

SOUTHERN BLUFFS GENERAL INFORMATION ARCHITECTURAL AND LANDSCAPING PLAN SUBMITTAL – 9/2023

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) with final approval by the Board. For further information visit the City's website (cityofcortez.com) and the HOA's website (southernbluffshoa.com).

- **Clubhouse:** The clubhouse may be reserved by appointment and can be scheduled through the Clubhouse Manager. Rental contracts for both residents and non-residents are available on the Southern Bluffs website. Rental rates are reduced for residents. A basic cleaning fee is assessed with additional charges if the clubhouse is not restored to its original condition after use. The park along 7th Street is also open for use to residents.
- **Mail:** Mailboxes are located next to the clubhouse. New service is available through the post office. There is a mailbox 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 and the Board. At least one tree is required in front yards of homes. A deposit of \$300 is required that will be refunded to the homeowner when the tree is planted.

NEW HOME/LANDSCAPING SUBMITTAL INFORMATION REQUIRED

Lot Number/Address	Lot# Proposed Address
Owners Name	
Owner's Current Address	
Owner's Phone Number	
Owner's Email	
Contractor Name	
Contractor Address	
Contractor Phone Number	
Contractor Email	

PLAN SUBMITTAL INFORMATION CHECKLIST – ALLOW 30 DAYS FOR REVIEW PROCESS

	OK	PLAN SUBMITTAL INFORMATION
1		<p>ELEVATION: 1 story site-built homes only. Maximum roof height above the sill plate is 24'. Minimum of 5/12 roof pitch, maximum 6/12 roof pitch.</p> <p style="text-align: center;">1</p>
2		<p>SQUARE FOOTAGE: Minimum home square footage is 1,400 sf. 2 car attached garage required. Minimum 20'x20' outside dimension with inside unobstructed by mechanical room placement (water heater/furnace).</p>
3		<p>SITE PLAN: For homes show dimensions/square footage of home/garage including setbacks from property line. Concrete sidewalks and garage approach are required. For landscaping and fencing, include set-backs,</p>
4		<p>SIDING: Stucco, wood/manufactured wood, horizontal concrete is acceptable. Minimal metal siding may be allowed, by review only. No log type sidings are allowed. Provide sample colors to be used. Muted colors required; earth tones preferred.</p>
5		<p>SECONDARY SIDING: Required on the front of the 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 are required on the front of the home.</p>
6		<p>ROOFING TYPE: Dimensional/architectural shingle preferred. No metal roofing is allowed.</p>
7		<p>ROOFING COLOR: Earth tones.</p>
8		<p>WINDOWS: Vinyl, wood, and composite are acceptable. No unfinished aluminum. Windows should be in harmony with exterior coloring.</p>
9		<p>FENCING: Fencing must be approved by the ARC. No front yard fencing is allowed except for approved fencing along 7th Street. Fencing along 7th Street will not exceed 4' in height, and all fencing along 7th 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 fencing is permitted. Other types of fencing must be approved.</p>
10		<p>EXTERIOR LIGHTING: Must conform to dark sky requirements.</p>

11	HOUSE NUMBERS/ MAILBOXES: House numbers are required for building permits, and house numbers must be attached to the house in a visible location and a minimum of 4" tall.. 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 at the time the application is submitted.
12	FRONT YARD LANDSCAPING: Xeriscaping is allowed. One tree is required with a minimum 2" caliper. Homeowners are encouraged to add additional trees, shrubs, and other plants to enhance the curb appeal of the home. Landscaping shall be finished and maintained in keeping with neighborhood standards. Landscape design must be approved by the ARC.
13	ANTENNAS/SOLAR PANELS: Antennas must be placed behind the first half of the home's roof line or on the off-street side of the home and should not be obvious from the street. Solar panels should be as inconspicuous as possible without reducing efficiency (per CO law).
14	FIREPLACES - Interior gas and pellet fireplaces are permitted. No wood burning fireplaces are permitted. A small backyard 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.

REQUIRED PLAN SUBMITTAL INFORMATION – ALLOW 30 DAYS FOR THE 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 5/12 or 6/12.
- **AN IMPACT FEE OF \$800 IS REQUIRED FOR NEW HOME CONSTRUCTION.**
- **A MAILBOX FEE OF \$100**
- **A \$300 REFUNDABLE DEPOSIT FOR TREE PLANTING.**
- **TOTAL FEES = \$1200**
- No fee is required for landscaping plans.
- Construction **cannot** begin without plan approval and payment of all fees.
- Landscaping **cannot** begin without plan approval.
- You will be notified by email/phone of acceptance or denial of plans.
- **CONTRACTORS ARE RESPONSIBLE FOR WORKSITE MAINTENANCE INCLUDING DUST, MUD, TRASH AND NOISE CONTROL. NO STOCKPILING OF CONSTRUCTION MATERIALS ON STREETS.**

DATE SUBMITTED: _____ CONTRACTOR SIGNATURE: _____

OWNER SIGNATURE (if applicable): _____

PLAN. (ACCEPTED) or (DENIED)

DATE: _____ ARC CHAIR: _____

COMMENTS:

SOUTHERN BLUFFS HOA – DEVELOPMENT AND CONSTRUCTION STANDARDS OVERVIEW

INTRODUCTION

The Development and Construction Standards as amended September 2023 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, ARC, has been formed to promote and enforce the Development and Construction Standards. This includes the review procedures for house and landscaping designs. 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 application fees **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. 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-wise 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 as determined by the ARC. If construction has not started within 90 days, the application must be re-submitted 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 city permits are approved and formal written approval from the ARC has been granted.
2. **CONSTRUCTION HOURS AND NOISE.** Construction hours shall not start before 6:30 am and will terminate no later than 8 pm. 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 must 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 that is attributed to the construction of the property must be removed from the streets. 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 must be repaired by the builder in an orderly and prompt manner. If not repaired by the builder, 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

