trees.
21. The property owner and contractor understand that, in the event that legal action is required to enforce the terms of this agreement or any of the terms contained in the PLPOA Project Permit Process, Declarations of Restrictions and/or Rules & Regulations affecting the Property Owner’s property, that if the PLPOA prevails, the property owner will be required to pay reasonable attorney fees and costs incurred by the PLPOA.
22. All provisions in this agreement are binding upon the Owner and contractor and the initialing of certain provisions does not affect the validity or enforceability of any other provision.
23. Violation and Fine Schedule: **In consideration for obtaining a building permit, the property owner and contractor agree that they are subject to fines for violations identified in Sections D, E and F of the Neighborhood Rules and Regulations. They also acknowledge that they are familiar with and will comply with all provisions of the Project Permit Process. The contractor also acknowledges that he/she has no outstanding fines, violations or citations from PLPOA.**

Delinquent fines will be subject to collection utilizing all remedies available to the Association, to the extent permitted by law, including reasonable legal fees and costs of collection.

The owner attests that the information above is complete, correct, and all documents needed for approval have been submitted. Owner has read and agrees to abide by the sections of the Project Permit Process that pertains to the project, the Declaration of Restrictions for this subdivision, Project Agreement, and the Rules and Regulations of the Association.

Property Owners Signature and Date

Contractor Signature and Date

Pagosa Lakes Property Owners Association
IMPROVEMENT DESIGN STANDARDS
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SECTION 4.8: PROPOSED SITE PLAN REQUIREMENTS

The following are minimum elements required by the ECC to be part of a Proposed Site Plan prepared by a Colorado registered professional land surveyor, which shall be titled Proposed Site Plan of lot, block, subdivision, street address Archuleta County, Colorado.

4.8.1 Property lines with boundary dimensions per the legal description of the Lot.

4.8.2 Located Property corners and the description of the corner pins.

4.8.3 Existing natural grade levels and existing slope direction indicators (as required by Archuleta County).

4.8.4 Setbacks and utility easements identified and drawn on the Proposed Site Plan.

- a. For lake front lots, the first-floor elevation of all Structures and rear setback/high-water line. (The top of the spillway will be utilized to determine the high-water line.) For Lake Hatcher Park lots, provide surveyor's data that the first-floor elevation is higher than 7739 feet above sea level and that the structure is at least 25 feet from the high-water line (as per the Lake Hatcher Park Declarations of Restrictions).
- b. For golf course lots, show any easements and the 50' golf course setback as measured from the property line adjacent to the golf course property.

4.8.5 Major Improvements proposed or existing Buildings or Structures (i.e., Home, garage); any platted easements across the property; identification of adjacent lakes, golf course property, open spaces, common space, green belts, and road right-of-ways. In any instance where the physical road leaves its platted right-of-way and encroaches onto an owner's property, a building set-back of no less than 30' from the edge of the driven surface of that road will be enforced.

4.8.6 Proposed Major Improvement location dimensions shown perpendicular from the nearest two (2) property lines to the foundation walls or corners. Mobile/Manufactured Homes on an MH50 Lot in Pagosa Vista similarly shown perpendicular from Property lines. These dimensions shall be clearly identified as being "to foundation wall forms to be placed" on the date the measurement was made.

4.8.7 Proposed Minor Improvements locations (example: outbuildings with concrete foundations or any other improvements involving concrete).

- 4.8.8 All Trees that are in excess 6” in diameter that are to be removed shall be identified (The owner and/or contractor are to identify on the permit application all trees in excess of 3” within the property borders that are to be removed, on the permit application).
- 4.8.9 Apparent encroachments shall be noted and shown in an obvious manner.
- 4.8.10 Other appropriate notes and disclaimers.
- 4.8.11 True North.
- 4.8.12 Statement of drawing scale (e.g., 1” = 20’-0”).
- 4.8.13 Colorado registered professional land surveyor’s stamp, signature and date.

Note: The PLPOA requires that a Colorado registered professional land surveyor install identifiable stakes or markers, flagged and clearly marked to indicate the recorded monuments (if located) at the Property corners (as visible from the road for larger or severe grade lots) as well as the corners of all proposed Structures to assist PLPOA staff in confirming the details presented in a Proposed Site Plan.

PLPOA AS FORMED CERTIFICATE/LETTER REQUIREMENTS:

1. A Colorado registered professional land surveyor shall conduct an “As Formed” certificate or letter that verifies the previously submitted Proposed Site Plan if the proposed Improvement is within three (3) feet of the setback line, or if a setback Variance is granted (An “As Formed” certificate may also be required as deemed necessary by the ECC/DCS). Review and approval must be completed by the PLPOA Department of Community Standards prior to constructing the foundation. The surveyor shall verify the previously submitted dimensions on the Proposed Site Plan and then submit one of the following (which must be presented to PLPOA staff for review and approval before concrete is poured):
 - a. An “As Formed” certificate which contains the dimensions required in Section 4.8.6 that clearly identifies as being “to foundation forms in place” on the date the measurement was made, signed and sealed by the surveyor verifying the information. Or,
 - b. A signed, sealed, and dated “As Formed” letter from a surveyor verifying that the placements and information on the original Proposed Site Plan is accurate, stating the exact dimensions or that the “forms are substantially as shown on the Proposed Site Plan submitted with the application, but not beyond the set building envelope”
2. Once an “As Formed” certificate or letter has been completed, a PLPOA inspector will schedule to come out and inspect the project. At that time, the owner will be REQUIRED to submit to the inspector a copy of the “As Formed” certificate or letter (if it has not already been provided to the PLPOA by the surveyor) prior to pouring concrete. Once approved, permission to pour will be granted and a green permit card will be issued. Verbal approval to pour may be granted by the DCS Manager while green permit card is in transit. Any work done without the issuance of the green permit card will result in a violation for doing work without a valid permit and a STOP WORK ORDER will be immediately issued.

Pagosa Lakes Property Owners Association

PROJECT PERMIT PROCESS

SECTION 4.9: STANDARDIZED PLANS

Standardized plans are attached for:

- Section 4.9.1 – Gabled Shed
- Section 4.9.2 – Lean-To Shed,
- Section 4.9.3 – Attached Covered and Uncovered Decks
- Section 4.9.4 – Unattached Covered and Uncovered Decks
- Section 4.9.5 – Deck and Stair Railings
- Section 4.9.6 – Poles
- Section 4.9.7 – Water-Wise Garden Designs (3)