

# **Alpha Subdivision Application Package**

## **Alpha Subdivision Construction Requirements**

General - 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 and shall complete the project according to the ACA-approved plans.

The Owner shall apply for and keep current any permits (county, state, etc.) required for their project during the Construction Period.

Owner/Applicants shall conduct a safe, neat, and orderly construction site to ensure safe working conditions and minimum impacts to their neighbors. It is of the utmost importance that anyone conducting construction activities use extreme care in preventing unsafe conditions that 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 compensation, and automobile liability.

Construction trailers, portable field offices, etc. - Applicants may utilize construction facilities as may be reasonably required, convenient, or incidental to the 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).. Materials shall be neatly stacked, secured, and covered where appropriate. Owners and contractors shall not damage, trespass 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.

Construction Hours - All construction activity is restricted to the hours of 7:00 A.M. to 7:00 P.M. in conformance with Archuleta County Ordinance 22-2019. Noise emissions shall be controlled so as not to interfere with the enjoyment of peace and quiet by the adjacent property Owners.

Parking - Parking during construction shall be restricted to the applicant's parcel and public roadways.

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 shall inform all adjacent residents and take the necessary precautions to avoid damage to nearby properties.

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.

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:**

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. The following are examples of variances that have been requested from the ACA in the past are as follows:

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 construction representative.

Construction Duration - Extension of period of construction (150 days per CC&Rs)

Setback Requirements - Encroachment of setback(s) by structure(s)

Structure Height Limitations - Structure height exceeding 25 feet as measured from the original natural grade (within 6 ft of the new structure) to the tallest point of the structure.

Burning - Burning of vegetative material during the construction period.

As a condition of approval for any variance, the undersigned homeowner agrees to indemnify, defend, and hold harmless the Alpha Committee of Architecture (ACA) , its Board of Directors, officers, agents, and representatives (collectively, the “Association Parties”) from and against any and all claims, demands, damages, losses, liabilities, allegations, costs, or expenses (including reasonable attorneys’ fees) arising out of or relating to the design, construction, maintenance, use, or existence of the approved structure. This indemnity shall apply regardless of whether such claims are brought by other homeowners, governmental authorities, contractors, or third parties.

### **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, septic fields, 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 and ensure any improvements are located consistently with the applicant’s drawings and are on the applicant’s property.

#### **2. Building Plans (in Black and White)**

- 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)
- Artist Rendering (for residences only)

### **ACA Review Submission Requirements:**

1. Completed Approval Application signed by Owner(s) or Owner(s) legal agent.

2. Building plans and plot plan per the “Drawing Submission Requirements”.
3. Detailed description of any variance requests
4. Driveway Access Permit issued by Archuleta County
5. RV occupancy permit issued by Archuleta County (if applicable)
6. Application fees (Write check payable to Alpha Subdivision Committee):
  - thirty cents per square foot of livable area (\$0.30 per sq. ft. livable area) for residential applications.
  - Two-hundred fifty dollars (\$250.00) for site development applications.
  - Two Hundred Fifty Dollars (\$250.00) for non-residential applications requiring a county permit.
  - Seventy five dollars (\$75.00) for applications not requiring a county building permit or
  - RV on-site variance – \$250 (every 6 months)
  - All other variances – two hundred fifty dollars (\$250)
  - Additional 6 month construction period extension (beyond initial period)– Two hundred fifty dollars (\$250)
  - Applications that have expired without the initiation of construction must reapply.
  - Application Revisions – Seventy five dollars (\$75) for Owner-generated revisions to existing applications.

Please note that all items 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.

**Digital copies to Email Address:**

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

**Mail Address:**

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

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.

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.

The Owner shall apply for and keep current any permits (county, state, etc.) required for their project during the Construction Period, defined as follows:

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.

An applicant is encouraged to request a conceptual plan review to help navigate compliance with our CCRs.

# ALPHA SUBDIVISION APPROVAL APPLICATION (For New and Revised Applications)

Owner Name(s)\_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Scheduled Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Construction Location Street Address

Alpha Section # \_\_\_\_\_ Parcel # \_\_\_\_\_

### Proposed Construction:

(Circle one) New Addition to Existing

N      A      Residence      sq. ft. living area\_\_\_\_\_

N      A      Barn      sq. ft. footprint \_\_\_\_\_

N	A	Garage (detached)	sq. ft. footprint
1	1	1	1
2	1	1	1
3	1	1	1
4	1	1	1
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N	A	Fence	lin. ft. & height
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N	A	Patio/Deck	sq. ft. overall
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N	A	Addition Remodel	sq. ft. overall
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N	A	Other Structure	description
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Variances requested:

#1 ☐ Reside in RV on parcel during construction

### #3 ☐ Initial Construction Period Extension

#2 ☐ Additional six-month construction period extension

## #5 ☐ Structure Height

#6 ☐ Burning

***This agreement shall be, and is deemed to be one under the laws of the State of Colorado only, and shall be construed and given effect in accordance with the laws of that State. My signature below acknowledges that I have received, reviewed and accepted the terms and conditions presented in: (1) Declaration of Restrictions (CC&Rs) and any conditions required..***

Owner 1

Date

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Owner 2

Date