

**SOUTHERN BLUFFS GENERAL INFORMATION
ARCHITECTURAL AND LANDSCAPING PLAN SUBMITTAL 4-2022**

GENERAL INFORMATION – The Southern Bluffs Subdivision is incorporated into the City of Cortez but the streets, clubhouse and green spaces are maintained by the HOA. All building codes are enforced by the City of Cortez and design standards are enforced by the ARC (Architectural Review Committee). For further information visit the City’s website (cityofcortez.com) and the HOA’s website (southernbluffshoa.com).

Clubhouse: Access to the clubhouse is by appointment and free of charge for residents. There is a charge for non-residents. A cleaning fee will be assessed if the clubhouse is not cleaned after use. The park along 7th Street is also open for use to residents.

Mail: The boxes are located next to the clubhouse. New service is available through the post office. There is a mail box fee of **\$100 payable to the HOA**.

Trash and recycling: These services are set up with the City of Cortez. Trash is generally picked up on Monday mornings and recycling is picked up on Tuesday mornings. Subdivision rules require that trash and recycling containers not be left on the street and must be put inside an enclosed space at the rear or side yard.

Construction/Landscaping: Construction/landscaping **cannot** begin before plans are approved by the ARC.

NEW HOME/LANDSCAPING SUBMITTAL INFORMATION

| Lot Number/Address | Lot # | Proposed Address |
|-------------------------|-------|------------------|
| Owners Name | | |
| Owners Current Address | | |
| Owners Phone Number | | |
| Owners E-Mail | | |
| Contractor Name | | |
| Contractor Address | | |
| Contractor Phone Number | | |
| Contractor E-Mail | | |

REQUIRED PLAN SUBMITTAL INFORMATION – ALLOW 30 DAYS FOR REVIEW PROCESS

- **1 COPY OF LANDSCAPING AND HOME PLANS. HOME PLANS REQUIRE EXTERIOR DRAWINGS.**
- **1 COPY OF THE SITE PLAN.** Include all setback information and dimensions.
- **DESCRIPTION OF MATERIALS BEING USED.** New homes are required to be no more than **1 story** with a maximum roof height above the foundation of 24’. Roof pitch is either 4/12, 5/12 or 6/12. Two different styles of exterior materials to be used. Muted colors (earth tones) are required.
- **AN IMPACT FEE OF \$500 IS REQUIRED FOR NEW HOME CONSTRUCTION. WE ALSO COLLECT A \$100 MAILBOX FEE.** No fee required for landscaping plans. Construction **cannot** begin without plan and fee submittal. Landscaping **cannot** begin without plan approval. You will be notified by email/phone of acceptance or denial of plans.
- **CONTRACTORS ARE RESPONSIBLE FOR WORKSITE MAINTENACE INCLUDING DUST, MUD, TRASH AND NOISE CONTROL.**

DATE SUBMITTED _____ OWNER SIGNATURE _____

PLAN (ACCEPTED) (DENIED) DATE _____ COMMENTS _____

| | OK | PLAN SUBMITTAL INFORMATION |
|----|----|---|
| 1 | | ELEVATION – 1 story site-built homes only. Maximum roof height above sill plate is 24'. Minimum of 4/12 roof pitch, maximum 6/12 roof pitch. |
| 2 | | SQUARE FOOTAGE (sf) – Minimum home square footage is 1,200 sf. 2 car attached garage required. Minimum garage size is 20'x20' outside dimension with inside unobstructed by mechanical room placement (water heater/furnace). |
| 3 | | SITE PLAN – for landscaping show front yard landscaping plans and fencing with dimensions and setbacks. For homes show dimensions/square footage of home/garage including setbacks from property line. Concrete sidewalks and garage approach are required. |
| 4 | | SIDING – Stucco, wood/manufactured wood, horizontal concrete is acceptable. Metal siding is by review only. No log type sidings are allowed. Provide sample colors to be used. Muted colors required. Earth tones preferred. |
| 5 | | SECONDARY SIDING – Required on front of home. 10% of frontal square footage which includes any front gable is used in the required square footage for the secondary siding. 2 different styles and 4 inside/outside corners and 1 inside corner required on the front of the home. |
| 6 | | ROOFING TYPE – Dimensional/architectural shingle preferred. Metal roofing is by review only. |
| 7 | | ROOFING COLOR – Earth tones. |
| 8 | | WINDOWS – Vinyl type and wood are acceptable. No unfinished aluminum. Windows should be in harmony with exterior coloring. |
| 9 | | FENCING – No front yard fencing allowed except for approved fencing along 7 th Street. This fencing will not exceed 4' in height and all fencing along 7 th Street will be of identical design. Side/rear yard fencing materials include vinyl, wood (no log or snow), and composite material, maximum height 6'. No chain link is permitted. Other types of metal fencing must be approved. |
| 10 | | EXTERIOR LIGHTING – Must conform to dark sky requirements. |
| 11 | | HOUSE NUMBERS/ MAILBOXES – House numbers are required for building permits. Mailboxes are located at the clubhouse area. Sign up for a mailbox with the post office. There is a \$100 fee for a mailbox payable to the HOA. |
| 12 | | FRONT YARD LANDSCAPING – Xeriscaping is allowed. One tree is required with a minimum 2" caliper. Landscaping shall be finished and maintained in keeping with neighborhood standards. Landscape design is required to be approved by the ARC. |
| 13 | | ANTENNAS/SOLAR PANELS – These must be placed behind the first half of the home's roof line or on the off-street side of the home. They should not be obvious from the street facing the home. |
| 14 | | FIREPLACES – Interior gas, pellet, and wood burning fireplaces are permitted. A small back yard wood burning fire pit is allowed. Firewood must be placed behind the fence line and not be visible from the street. Only cured firewood is allowed to be burned. |
| 15 | | SHEDS/PERMITS – Sheds are to be painted in the same hues as the home. The City may require permits for the shed, sprinkler system, and fencing. |

NON-PERMITTED USES

- **TRAILER/RV/BOAT PARKING:** Section 7.6 in the CCR's does not permit parking in the front yard or the street. The only exception to this is a 48-hour window to load/unload a trailer. They can be parked behind the fence line in the side or back yard.
- **TRASH AND RECYCLING CONTAINERS:** These must be placed behind the fence line and not visible from the street. The exception to this is they may be placed on the street the night before pickup. They must be off the street within 24 hours of scheduled City pickup.
- **COMMERCIAL USE OF ANY RESIDENTIAL PROPERTY IS PROHIBITED:** Each lot is designed for only 1 residential single-family home in a 1 story design.
- **SITE CLEAN UP AND EQUIPMENT:** There is no stockpiling of materials on the streets. Mud/dirt must be removed from the streets. Construction equipment shall not be parked on the streets for more than 72 hours.

SOUTHERN BLUFFS HOA - DEVELOPMENT AND CONSTRUCTION STANDARDS

4-2022

INTRODUCTION

The Development and Construction Standards as amended 4-2022 are part of the restrictions governing the development of Southern Bluffs. The Homeowners Association expressly reserves the right to modify or amend the guidelines. Re-evaluation and updating will occur as deemed necessary.

These guidelines deal with both the site and development concepts. As necessary, certain details of construction and landscaping are discussed to enhance the architectural quality and aesthetic value of Southern Bluffs. To ensure compliance with these guidelines a review process evaluated by the Architectural Review Committee (ARC) has been included to guide development and construction.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Architectural Review Committee, also known as the ARC, has been formed to promulgate the Development and Construction Standards. This includes the review procedures for design of the home and landscaping. The members of this committee shall consist of 3-5 members appointed by the Board of Directors of Southern Bluffs. Each member of the committee shall have an equal vote, and the majority of all members shall constitute a decision for approval or denial of an application. The ARC shall meet as needed to review applications.

DESIGN REVIEW PROCESS

The purpose of the Design Review Process is to assure the protection of covenants, the environment, and individual property values. The review process will consider the merits of home design and landscaping that will provide benefits to the community as a whole. The process may also consider the lack of conformity of design as objectionable to the community as a whole.

- 1. APPLICATION FOR HOME CONSTRUCTION.** Each lot owner desiring to build a new single-family residence within Southern Bluffs must submit a completed application along with the application fee **before** construction begins on any lot. A building permit from the City of Cortez is also required for all construction.
- 2. APPLICATION FOR ADDITION, IMPROVEMENT, ALTERATION OR MODIFICATION.** Each owner who plans to add or modify the exterior of a structure or any other change to the property must first submit an **Architectural and Plan Submittal** application. A building permit may be required by the City of Cortez. The primary goal of this design review procedure is to determine whether the proposed addition or modification conforms to the development standards and architectural criteria adopted by the Homeowners Association and is in harmony with the overall design of the community. **Planting of plants, trees, bushes and/or flowers will not require written permission as long as the plantings are not a nuisance to neighbors or the neighborhood. Water saving landscaping is encouraged.**

3. **COMMENCEMENT OF CONSTRUCTION.** The builder must begin construction within 90 days of approval of the application. For purposes of definition, construction commencement shall mean the pouring of footers, or in the event of an addition, improvement, alteration or modification such event shall be determined by the ARC. If construction has not started within the 90 days, the application will have to be resubmitted along with additional fees. In addition, construction must be completed and a Certificate of Occupancy obtained within 365 days of the commencement of the construction.
4. **VARIANCES.** All variance requests shall be made in writing. Any variance granted shall be considered unique and will not set a precedent for future decisions.

CONSTRUCTION STANDARDS AND GUIDELINES

1. **START OF CONSTRUCTION.** No lot clearing may be started until all government permits are approved and formal written approval from the ARC has been granted.
2. **CONSTRUCTION HOURS AND NOISE.** Construction hours shall not start before 6:30am and will terminate no later than 8pm. Loud radios/music is not permitted on the construction site.
3. **SITE CLEANUP AND EQUIPMENT.** All construction sites must be maintained in a neat and orderly manner. Trash shall be contained in a covered dumpster. The builder is responsible for trash that blows off the site and shall retrieve such trash immediately. There will be **no stockpiling of materials on the streets**. Mud/dirt must be removed from the streets that is attributed to the construction of the property. Site cleanup will be billed back to the builder if not taken care of in an orderly and prompt manner. Construction **equipment shall not be parked on the streets for more than 72 hours** at a time.
4. **CONSTRUCTION DAMAGE.** Any damage to the community's infrastructure or other property by a builder will be repaired by the builder in an orderly and prompt manner. If not repaired it will be repaired by the HOA and billed back to the builder.

NOTE: For more information see the CCR's section 7 - Use and Architectural Restrictions