

# **Alpha Subdivision Construction Application Package**

## **Alpha Subdivision General Guidelines**

1. The Owner/applicant (hereinafter Owner) of the Alpha subdivision property agrees to follow Alpha Covenants, Conditions, and Restrictions (CC&Rs) and amendments, the Alpha Subdivision guidelines, the Alpha Subdivision Construction Restrictions, and all county, state and federal rules and regulations for as long as they own the parcel.
2. The Owner agrees not to deviate from the submitted plans once approved by The Alpha Subdivision Committee, Inc., d.b.a Alpha Committee of Architecture (hereinafter ACA) without approval of ACA and shall complete the project according to the ACA approved plans.
3. The Owner agrees to adhere to any variance approved by ACA as provided in the ACA Approval Letter.
4. The Owner agrees to apply for, and keep current, any permits (county, state, etc.) required for their project during the Construction Period defined as follows:

5. Construction Period

For Projects requiring a county building permit – The period of time beginning with a notification, from an approved applicant, that construction has begun (in absence of such notification, the issue date of the county building permit) and ending with an occupancy permit from the county or final completion by the applicant of the project as shown by the building plans submitted with the application.

For projects not requiring a county building permit - The period of time beginning with the approval date referenced in the approval letter and ending with final completion of the project as defined by the plans submitted with the application.

6. Enforcement of the CC&Rs, Alpha Subdivision Guidelines and Alpha Subdivision Construction Restrictions shall be enforced by the ACA with support from the Alpha Property Owners Association (hereinafter APOA).
7. Owner/Applicants shall conduct a safe, neat and orderly construction site. It is of the utmost importance that anyone conducting construction activities use extreme care in preventing conditions that are unsafe, could contribute to fire or other hazards or negatively impact the overall subdivision or immediate neighbors. Property Owners are responsible for the actions of their contractors and subcontractors and are encouraged to require insurance for builders' risk, general commercial liability, workman's compensations, and automobile liability.
8. An applicant is invited to arrange a conceptual plan review with the ACA to help the Owner navigate compliance with the CC&Rs. This preliminary review may clarify any questions about

covenants and use of the property. This review is not a requirement for approval of the construction application.

### **Alpha Subdivision Construction Requirements**

#### **Construction trailers, portable field offices, etc.**

Provided they are maintained in an orderly fashion, applicants may utilize construction facilities as may be reasonably required, convenient or incidental to construction of the improvements for the Construction Period.

#### **Storage of material and equipment**

Owners and contractors are permitted to store construction materials and equipment on the construction site (Owner's lot), and in accordance with their respective approval letter for the Construction Period. Materials shall be neatly stacked and secured.

Owners and contractors shall not damage, trespass into or disturb other properties, including, but not limited to adjacent lots, open spaces, roads, culverts, driveways and/or other improvements. The Owner and/or its contractor shall be responsible for any damage or clean-up resulting from the applicant.

#### **Debris and trash removal**

A trash receptacle of sufficient size must be maintained on the construction site. Trash and debris shall be covered or weighted down to prevent blowing off the construction site. Gravel, mud or debris resulting from construction activity on any construction site shall be promptly removed from public or private roads, open spaces or other portions of the subdivision. If not removed, the Owner will be charged for its removal by a third party. Owners and contractors are prohibited from burning during the Construction Period unless otherwise authorized through a variance.

#### **Construction Hours**

All construction activity is restricted to the hours of 7:00 A.M. to 7:00 P.M. . The sound volume of radios may not interfere with the enjoyment of peace and quiet by the adjacent property Owners.

#### **Parking**

Construction crews will not park on or otherwise use adjacent lots or open spaces unless permission is obtained from such property owner.

#### **Driveways**

All driveways shall be located and constructed in accordance with all applicable standards, specifications and the Archuleta County access permit.

#### **Trees**

Any trees felled during site excavation and/or land clearing activities shall be promptly (within 4 months of felling) cleaned up, cut and stacked or removed from the site.

**Excavation material**

Excess excavation material must be redistributed on the site consistent with the approved construction plans and/or hauled off the construction site. Excavations for utility trenches and buried septic systems shall be restored to within 1 ft of the original natural grade.

**Blasting**

If blasting of bedrock is to occur, the contractor must inform all adjacent residents, at a minimum, and take the necessary precautions to avoid damage to nearby properties.

**Animals**

No uncontrolled animals shall be brought onto the job site at any time. All dogs, contractor's and/or Owner's, shall be leashed or otherwise controlled in such a manner so as to keep dogs on the Owner's parcel.

**Toilet Facilities**

Toilet facilities are required at each construction site. Such facilities will be located on the construction site and provided at the start of construction through completion.

**Access**

Any board member of the ACA shall have unencumbered and unrestricted access to the site during normal construction hours during the Construction Period to verify that it complies with the submitted plans and CC&Rs.

**Construction Activity**

Construction must be continuously pursued with reasonable diligence from the time of commencement until completion. No residence may be occupied until Archuleta County has issued a certificate of occupancy.

**Permits and Approvals**

Prior to the start of construction, applicants must obtain all necessary approvals and/or permits as required by the ACA, Archuleta County and the State of Colorado. Authorization to excavate utility trenches is required from the ACA and their location should be provided with this application. Upon completion of any approved project, applicants should notify the ACA promptly.

**Postings**

Archuleta County building permit placard, ACA Approval Letter and other required documents must be posted prior to commencement of any construction work in a well visible, conspicuous, and prominent place at the entrance to the property.

**Voluntary Plan Review**

An applicant is invited to arrange a conceptual plan review with a board member of the ACA to help the Owner develop the best site plan for his/her lot. This preliminary review may clarify any questions about covenants and use of the property. This review is not a requirement for approval of the building application nor does the ACA guarantee that such a review can be accommodated.

### **CC&R Variances:**

The following are examples of variances that have been requested from the ACA in the past. Variances are evaluated on a case-by-case basis and may be approved or denied based on project specifics and impacts to the community. The applicant should **NOT** assume any variance will be granted without their requesting said variance. Requests for any variance should include a description of the variance and why it is requested. Variances may be granted with conditions.

1. RV Use - Use of live-in trailer on parcel during period of construction. This variance is only applicable to the Owner of the parcel or the Owner's representative.
2. Construction Duration - Extension of period of construction (150 days per CC&Rs)
3. Setback Requirements - Encroachment of setback(s) by structure(s)
4. Structure Height Limitations - Structure height exceeding 25 feet as measured from the highest point of the original natural grade (within 6 ft of the new structure) to the tallest point of the structure.
5. Burning - Burning of vegetative material during the construction period

**Note:**

Current ACA policy is to grant a variance extending the construction period to 1 year (item #2), and to grant a variance of structure height to 30 ft. (item #4). Applicants proposing a structure height more than 30 ft must notify adjacent landowners of proposed structure height and provide any written feedback with their application to the ACA for consideration.

**Schedule of Fines**

<b>CC&amp;R Violation</b>	<b>Article</b>
Occupied temporary structure without necessary approvals and permits	1
Non-authorized structure (RV, mobile home, tent, shack, outbuilding, etc.)	1
Occupancy of a non-residential building	1
Excess dwellings	1
ACA construction approval expired prior to completion	2
Non-compliant signs or advertising	4
Noxious or offensive activity	4
Hazardous activity	4
Inadequate trash or debris removal resulting from construction and/or land clearing activities	5
Setback violation	7
Construction without ACA approval	10
Property improvement not approved	10
Property improvement not as approved	10
Noncompliance with any special conditions provided with the Construction Approval Letter	10

**Fine Schedule:**

\$125/day

**Note:**

1. Review/updating of the Schedule of Fines will be performed annually by the ACA.
2. If any of the above noncompliance occurs, the applicant will be notified either by email (or letter if there is no email address on file) and will be afforded a 10-day remedy period prior to fines being levied and starting to accrue.

## **Drawing Submission Requirements**

### **1. Plot Plan/PILC**

- location of improvements in proper scale to the dimensions of the property
- all setbacks and building separations as required by the declaration of restrictions
- 30-foot utility easement on all property lines
- type, color and location of any fencing
- any berms or other changes resulting in the natural grade being raised by more than 1 ft
- location, routing and type of all utilities, propane tanks and utility meters
- location of renewable energy devices e.g., solar panels, wind turbines, etc.

Each parcel within Alpha has a 30-foot utility easement on every property line. The Alpha Subdivision Committee does not have the authority to grant a variance to these easements.

Approvals are based on parcel boundary lines provided in your submission and it is the applicant's responsibility to determine the accuracy of these lines.

### **2. Building Plans**

- foundation plan
- floor plan for each floor indicating room usage including decks and patios
- elevations (exterior views, minimum 3) indicating finish materials, color and overall building height above grade
- structural design (detailed wall section) indicating construction materials and foundation type and depth
- building section indicating grade, foundation, floor, ceiling and roof elevations
- livable square footage for each structure(s)

Note: Upon completion of the review, a letter will be provided indicating either approval or denial of the application. The letter will be sent electronically to the email address provided on the application. Please retain this letter for your records.

## **ACA Review Submission Requirements:**

1. Construction Approval Application, completed and signed by Owner(s) or Owner(s) legal agent.
2. Plot plan, per drawing submission requirements list.
3. Building plans, per drawing submission requirements list.
4. Detailed description of any Variance requests to be provide with the Construction Approval Application (use attachments as needed)
5. Driveway Access Permit issued by Archuleta County
6. RV occupancy permit issued by Archuleta County (if applicable)

7. Application fees (Write check payable to Alpha Subdivision Committee):
- twenty cents per square foot of livable area (\$0.20 per sq. ft. livable area) for residential applications.
  - One Hundred Fifty Dollars (\$150.00) for non-residential applications requiring a county permit.
  - Fifty dollars (\$50.00) for applications not requiring a county building permit or
  - RV on-site variance – \$250 (every 6 months)
  - All other variances – Seventy five dollars (\$75)
  - Additional 6 month construction period extension (beyond 12 months)– Seventy five dollars (\$75)
  - Reapplication Fee – fifty dollars (\$50) for project not requiring a county permit; seventy-five dollars (\$75) for a non-residential project requiring a county permit; fifteen cents/sq-ft for residential projects. In the event that a application is denied, reapplications will be evaluated for no fee if presented within 3 months of the denied application date.
  - Application Revisions – Fifty dollars (\$50) for Owner-generated revisions to existing applications.

**Please note that all items (1-7) listed above must be submitted in pdf format via email and received by the ACA for an application to be deemed complete and the review process to begin. Additionally, a picture of the check may be submitted along with Items 1-6, and this will suffice to initiate the review process. The physical check must be received promptly there-after, and issuance of any approval letter will be contingent on physical receipt and clearance of the check.**

**Digital copies to Email Address:**

**aca.of.alpha@gmail.com**

**Mail Address:**

**Alpha Subdivision Committee Inc.  
P.O. Box 471  
Pagosa Springs, CO 81147**

