

Cotton Ranch

Design Review Guidelines

Cotton Ranch, Gypsum, Colorado

Adopted by the Design Review Committee

JULY 2017

These Design Guidelines have been promulgated pursuant to Article 7 of the Protective Covenants, Conditions and Restrictions for Cotton Ranch first recorded October 27, 1995 in Plat Book 679 at Page 439 in the records of Eagle County, Colorado, and as thereafter amended from time to time. The Design Guidelines are administered and enforced by the Design Review Committee in accordance with the Declaration and the procedures herein and therein set forth. The Design Guidelines may be amended from time to time, and it is the responsibility of each owner or owner's representative to obtain and review a copy of the most recently revised Design Guidelines.

JULY 2017

Dear Cotton Ranch Owner:

We believe that those of you who have not yet designed and built your new home in Cotton Ranch have an exciting and fulfilling process ahead of you.

The goal of these Design Guidelines is to provide a means for owners to understand the design philosophy so that through the development process they will achieve the home they want within the overall desired character and harmonious appearance of Cotton Ranch.

The Design Review Committee (DRC) intends to do their best to enforce these guidelines for the protection of all owners. It should also be understood that the Design Review Committee has broad authority in interpreting these guidelines depending on various conditions and may also request some owners to provide additional site work or plantings.

Sincerely yours,

THE DESIGN REVIEW COMMITTEE

COTTON RANCH DESIGN GUIDELINES
JULY 2017

1. The Cotton Ranch Philosophy:

- 1.1 -Design Philosophy
- 1.2 -Intent of the Guidelines
- 1.3 -The Design Process
- 1.4 -Design Review Committee
- 1.5 -Design Fees and Deposits

2. Site Design Guidelines:

- 2.1 -Land Use Categories
- 2.2 -Site Coverage
- 2.3 -Setbacks
- 2.4 -Grading
- 2.5 -Siting
- 2.6 -Adjacent Homes
- 2.7 -Driveways
- 2.8 -Fences
- 2.9 -Spas and Hot Tubs
- 2.10 -Satellite Dishes
- 2.11 -Accessory Equipment

3. Architectural Design Guidelines:

- 3.1 -Architectural Composition
- 3.2 -Building Height
- 3.3 -Building Square Footage
- 3.4 -Roofs
- 3.5 -Foundations
- 3.6 -Basement
- 3.7 -Exterior Wall Materials
- 3.8 -Windows, Skylights and Openings
- 3.9 -Chimneys
- 3.10 -Fireplaces and Wood Stoves
- 3.11 -Garages and Parking
- 3.12 -Porches and Decks
- 3.13 -Meter Boxes
- 3.14 -Antennae, Satellite Dishes and Accessory Equipment
- 3.15 -Trash Enclosures
- 3.16 -Manufactured Housing and Plan Services
- 3.17 -Passive Solar Design

COTTON RANCH DESIGN GUIDELINES
JULY 2017

4. Landscape Design Guidelines:

- 4.1 -Landscape Philosophy
- 4.2 -The Climate at Cotton Ranch
- 4.3 -Transition Landscaping
- 4.4 -Wildfire Protection
- 4.5 -Trees
- 4.6 -Native Plant Species
- 4.7 -Ornamental Plantings
- 4.8 -Ground Cover
- 4.9 -Vegetable Gardens
- 4.10 -Paved Areas
- 4.11 -Planters and Retaining Walls
- 4.12 -Time of Installation
- 4.13 -Irrigation
- 4.14 -Maintenance
- 4.15 -Revegetation
- 4.16 -Grading
- 4.17 -Exterior Lighting

5. Golf Course Lots Design Guidelines:

- 5.1 -The Golf Course
- 5.2 -The Golf Course Easement
- 5.3 -Landscaping of Golf Course Lots
- 5.4 -Siting Homes Along the Golf Course
- 5.5 -Signage

6. Signage Design Guidelines:

- 6.1 -Allowable Signage
- 6.2 -“Project” Signs
- 6.3 -Entry Signage
- 6.4 -Addresses
- 6.5 -Additional Signage
- 6.6 -Model Homes

7. Construction Practices and Guidelines:

- 7.1 -Construction Area
- 7.2 -Limit of Construction Activity
- 7.3 -Temporary Facilities
- 7.4 -Improvement Survey
- 7.5 -Storage of Construction Material and Equipment
- 7.6 -Debris and Trash Removal
- 7.7 -Site Disturbance
- 7.8 -Erosion Control
- 7.9 -Restoration and Repair
- 7.10 -Dust and Noise
- 7.11 -Vehicles and Parking
- 7.12 -Miscellaneous Requirements
- 7.13 -Inspection by DRC
- 7.14 -Owner and Contractor Responsibility
- 7.15 -Start and Continuity of Construction
- 7.16 -Street Cleaning
- 7.17 Non-Potable (Raw) Water System

**COTTON RANCH DESIGN GUIDELINES
JULY 2017**

8. Plan Review Process:

- 8.1 -Submittal of Plans
- 8.2 -Preliminary Review (Schematic Plan Submittal)
- 8.3 -Final Plan Review and Requirements
- 8.4 -Inspections
- 8.5 -Deposits and Fees
- 8.6 -Review of Remodels, Temporary Structures, Landscape Revisions and Miscellaneous Improvements

9. Miscellaneous Regulations

- 9.1 -Vehicles and Parking
- 9.2 –Unsightly Articles

Appendices

Appendix A	Recommended Plant Material
Appendix B	Non-Potable Tap Diagram
Appendix C	Preliminary Plan Review Checklist
Appendix D	Preliminary Estimate of General Construction Costs
Appendix E	Final Plan Review Checklist
Appendix F	Final Estimate of General Construction Costs
Appendix G	Application Form
Appendix H	Building Area Calculations
Appendix I	Exterior Building Materials
Appendix J	Landscape Materials
Appendix K	Site Inspection Request
Appendix L	Temporary Structure & Miscellaneous Improvement Checklist
Appendix M	Construction Requirements

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

SECTION 1: THE COTTON RANCH PHILOSOPHY

1.1 DESIGN PHILOSOPHY

Cotton Ranch, located in the Gypsum Creek Valley, has a mild climate, spectacular views, abundant sunshine, a variety of terrain, an eighteen hole golf course, and other recreational amenities. These features combined with the fact that the entire ranch is located in an important wildlife habitat, create an exciting, diverse and unique community for the residents and guests of Cotton Ranch. It is essential that the natural environment be preserved and enhanced so that the enjoyment of Cotton Ranch may be shared by property owners and visitors for years to come.

The developers of Cotton Ranch and their consultants realize that while the entire project is unique, so is each individual site, and have sought to apply design principles that take advantage of this diversity. The design philosophy of Cotton Ranch is to create a harmonious relationship between architecture and landscape. A composition of simple forms and quiet, natural colors create a harmonious relationship on both an individual and an overall level. The structures and landscaping should be compatible with one another and, in as much as possible should be in harmony with the natural surroundings. Due to the various kinds of terrain and vegetation at Cotton Ranch, certain types of architecture will be limited in certain areas. Designs such as adobe, log, and panelized glass that are very specific in their nature will be limited to certain areas and lots within Cotton Ranch.

1.2 INTENT OF THE GUIDELINES

The Cotton Ranch Design Guidelines are administered and enforced by the Design Review Committee (DRC.) The Design Guidelines are binding upon all persons who construct, refinish or alter any part of the exterior of any building or make other improvements up, under or above any property, create fill, make any change in the existing surface contour or drainage, or install any utility line thereon or thereover.

In general, the aim of the DRC is to avoid harsh contrasts in the landscape, to preserve key view corridors and corridors for physical access throughout Cotton Ranch, to encourage design adapted to the climate, and to foster harmony between buildings and their sites and among the buildings themselves thereby realizing the full potential of Cotton Ranch and insuring that the master plan as originally conceived is carried out.

Individual buildings or improvements which are poorly designed and not compatible with that goal will not be permitted.

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

The Cotton Ranch Design Guidelines provide an outline of simple and basic criteria for good design. The Guidelines are meant to encourage individual expression of the Cotton Ranch design philosophy and to serve the owners and their design team in arriving at design decisions that are aesthetically and ecologically responsive to the built and natural environment at Cotton Ranch. It is not meant to overwhelm you with information, but, rather, to be as specific, realistic and helpful as possible.

The natural environment at Cotton Ranch is very special and unique. The terrain is dramatic and ever changing. The sunshine is abundant and the views are spectacular. Those familiar with the Gypsum Creek Valley are well aware that conditions in the mountain valleys are different from life on the coast, on the plains of the Midwest, or in the East. The natural environment will more than repay efforts to preserve it. Therefore, to help property owners make the most of their unique opportunities, we include in these Design Guidelines a number of requirements and suggested responses to the particular physical conditions that prevail at the site.

The eventual density of homes at Cotton Ranch adds another dimension of design considerations which is equally necessary to maintain the built community's integration into the natural surroundings. Following these guidelines will preserve the overall design integrity of Cotton Ranch and its fragile mountain valley environment.

Whenever an owner proposes to build on his/her lot, to reconstruct, add to, or refinish the exterior of an existing improvement, or create major landscape features, he must follow the provisions of the Cotton Ranch Planned Unit Development Plan, the Cotton Ranch Protective Covenants, any Cotton Ranch Construction regulations, Town of Gypsum building requirements and these Design Guidelines.

The Design Guidelines may be amended from time to time to reflect new experience and to accommodate changing conditions. It is essential that property owners who are contemplating activities covered by this booklet obtain the most recent issue.

1.3 THE DESIGN PROCESS

1.3.1 Designing a home should be an exciting and rewarding process for owners and their design teams. The role of the DRC is to guide you toward the design goals which have been established for the community.

Your design team should have a thorough understanding of your lot, the Cotton Ranch Design Guidelines, and your own needs. From that basis, they can

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

develop with you a design solution which satisfies all of these requirements. They will be required to communicate your concepts and ideas to the DRC through drawings.

1.3.2 It is strongly recommended that you use a licensed architect to design all primary buildings. The architect's stamp must be on all plans and drawings submitted to the DRC. Be sure that your architect reads these Design Guidelines and becomes familiar with their requirements. In addition, you and your architect should be aware of and follow:

- A. The Cotton Ranch Planned Unit Development Plan as approved and recorded with Eagle County;
- B. The covenants, conditions and restrictions for Cotton Ranch;
- C. The rules and regulations for Cotton Ranch;
- D. The International Building Code and all other applicable codes of Eagle County and the Town of Gypsum;

1.3.3 The neighborhood of Sky Legend: Sky Legend, located within the overall community of Cotton Ranch, has adopted its own set of design guidelines. These documents cover the aesthetic concerns of that specific neighborhood and should be referenced for that purpose. Certain sections of these Cotton Ranch guidelines should be used as an overlay with Sky Legend for bulk type restrictions and DRC procedures.

Sky Legend homes should comply with the following Chapters or Sections of these guidelines:

- 2.1 Land Use Categories
- 2.2 Site Coverage
- 2.3 Setbacks
- 2.4 Grading
- 2.5 Siting
- 2.6 Adjacent Homes
- 2.7 Driveways

- 3.2 Building Height
- 3.3 Building Square Footage

- Section 5 Golf Course Lot Design Guidelines
- Section 6 Signage Design Guidelines
- Section 7 Construction Practices and Guidelines
- Section 8 Plan Review Process
- Section 9 Miscellaneous Regulations

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

1.4 DESIGN REVIEW COMMITTEE

1.4.1 Authority of the Design Review Committee

“The Planned Unit Development and the Declaration of Protective Covenants, Conditions and Restrictions of the Cotton Ranch,” (hereafter referred to as the Covenants) provide for the establishment of a single Design Review Committee to adopt and establish written Design Guidelines.

1.4.2 The Design Review Committee

A group of three (3) persons shall be responsible for the administration and implementation of the Protective Covenants and the Design Guidelines. In addition, there will be two alternates who are kept informed and copied on all DRC issues.

1.4.3 Selection of Members

The members of the DRC will be appointed by the Board of Directors of the Cotton Ranch Homeowner’s Association. At least one member will be an architect. If possible, one member should be a specialist in landscaping or planning, one member will be a Cotton Ranch property owner and one shall be a Sky Legend property owner.

1.4.4 Term of Service

The members of the DRC will serve two (2) year terms. A member may serve four (4) consecutive terms and then must skip one term before serving again.

1.4.5 Attendance

Input from Committee members is vital to the success of the design review process. Members should not miss more than three (3) meetings per year, based on there being two (2) scheduled meetings a month. A member may be removed by the DRC for failure to perform his or her duties. A new member will then be appointed by the Board of Directors of the Cotton Ranch Homeowner’s Association to serve the remainder of the current term.

1.4.6 Committee Procedure

It is inherent that procedures and standards are subject to interpretation. The DRC will use its best judgment in making its interpretations in the best interest of Cotton Ranch.

1.4.7 Code Compliance

Compliance with the Town of Gypsum codes and regulations is beyond the jurisdiction of the DRC. Similarly, Town of Gypsum approval of a project does not constitute compliance with Cotton Ranch Declarations or Design Guidelines. **Approval from both Cotton Ranch and the Town of Gypsum must be obtained by the owner before the start of construction.**

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

1.4.8 Nonconforming Uses

A building, structure or landscaping which does not conform to these Design Guidelines, but which was constructed or installed per an approved variance of the DRC may be continued, except as provided herein. Such nonconforming uses shall not be extended or expanded or altered to a different nonconforming use. If a nonconforming use is damaged or destroyed to the extent of more than fifty percent (50%) of its value, it shall be rebuilt or restored as a conforming use.

1.4.9 Enforcement

If any persons violate or threaten to violate any of the provisions of these Design Guidelines, it shall be lawful for the DRC, or any persons or persons owning real property in Cotton Ranch to institute proceedings at law or in equity to enforce the provisions of these Design Guidelines, to restrain the person violating or threatening to violate them, and to recover damages, actual and punitive, together with reasonable attorney's fees, for such violations.

1.4.10 Appeals

In the event that the Design Review Committee disapproves of any application submitted, the applicant may appeal the decision to the HOA Board.

1.5 FEES AND DEPOSITS

1.5.1 Design Review Fee

The full design review fee is required at preliminary plan review. The fee has been established as \$800.00 per building plus 25 cents per square foot per Section 3.3 "Building Square Footage". The square footage should be shown on the drawings and will be verified by the Architectural Consultant to the DRC.

Multi-Family units, submitted at one time and which have repetitive designs, may have a one-time \$800 fee charged per building in addition to the square foot fees. This will be allowed at the discretion of the DRC.

The design review fee must be paid prior to the initial review, and is non-refundable. This check should be made out to the Cotton Ranch Homeowners Association (CRHOA).

Additional design review fees may be incurred during the construction process if excessive revisions are submitted to the DRC. If the revisions and site visits after final design review approval exceed a total of 2, a flat fee of \$150 will be charged to the applicant for each additional 2 design reviews. The DRC Administrator will notify the applicant prior to this fee being applied.

COTTON RANCH DESIGN GUIDELINES
SECTION 1 – THE COTTON RANCH PHILOSOPHY
JULY 2017

1.5.2 Compliance Deposit

At the time that final plans are approved and stamped by the DRC, the owner shall submit a Compliance Deposit of Five Thousand Dollars (\$5,000.00) per residential unit. This deposit shall be held until all construction and landscaping is complete per approved plans as outlined in Section 7.13 “Inspection by DRC”, Section 8.5 “Deposits and Fees”. This check should be made out to the Cotton Ranch Homeowners Association (CRHOA).

In the event that the approved landscaping and/or building compliances are not achieved within eighteen (18) months of the commencement of construction, this fee will be forfeited.

Refer also to Section 8.5 “Deposits and Fees” for terms of the compliance deposit release.

1.5.3 Raw Water Tap Fee

The irrigation water system is supplied by the Cotton Ranch Metropolitan District and is a non-potable water system. A tap fee for this system is required to be paid prior to the release of final design drawings by the DRC for a building permit. The cost of this tap fee is \$2,600 per residential unit and \$1,300 per living unit in Multi-family Units (subject to current CRMD irrigation water tap fee schedule). This check should be made out to the Cotton Ranch Metropolitan District. (CRMD)

Refer also to Section 7.17 “Non-Potable (Raw) Water System”

SECTION 2: SITE DESIGN GUIDELINES

2.1 LAND USE CATEGORIES

There are four categories of land use at Cotton Ranch. They are as follows:

2.1.1 Building Envelope

Also known as the “Building Site,” this is the area designated on each lot for the exclusive use of the owner, within which building, walls and landscaping may occur subject to these Design Guidelines. Required setbacks define the building site for many of the lots at Cotton Ranch. There are certain lots, those located adjacent to the Golf Course and those that have special topographic considerations, which have **Recommended Building Locations** (hereafter known as the RBL.) The RBL’s are shown on the Final Plat for each phase of Cotton Ranch.

2.1.2 Undisturbed Lot Area

This is the area of the lot that is for the exclusive use of the owner, but in which building is prohibited. It is the area that is within the owner’s property limits, but lies outside of the specified building site. Landscaping will be limited and closely regulated by the DRC, and in some areas prohibited.

2.1.3 Common Area

This is the area and improvements constructed thereon that is designated on the subdivision plats for the use and benefit of all owners and their visitors at Cotton Ranch. It is owned, maintained and governed by the Cotton Ranch Metropolitan District.

2.1.4 Project Common Areas

This is the area within a specific project of Cotton Ranch that is for the sole use and enjoyment of the owners and guests within said project and is not open to all owners and guests of Cotton Ranch.

2.2 SITE COVERAGE

Site coverage is defined as the part of the site that is covered by buildings only, including the garage, separate trash enclosures or structures and recreational improvements. These improvements must be placed within the building envelope unless a modification is approved by the DRC. It does not include such items as decks, terraces, walks, roof overhangs, driveways or patios

Maximum allowable site coverage is one-third (1/3) of the entire lot area.

COTTON RANCH DESIGN GUIDELINES
SECTION 2 – SITE DESIGN GUIDELINES
JULY 2017

2.3 SETBACKS

Setbacks and required building limits (RBL's) define the building site for the lots at Cotton Ranch. No improvements including buildings and accessory buildings, roof overhangs, constructed site work, decks and terraces may go into the setbacks, unless approved by the DRC. Similarly, no improvements may go outside of the RBL unless approved by the DRC.

Minimum allowable setbacks generally describe the building envelope and are:

Front yard setback:	25 feet
Side yard setback:	10 feet; except in Coyote Neighborhood, 20 feet
Rear yard setback:	20 feet

On the golf course sites, or those sites with special topographic considerations, the RBL will determine the building area limits. This involves all home sites in the Coyote Neighborhood.

The developments of "Village of Cotton Ranch" and the "Villas of Cotton Ranch" have alternative setback requirements and, typically, the property lines define the building setbacks.

All setbacks and property lines are to be verified according to the final approved plat.

Variations in setbacks do occur on some lots. The setbacks are determined by the DRC. Slight variances may be permitted to save prominent views in the case of irregularly shaped lots.

2.4 GRADING

Grading is often used to blend a building with the site, to create visual interest, to provide privacy, or to improve the micro climate of a site. It is important, however, that grading be done in a subtle manner that minimizes the disruption to the natural conditions and that grade changes are done to soften and avoid abrupt changes in the natural terrain. Grading that impacts adjacent property will not be allowed.

The DRC may require that an owner hire a professional civil engineer to prepare appropriate drawings to resolve grading and drainage issues.

Retaining walls are part of the landscape plan, and are therefore, subject to the requirements of the Compliance Deposit. (See Section 5 "Fees and Deposits")

COTTON RANCH DESIGN GUIDELINES
SECTION 2 – SITE DESIGN GUIDELINES
JULY 2017

2.5 SITING

When siting your house at Cotton Ranch, you will want to take advantage of the abundant sunshine, the wonderful views both within the Ranch and of the distant vistas, and the natural topography. There are other siting considerations you should also keep in mind.

The goal is to site a building so that it fits naturally into the landscape. The long axis of the building should parallel the land contours. Building siting should be responsive to site features such as trees, terrain, drainage patterns, views, sun exposure with as little disruption of existing vegetation as possible.

Berms may be used, where appropriate, to create privacy and to screen your home from public areas. Berms must be approved by the DRC in the landscape plan.

Properly siting your home can also save energy, a particularly important consideration in the high country. Orienting living areas to the south or slightly east of south helps these areas stay warm in the winter and comfortable in the summer. Blocking wind and drifting snow to the north also reduces the impact of winter weather.

2.6 ADJACENT HOMES

When siting a new home or making alterations to an existing home, you must consider any neighboring property and how your improvement will relate to those properties. The DRC will not consider site and home designs that adversely affect any neighboring property. By stepping back the bulk of the building on upper levels, the narrow, unpleasant “canyon” between buildings can be avoided. When homes exist on adjacent lots, you are required to indicate their location on your site plan.

In order to ensure a unique and interesting streetscape appearance, variable front facades shall be provided on multi-family dwellings. Facades of adjoining residences shall vary by a minimum of 2 feet except where approved by the DRC. Variety within a single façade on a multi-family building is encouraged, i.e “mirror-image” or “repeated” home fronts are discouraged.

COTTON RANCH DESIGN GUIDELINES
SECTION 2 – SITE DESIGN GUIDELINES
JULY 2017

2.7 DRIVEWAYS

The construction and maintenance of private driveways shall be the responsibility of the individual homeowner(s). However, materials used in the course traversed by the driveway within the site are subject to approval by the DRC. Generally, no more than one driveway per lot will be allowed except if the lot is a duplex lot. Common or shared driveways will be allowed.

The DRC will carefully review the design of driveways for disturbance of the natural grade and vegetation, safe access to public roads, and the durability and amount of surface materials.

Clear visibility of roadways from driveways and a degree of intersection as close to 90 degrees as possible will improve the safety of access onto the public road. Landscape planting at the street should promote clear visibility from the driveways.

Driveways shall be a maximum of 12 feet wide at the street, running from the approved access road to the property line of the residence (not including driveway flare at street). Duplex or shared driveways shall be a maximum of 20 feet wide at the street. Driveways shall be constructed of concrete. Colored concrete is preferred. The only approved access for construction of a residence will be over the approved driveway for the lot.

In some cases, homeowners may wish to build driveways that can be jointly used by adjacent owners. In cases of joint usage, owners must submit to the DRC an agreement of ownership and management which must be recorded after Committee approval.

Excluding the garage, each dwelling unit is required to provide two additional off-street parking spaces. Refer also to Section 3.11 “Garages and Parking”.

Full width driveways, those as wide as the garage doors and extended to the street, should be avoided if possible. The intent of a narrower driveway at the street is for the home to be set back to allow for vehicle maneuverability on the property. Short driveways do not allow for this.

Driveways are part of the landscape plan and are, therefore, subject to the requirements of the Compliance Deposit. (See Section 5 “Fees and Deposits”)

COTTON RANCH DESIGN GUIDELINES
SECTION 2 – SITE DESIGN GUIDELINES
JULY 2017

2.8 FENCES

While fences, walls and barrier devices may be used for privacy and screening purposes within the building envelope, the environment of the Rocky Mountains promotes the idea of open space. Indeed, the greatest preservation of the natural environment at Cotton Ranch would be realized if no fences were to be built.

Consequently, above ground fences, barring extenuating circumstances, are discouraged at the Ranch. A sensitive design can promote open space and still define “what’s mine” with planting and other, less rigid, landscaping elements. This landscape approach is highly encouraged by the DRC.

No fences, walls or barriers shall be permitted for the purpose of enclosing or delineating property lines, along setbacks and easements or as a barrier to the play of golf. Fences and walls shall not be constructed in any right of way, setback or in any easement except by approval of the DRC.

A privacy wall, which is an extension of the house and built with compatible architectural materials may be allowed to screen personal objects from a neighbor and are subject to the approval of the DRC. This type of wall must be constructed with an appropriate design, size, material and construction in relation to the existing or proposed structure and its neighboring sites. This wall cannot be more than 60 inches above grade in height. It can only be built in the side or rear yard, must be within the building envelope and cannot extend more than 8 feet into a side yard and 15 feet into the rear yard from the home.

Fences may be approved by the DRC on a limited basis if they are visually open in design enclose a small area. Fences can only be built in the side or rear yard, must be within the building envelope, and cannot be more than 42 inches above grade in height. They may have attached 4x4 welded wire mesh to contain children or small pets similar to the fence in the Sky Legend design guidelines. In no circumstances will fences be allowed in the setbacks.

To control pets, the DRC encourages the use of “invisible” underground electric fences.

Temporary fencing can be installed for seasonal use and does not require DRC approval. This type of fencing should be removed at the end of the season in which it is set up or within 6 months maximum. Fence posts and material should blend into the adjacent landscaping, i.e. open, green or black wire fence. Plastic fence will not be allowed.

COTTON RANCH DESIGN GUIDELINES
SECTION 2 – SITE DESIGN GUIDELINES
JULY 2017

2.9 SPAS AND HOT TUBS

Above ground hot tubs and spas require the approval of the DRC and must be placed within the building envelope. These improvements should be designed to complement the residential structure and should be placed so as to minimize impacts on adjacent lots. If, in the opinion of the DRC, the placement of a spa or hot tub on a lot would negatively impact view or privacy or the use of adjacent lots, the application will be denied. A drawing showing adequate visual screening from the adjacent lot(s) must be submitted to the DRC for approval simultaneous to the submission of the plan for the hot tub or spa.

2.10 SATELLITE DISHES

Underground TV Cable service is provided to the front of each home site at Cotton Ranch. However, if a homeowner wishes to have a small, private, 18" satellite dish, it must be placed in a discreet area on the home with as little impact to adjacent property owners as possible. Also see Section 3.14.

2.11 ACCESSORY EQUIPMENT

All accessory equipment or structures should be screened from the street & golf course view. Solar collectors on a roof should have minimal impact on the street & golf course view. Also see Section 3.14.

Play structures shall not exceed 12 feet in height and shall only be located within the rear yard within the Building Envelope, away from neighboring homes to minimize potential noise impacts.

Play structures such as swing sets and jungle gyms shall be composed of metal or wood, painted in subdued earthtone colors designed to blend with the home.

SECTION 3: ARCHITECTURAL DESIGN GUIDELINES

3.1 ARCHITECTURAL COMPOSITION

In keeping with the design philosophy at Cotton Ranch of using a composition of forms to create interest, the design of homes should coordinate and unite all of the elements that make up that design. Arbitrarily used, unrelated elements, openings and special treatments distract from the overall design. Elevations should be well composed with details that are consistent with the selected materials and used in a logical manner. An excessive number of sizes, shapes, and materials both in massing and detailing, usually results in a weak design. Indeed, attempts to “dress up” a weak design by applying detail and ornament are not usually successful. Good design involves a site plan, floor plans, sections and elevations that are well thought out in how they take advantage of the site, relate to the neighbors, use materials, and make the most of your budget.

The DRC will, at times, recommend specific design elements for function and/or aesthetic reasons. It is solely the responsibility of the lot owner, their design team, and their contractor to design and construct these elements. Cotton Ranch shall accept no liability by the incorporation of these elements into the lot owner’s design.

3.2 BUILDING HEIGHT

At Cotton Ranch, the building height for a structure located on a single family or duplex lot shall not exceed 30 feet, unless approved by the DRC. For a structure located on a multi-family lot, the building height shall not exceed 45 feet.

All building heights are to be verified with the Town of Gypsum and must not exceed their regulations.

Building height is calculated as follows:

Buildings shall be designed at a maximum height of 30 feet, or as defined by any Supplemental or Site Specific Development and Design Guidelines. Any selected reference point on the roof surface that sits directly above the interior space of the house must be measured from existing grade. If the reference point, however, is outside the building footprint (such as eaves and rakes), then the height measurement is from existing or finished grade, whichever is more restrictive. Chimneys and other ancillary elements may be exceptions, with Design Review Board approval.

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

Existing grade is defined as the natural topography that exists prior to any homeowner improvements taking place. Finished grade for purposes of these height calculations is the final elevation of the surface material (soil, paving, or patio) adjacent to the building as shown on the architect's site plan. Adding berms or building up grades around the perimeter of a building for the purpose of satisfying building height requirements shall be prohibited.

3.3 BUILDING SQUARE FOOTAGE

The floor area of a building shall include all enclosed space, except garages, and be measured from the outside faces of exterior walls. It shall include all space with a ceiling height of 5 feet or greater, measured from the finished or unfinished floor to the underside of the structural members of the floor or roof structure above. Dropped ceilings, soffits, and the like shall not be considered in calculating ceiling height.

The minimum allowable square footage per dwelling will be 1,750 square feet (plus a two car garage) and the maximum allowable will be 10,000 square feet (plus a three car garage.) The maximum number is subject to the review of the DRC. Owners wishing to build a larger home or multi-family units are advised to review this matter with the DRC prior to purchasing a lot.

3.4 ROOFS

In general, relatively low-profile buildings with a variety of massing and roof lines are desired. Large expanses of unbroken roof planes and ridge lines are undesirable. Dormers are encouraged as a means to provide natural light to upper floors.

The roofing materials should be wood shakes, shingles, concrete shakes or slate. No metal roofs or tile roofs will be allowed unless approved by the DRC. Minimal amounts of metal may be used as an accent element but the amount of metal used will be at the discretion of the DRC. Asphalt composition shingles must be of a top quality so as to not detract from the quality of the home or project as a whole and be specifically approved by the DRC. The two shingles that have been approved by the DRC are: Elk Prestique Plus (this is a 50 year shingle) or Celetex Presidential (this is a 40 year shingle)

The color of the roof material shall be muted earth tones that complement the home's exterior color scheme. The roof color must be submitted to the DRC for approval. .

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

The roof pitch of homes in the Cotton Ranch will not be less than 5:12. Any deviations from this pitch must be approved by the DRC. Flat roofs and shed roofs, as a prominent design feature, are prohibited.

Additional specific roof requirements are listed below:

- A. All roofs should have ridge vents constructed of the same materials as the roof or “cold attics”. The purpose of this requirement is to minimize ice-dam and icicle problems which normally do not form at Cotton Ranch, and to provide additional insulation.
- B. All roof vents and exterior mechanical equipment shall be collected and centralized and screened from view. Where practical, incorporation within chimneys or masses is desirable. All exposed roof penetrations shall be painted to match the weathered shingles.
- C. All chimneys are to have roof saddles and downdraft preventers. Chimney caps are required and must be approved by the DRC.
- D. Roof skylights are permitted subject to the approval of the DRC. Heated gutters at bottom edge of skylights are recommended.
- E. All flashing exposed to view in any way shall be copper or an approved color to complement adjacent exterior materials.
- F. Moderate roof or eave overhangs are encouraged with soffits of one-by wood or stucco material. Plywood and masonite soffits are prohibited.
- G. Fascias should be designed to minimize the heavy alpine look. Fascias should be 2-by wood and should be “stepped” to avoid cupping and rapid deterioration from freeze/thaw cycles. Fascia material must be rough sawn cedar or redwood.
- H. All wood roof coverings shall be a minimum of Class “C” rated fire retardant pressure treated.
- I. All overhanging eaves must be enclosed. Open soffits are not allowed.
- J. Roofs of multi-family structures shall be of the same material and color scheme from unit to unit, unless otherwise approved by the DRC. In the event an Owner wishes to replace the roof of one multi-family unit, which would result in inconsistent roof materials, then each Owner in such a multi-family structure must agree to simultaneously replace its roof with like material in order to obtain DRC approval.

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

3.5 FOUNDATIONS

Every structure has its own foundation requirements that are determined by the soil type at the site and the type of structure. In most cases, spread footings with foundation walls will be suitable for structures at Cotton Ranch. **It is strongly recommended that qualified soils and structural engineers be retained to determine the foundation requirements of your site.**

Concrete foundation walls which are exposed must be faced with stone or painted to match adjacent materials and follow grade lines, not the steps in the concrete foundations. All natural stone should extend below the final grade.

Your soils engineer can determine the foundation drainage requirements. In general, at locations where the footing lies below bedrock, a continuous perimeter drain at the foundation footing should be provided and drained to daylight.

3.6 BASEMENTS

Portions of the neighborhood lie adjacent to the Gypsum Creek and wetlands areas. Due to fluctuating subsurface water levels, **basements are not recommended or allowed on some lots (check the final plat for the finished floor elevation).**

3.7 EXTERIOR WALL MATERIALS

In keeping with the goals of Cotton Ranch to maintain and preserve the natural surroundings, design in harmony with nature should be extended to materials, finishes and color selections. The basic wall materials will be of a natural type such as wood, rock, stucco and brick. Other native materials indigenous to the area are encouraged. At least 25% of the wall surface area must be stone. Wood materials may include shingles, beveled or tongue-in-groove board siding, board-on-board and board-on-batt siding. Natural colors using transparent finishes on these materials enhance them and actually improve with age. Synthetic stone is not recommended but the DRC may review it's use on a case by case basis.

There shall be a general progression of materials from the ground to the roof, from stone to stucco or wood. Any stucco shall have an undulated finish. Transitions

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

from one material to another shall be expressed to show mass, i.e., stone cap between stone and stucco, raised stucco band between stucco and wood siding, or between windows and adjacent material.

If an applicant plans on using wood siding, a sample of the material being proposed needs to be submitted for approval. The following is a list of recommendations:

<u>Type</u>	<u>Thickness</u>	<u>Grade</u>
Shiplap	3/4" min.	Select Knotty
T&G	5/8" - 3/4" min.	"A" or better
Board and Batten	3/4" min.	STK.
Channel Rustic	3/4" min.	STK.
Bevel (rabbetted)	7/8" min.	"A" or better

Midwestern Red Cedar or Redwood is the preferred species.
All dimensions are *Actual*.

All materials should be kiln dried and pre-stained on all sides.
STK = Select Tight Knot

Exterior surfaces of multi-family structures shall be the same material from unit to unit unless otherwise approved by the DRC. In the event an Owner wishes to repaint or significantly change the exterior materials of one multi-family unit, which would result in inconsistent exterior materials, then each Owner in such a multi-family structure must agree to simultaneously repaint or revise with like materials in order to obtain DRC approval.

As the neighborhood ages, homeowners are encouraged to maintain the quality appearance of their home. Applications for re-staining and repainting do not incur design review fees and will be processed quickly. Applicants are encouraged to prepare an actual sample of new paint & stone on the home for review by the DRC.

3.8 WINDOWS, SKYLIGHTS AND OPENINGS

The detailing of windows is an integral part of the home's design. The wall materials will help determine the type of opening which is appropriate. For instance, in a stucco wall, a deep opening gives the wall a feeling of thickness and weight. Generally, deeply recessed and articulated garage doors, doorways and windows are desirable.

Careful consideration should be given to the size, number and placement of windows to achieve an effective and sensitive counterpoint to wall surfaces. If

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

sized and placed well, windows can be used to break up large uninterrupted wall surfaces and add visual interest to a residence. The DRC encourages the use of architectural windows, such as eye-brows, arch tops and trapezoids, as long as those windows are placed with thought to the design concept and not just added randomly to the residence.

Window frames should be made of wood, either finished naturally or painted a natural color. Window frame cladding is acceptable as long as the color is compatible with other elements of the building and the Cotton Ranch color palette.

Reflective glass is not acceptable.

Skylights are a wonderful way to introduce natural light to the interior spaces of your home. Skylights present many opportunities, but should be integrated into the design of your home. Skylights that are obtrusive to present and future neighbors will be prohibited. The effect of windows and skylights on heat loss and heat gain should be of paramount importance in the design of your home. The DRC encourages the use of the latest windows and glass technologies such as ultra-violet protective glazing, and the low-emissivity windows. Insulated glass (double and triple glazing) should be used in all cases.

The positioning of windows, however, has the greatest effect on heat flow in a home. Large window areas oriented to the South and Southeast serve as auxiliary heat sources during the cool autumn, winter and spring months admitting early morning sunlight that heats living areas rapidly. Low sill heights, in combination with radiation-absorbing floor materials, can provide heat storage and passive solar heating.

Window protection for homes on the golf course are discussed in Section 5.4 “Siting Homes Along the Golf Course”

3.9 CHIMNEYS

Chimneys are an integral part of any mountain home. They are usually very strong elements that are required by code to extend higher than adjacent roof lines. This makes proportions and material important. The DRC recommends that the chimney element be of the stone, stucco or brick that is being used on the residence to give it an appearance which is consistent with the design of the building. Chimneys that appear “tacked on” will not be allowed. Chimney stacks faced with wood will not be allowed.

The top of the chimney flue or termination cap will be concealed by an architectural metal or masonry chimney cap or with a spark arrester and downdraft preventer. Metal caps will be made out of copper or will be painted.

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

3.10 FIREPLACES AND WOOD STOVES

Due to air quality considerations in the Eagle Valley, the number of wood burning fireplaces at Cotton Ranch is restricted. There shall be no more than one wood burning fireplace in any residence. Additional gas fireplaces are allowed. Wood burning fireplaces shall meet the Eagle County requirements for particulate emissions. Gas fireplaces shall contain flues and vents suitable only and specifically for gas fireplaces, not allow conversion to wood burning fireplaces, and comply with all federal, state and local laws and regulatory requirements pertaining to gas fireplaces.

3.11 GARAGES AND PARKING

A single family residence is required to have a minimum of a two car garage and may have a three car garage at Cotton Ranch. It is recommended that the garage be attached to the main structure. If it is separate, the design must integrate with the design of the main residence. There will be no separate storage sheds allowed at Cotton Ranch except those approved by the DRC per para. 3.15.

Care should be taken to ensure that the garage doors do not dominate the entire residence. Garage doors which directly face the street and straight, full-width driveways are to be avoided. Solutions such as recessing the doors, rotating them away from the street, screening them with landscaping and providing two single doors instead of one double door are encouraged.

The appearance and material of garage doors should be consistent with the rest of the house. All garage doors must be faced with wood or a wood-looking material and be of high quality. Plain, flat panel garage doors are not allowed.

Excluding the garage, each dwelling unit is required to provide two additional off-street parking spaces. Refer also to Section 2.7 “Driveways”.

3.12 PORCHES AND DECKS

Protected porches and decks are wonderful places for outdoor living. Depending on its intended use, a porch or deck may or may not have an overhead covering such as a roof or trellis to protect it from the rain and from the summer sun. The use of walls and railings can protect the outdoor space from wind and can also help to tie a porch or deck architecturally to the rest of the building.

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

Whether a deck or porch is on or above-ground, covered or not, it must be visually integrated into the rest of the building. A “tacked-on” look should be avoided. This can be achieved through the use of massing and materials. The DRC will pay special attention to the supports. Deck supports that appear too “skinny” will not be allowed. In no case shall projecting decks be supported by narrow posts or columns.

If porches or decks are elevated above the ground, their understructures should be enclosed so that warm updrafts are not trapped to create a wildfire hazard. This is less critical if the ground under and adjacent to the porch or deck is treated with mown, or other maintained landscaping.

3.13 METER BOXES

Meters must be enclosed, either within a wall or an enclosure that is architecturally unified within the design of your home. Gas meters which cannot be enclosed must be shielded from view by landscaping or under decks and porches. Enclosures of meters will be reviewed by the DRC during the review process. The type of enclosure for electrical box must meet State electrical code.

3.14 ANTENNAE, SATELLITE DISHES AND ACCESSORY EQUIPMENT

All accessory equipment or structures such as solar collectors, trampolines, etc., must be completely screened from view. Under no circumstances will any trampoline be visible from the golf course or club house. Trampolines must be installed at ground level. The exception to this rule would be the houses that back up to Valley Road or the school property. No exterior television or radio antennae are permitted. Small satellite reception dishes and transmission devices must be placed in a discreet area on the home with as little impact to adjacent property owners as possible. Satellite dishes greater than 18” will not be allowed. Refer also to Section 2.11 – Accessory Equipment

3.15 TRASH ENCLOSURES & SEPARATE STRUCTURES

All garbage cans that are not kept within the confines of the residence must be placed in enclosures that are completely screened from view of any adjoining property or public space. They shall be designed so as to provide outside access. These enclosures must be approved by the DRC. Under no circumstances are garbage cans allowed to be left in the driveway or anywhere outside of the garage

COTTON RANCH DESIGN GUIDELINES
SECTION 3 – ARCHITECTURAL DESIGN GUIDELINES
JULY 2017

or an enclosure as stated above. Garbage cans must be removed from the street within 24 hours after the garbage has been picked up.

There will be no separate storage sheds or structures allowed at Cotton Ranch except those approved by the DRC. Any attached enclosures or separate structures should be designed to complement the home and be of the same materials as the residence

3.16 MANUFACTURED HOUSING AND PLAN SERVICES

The customizing of design is a site-specific matter. Therefore, the use of structures that are constructed off-site and require only transportation such as mobile homes and stock modular buildings will be prohibited in the Cotton Ranch. Custom modular homes may be considered for approval if the home can comply with all other design guidelines.

Drawings created by a plan service or a custom modular home will receive special scrutiny from the DRC. Plans must be completely redrawn to meet all local codes and DRC guidelines. Plans must be adjusted to fit the specific site. The DRC strongly recommends the use of a local licensed architect and/or other local design professionals.

3.17 PASSIVE SOLAR DESIGN

The abundant sunshine at Cotton Ranch makes passive solar design highly feasible.

Passive solar features can be appropriately integrated into the overall design of your home and can enhance its appeal. Systems integrated into the design can improve the comfort and convenience of your home. Large windows oriented to the south and southeast that admit early morning light will help to heat living areas in the cool autumn, winter and spring months. Low sill heights when combined with radiation-absorbing floor materials can provide heat storage and passive solar heating. Passive solar systems integrated into site and landscape design can improve the comfort of your outdoor spaces as well. Paving materials with high thermal density used at outdoor patios will re-radiate heat absorbed during the day making these spaces comfortable on cool evenings. Deciduous trees provide shade in summer and allow sunshine through in the winter.

SECTION 4: LANDSCAPE DESIGN GUIDELINES

4.1 LANDSCAPE PHILOSOPHY

Each lot in the Cotton Ranch is unique. The landscape philosophy is an integral part of the overall design philosophy at Cotton Ranch. Careful attention to the landscape design is vital to successfully create a harmonious relationship between the built and natural environment. The DRC will review the landscape documents and ideas as thoroughly as those presented for the residence. Therefore, effort equal to that of the home design should be put into the landscape design. The grading, planting and other landscaping elements should serve to further integrate the building into its environment. The landscape shall be developed so that defined manicured garden or bluegrass planting flows back into the natural landscape. Manicured or groomed yards shall be defined by borders of native grasses, wild flowers, ground covers, and rocks. These materials, in turn, shall work naturally into the existing topography and flora of Cotton Ranch. The transitions from groomed to borders to existing topography should undulate as landscape transitions do in nature.

All areas disturbed during construction must be re-vegetated to blend with the existing landscape. No rocks, plants, trees, etc., shall be removed from Cotton Ranch without written permission from the DRC. Proper erosion control techniques shall be observed during and after construction.

Plant materials shall be installed and maintained by the individual property owner or condominium association up to the edge of the road shoulder. All plantings, grasses and trees planted in the golf course easement must be reviewed and approved by the golf course administration (See 5.3)

4.2 THE CLIMATE AT COTTON RANCH

While climate affects and should be considered in all aspects of design, it is most directly related to landscape design.

The climate at Cotton Ranch is typically dry with mild summers and occasionally severe winters. Features of the climate include fairly wide temperature ranges, abundant sunshine, low precipitation and low humidity. While climatic data are not available for the site, records made in Eagle, Colorado are a useful guide to conditions at Cotton Ranch, with some interpolation of data for elevation and aspect.

Cotton Ranch receives abundant sunshine throughout the year. Summer days are warm with cool nights - the average daily temperature fluctuation in summer will be

COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017

more than 40 degrees. July is the warmest month with an average temperature of about 73 degrees. The maximum temperatures average over 83 degrees and the minimums near 40 degrees during this month. December and January are the most severe winter months with average temperatures around 16 degrees. Maximum temperatures average 32 degrees and minimums average 0 degrees. Daily temperature fluctuations in the winter are less severe than in the summer – about 30 degrees.

The area receives only 1 to 11 inches of precipitation annually. The average annual snowfall exceeds 50 inches. December and January have the most snowfall (10 inches) and occasional snowstorms can occur as late as May and as early as September. Summer precipitation commonly occurs in the form of afternoon showers. Precipitation is generally evenly dispersed throughout the year.

Wind characteristics are generally predictable because of the confined nature of the valley. During the day, the prevailing winds blow up the valley at 5 to 15 mph. At night, downside conditions cause the winds to reverse direction and blow down the valley. Calm conditions prevail about 40% of the time.

There are approximately 100 to 110 consecutive frost free days at Cotton Ranch, generally from early June through the middle of September.

4.3 TRANSITION LANDSCAPING

At the property lines adjacent to the open space, the intent is to provide an appropriate transition from lot to open space edge. That area outside the building envelope is to be used for this transition. New landscape materials introduced as transition planting shall be used to integrate the manmade and natural environment, to screen and soften the visual impact of development, and to provide privacy within existing adjacent development.

4.4 WILDFIRE PROTECTION

Defensible Space: The landscape plan for each lot must create a “defensible space” around each structure to increase the chances that it can survive a wildfire.

- A. Tree and brush cover should be thinned and the slash and debris left from the thinning should be disposed of.
- B. An irrigated “greenbelt” should be maintained around the home.
- C. Grasses and weeds should be kept mowed.

COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017

4.5 TREES

Trees are another integral part of the landscaping at Cotton Ranch. Thoughtful placement of trees can break up and soften large uninterrupted building elevations. Trees will provide shade for relief from the intense, bright light of the summer sun. Deciduous trees, when integrated with a passive solar design, provide shade in summer and allow sunshine through in the winter. Evergreen trees provide an all year landscape and therefore are encouraged. Evergreen trees should be placed in the front of the home to keep the yard from looking so barren during the winter months. Trees should be placed to shade walls or outdoor activity areas, and to frame views and be planted in clustered, natural groups, as part of an overall landscape scheme. Due to the relatively short growing season, large-caliper deciduous trees and mature evergreens are strongly recommended. See Appendix A for the recommended plant material list.

As with any mountain environment, climate, soil conditions, and the short growing season limit the varieties of trees that will thrive at Cotton Ranch. Most non-indigenous species will require extensive watering and extra attention. (See Appendix A for the recommended planting material.) Drip irrigation systems are recommended for all transplanted trees in the arid Cotton Ranch climate. Irrigation systems must be constructed in conformance with the Cotton Ranch irrigation system schematic supplied by the Design Review Committee.

4.6 NATIVE PLANT SPECIES

Refer to Appendix A for a list of plants which are native or adapted to the Cotton Ranch area and which have potential for landscape use. In addition to general limitations of climate and water, there are localized variances in soils, slope, and exposure from site to site that must be considered when you select plant materials.

Many native species are drought-resistant because of the nature of their deep, broad root system and other adaptive mechanisms. For this reason, some are harder to propagate than introduced species, but once established, are much hardier and more maintenance-free. Clearing of native vegetation should be avoided wherever possible in order to preserve the native stands.

Existing areas of native sagebrush will become denser and taller if watered properly resulting in a denser shrub growth than exists under normal conditions. This will be an inevitable by-product in areas near irrigated zones which receive spray and runoff or have higher local humidity. In other areas, sage may be

COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017

encouraged by direct irrigation. However, large amounts of water are detrimental to sage and other dry land species.

4.7 ORNAMENTAL PLANTINGS

Decorative plantings provide accent and color, define areas of your site and enhance the setting of your home.

Native plant materials or hardy species that tolerate aridity, cold winters and short growing seasons will do well at Cotton Ranch, whereas introduced species will require additional attention in order to thrive, if they do so at all. Sagebrush, rabbit brush, and a variety of other plant materials native to the area can make an impressive showing when they are thoughtfully placed and carefully established.

Native plants are more subtle than non-natives. They are most effective when they are massed in dense groupings at strategic locations, rather than randomly dispersed about your site. However, a single ornamental plant can be effective if it is used as an accent in a garden or in a fashion that again, enhances the landscape design.

4.8 GROUND COVER

Ground cover plays an important role in conditioning the surface of the fine-grained soils of Cotton Ranch to prevent erosion and sedimentation. The variety of leaves and flowers lends color, and the plants provide a form of natural cooling by absorbing radiation from the sun.

Ground cover at Cotton Ranch can be of two types: irrigated lawn, or drought tolerant native grass and forbs.

Irrigated turf wears well in high-use areas and is encouraged for the relatively flat areas of the golf course sites which will retain water. Turf must be installed as sod. Due to the typically dry climate of the Cotton Ranch, it is required that an automatic underground irrigation system be installed. A schematic of the required irrigation devices can be obtained from the Design Review Committee.

4.9 VEGETABLE GARDENS

While the short growing season in the high country is not ideal, the sunny exposure of Cotton Ranch increases the potential for vegetable gardening. There are approximately 100 to 110 consecutive frost free days in Cotton Ranch, generally from early June through the end of September. A vegetable garden's

COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017

productivity can be increased by maximizing the sun exposure, screening it from cool, north winds and placing it in a location that does not trap cold air as it moves down slope at night.

Like other irrigated areas, vegetable gardens can look out of place if they are highly visible, so it is important to site them carefully. Gardens should be screened from view of neighboring property and public spaces. Where possible, gardens on the hillside should be avoided, or terraced into the hillside.

Refer also to Section 2.8 “Fences” for seasonal temporary fencing.

4.10 PAVED AREAS

Outdoor patios and walks are an integral part of landscaping and are encouraged at Cotton Ranch. You may wish to pave the areas around your house that will be subject to intensive use. The DRC encourages paving these areas with small paving units such as brick, flagstone, or pre-cast concrete pavers. Poured monolithic slabs of concrete, (which tend to spall and crack,) are far less desirable. These smaller paving units can be used to create attractive patterns and textures on a small scale. They also contribute to controlling runoff, because water can percolate into the ground through spaces between paving units. Paving materials with high thermal density are good, because on cool evenings they re-radiate heat absorbed during the day. Large paved areas with reflective surfaces and southern exposures should be shaded to reduce reflected heat and glare.

4.11 PLANTERS AND RETAINING WALLS

Retaining walls can be used to resolve the difficult relationship between grades at the occasional steep or unusual terrain. The DRC recommends concrete and stone. However, carefully designed construction with new, treated railroad ties is also acceptable. The use of exposed concrete or concrete block is not permitted.

Retaining walls are most attractive and successful if they are integrated into the house design. This can be done with careful choices of material and colors. They must be securely anchored into the ground to withstand overturning pressures. Mortarless stone walls, in particular, must be made thicker at the bottom than at the top. To avoid destructive freeze-thaw action, all retaining walls and planters must also permit water trapped behind them to be released.

**COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017**

4.12 TIME OF INSTALLATION

Because of limited construction periods in the mountains due to weather, the Design Review Committee may modify the review and approval procedures to accommodate the timely installation of plant materials.

Refer also to Section 8.5 “Deposits and Fees” for the definition of a growing season and procedures for the return of the compliance deposit.

4.13 IRRIGATION

All grassed and landscaped areas on each property must be automatically irrigated. It is the responsibility of the property owner to coordinate the irrigation of his property with irrigation on bordering lots. Irrigation timers should be programmed for the most efficient time and frequency of watering each area. See the attached Appendix B for the non-potable irrigation connection.

4.14 MAINTENANCE

All trees, shrubs, ground covers, grasses and the irrigation system must be maintained at the level consistent with the rest of the Cotton Ranch development. All dead or dying plants or grasses must be removed and replaced immediately.

4.15 REVEGETATION

All areas disturbed during construction must be re-vegetated immediately to control erosion and to blend with the natural grasses or ground cover. No rocks, plants, trees, etc., shall be removed from any portion of Cotton Ranch other than from the owner's property, without written permission from the Design Review Committee.

4.16 GRADING

All final grading plans are subject to approval by the Design Review Committee. No grading will be approved which creates an artificial basis. The potential adverse effects of grading shall be minimized by “contour grading” any site in excess of 3:1 slope so as to present a natural appearance and blend with the natural topography. Contour grading is the movement of earth in such a manner that the final landform has a natural appearance.

**COTTON RANCH DESIGN GUIDELINES
SECTION 4 – LANDSCAPE DESIGN GUIDELINES
JULY 2017**

4.17 EXTERIOR LIGHTING

All exterior lighting plans must be submitted for final review and approval by the DRC. They will carefully review the exterior lighting systems that you choose to use for excessive glare and visibility to neighboring properties.

All exterior lighting should direct light downward or be a fixture with seeded or frosted glass. The light source should not be visible from your neighbors' property. No flood lighting will be permitted at Cotton Ranch. Instead, the DRC encourages lighting with a number of low-intensity sources close to the areas requiring illumination. This will, in nearly all cases, be more effective than lighting with a remote single source. Motion sensors or a timed photocell type of switch is encouraged for all exterior lighting.

Landscape lighting is strongly encouraged. When pole-mounted, the light source must be within eight feet from the ground. All such pole-mounted light sources are subject to DRC approval.

SECTION 5: GOLF COURSE LOT DESIGN GUIDELINES

5.1 THE GOLF COURSE

The Gypsum Creek Golf Course is the single greatest amenity of Cotton Ranch. Its successful maintenance will benefit everyone living and visiting Cotton Ranch. Some special requirements are, therefore, placed on the owners adjacent to the Golf Course.

5.2 THE GOLF COURSE EASEMENT

A setback along the Golf Course will be maintained as a transitional area between the golf course and the individual lots that border the course. The setback will be a minimum of 20 feet and in some cases, greater than, as defined by the easement or RBL's on a lot-by-lot basis as shown on the Final Plat. Absolutely no construction and no construction staging will be allowed in the Golf Course easement. The DRC will carefully review the relationship of the landscaping within this easement to that of the Golf Course, as well as to that of the home.

5.3 LANDSCAPING OF GOLF COURSE LOTS

The goal of the landscaping in the Golf Course easement is to blend the landscape of the adjacent fairway, green or tee with that of the home site. It should also address the safety issues associated with the Golf Course. The DRC highly recommends the use of landscaped berms and plantings that separate the two entities and discourage golfers and stray shots from entering home sites. If executed properly and in conjunction with the careful siting of the home, these solutions should eliminate any safety issues. The berm and planting should not be in a straight formal line; rather they should utilize a curvilinear, softer design to more comfortably blend the home site landscape with the Golf Course landscape.

Due to the sensitivity of the landscaping adjacent to the Golf Course, it is required that an automatic underground irrigation system in compliance with the irrigation device schematic provided by the DRC be installed on the Golf Course lots, particularly those lots located on the lower bench.

COTTON RANCH DESIGN GUIDELINES
SECTION 5 – GOLF COURSE LOT DESIGN GUIDELINES
JULY 2017

5.4 SITING HOMES ALONG THE GOLF COURSE

There are many reasons that make the placement of your home along the Golf Course a very important part of the design process. The play of the course can be greatly affected by an improperly sited home, the safety of the residents in both interior and exterior spaces can be in jeopardy if a home is sited improperly and because the house is on the Golf Course, all elevations are as visible as the front.

It is strongly recommended that any owner or architect who is unfamiliar with the play of the course contact the DRC.

The safety of a residence on the golf course can be enhanced by thoughtful placement and orientation of windows and occupied outdoor areas. Locating the building in an area protected from stray golf shots is the responsibility of the owner and the owner's design team. Thoughtfully locating windows, patios and outdoor play areas away from tees further reduces the need for safety netting and enhances the wonderful experience of living on a golf course.

Some types of surface applied window coverings would be considered if presented to the DRC for review. Some neighboring communities have examples of an exterior screen or plexi-glass applied to the window trim at specific windows which are most vulnerable to golf play. A window with a hurricane glass or a lifetime glass replacement warranty (such as Milguard) may also want to be considered by a homeowner on the golf course.

Due to the traffic generated on the Gypsum Creek Golf Course, it is essential that the rear and side elevation of golf course homes be given as much visual consideration as the front.

5.5 SIGNAGE

Signs are not permitted along the golf course right of way. Signage as prescribed in Section 6 must face the street side of golf course lots.

**COTTON RANCH DESIGN GUIDELINES
SECTION 6 – SIGNAGE DESIGN GUIDELINES
JULY 2017**

SECTION 6: SIGNAGE DESIGN GUIDELINES

6.1 ALLOWABLE SIGNAGE

All signs at Cotton Ranch shall be coordinated and in the same architectural design vocabulary abiding by the following sign guidelines. Any other signs are prohibited and will be removed.

Following are the examples of signs that will be allowed at Cotton Ranch & Sky Legend:

- A. “Project Signs” for projects under construction. Project signs must be approved by the DRC before they are erected. The DRC strongly recommends that the applicant order the pre-approved project sign from the DRC-approved supplier. Please refer to section 6.2 on the next page for more information on “Project Signs”.
- B. “Commercial Signs” located on and identifying property zoned and used for nonresidential purposes (the only commercial operations permitted at the Ranch will be limited to the Golf Course Club House and the Cotton Ranch Sales and Development Office. Identifying signs on these properties as well as directional signs of these properties will be allowed.)
- C. “Public Safety Signs” installed for governmental entities for public safety purposes.
- D. “Open House” signs will be allowed but must be in the approved Cotton Ranch or Sky Legend style. The only words that can be on these signs are “OPEN HOUSE” along with a directional arrow. No realtor information is allowed on open house signs.
- E. “Home For Sale” signs in the approved Cotton Ranch or Sky Legend style are allowed. Signs must be placed within 10 feet of the road and within 10 feet of the driveway of the home that is for sale, perpendicular to the road. For sale signs are allowed to have a brochure box with a lid attached to them.
- F. “Vacant Lot for Sale” signs in the approved Cotton Ranch or Sky Legend style are allowed. Signs must be placed within 10 feet of the road, perpendicular to the road, equidistant from the lot boundaries. For sale signs are allowed to have a brochure box with a lid attached to them.

No signage is allowed to face the golf course.

**COTTON RANCH DESIGN GUIDELINES
SECTION 6 – SIGNAGE DESIGN GUIDELINES
JULY 2017**

Please inquire of the Cotton Ranch HOA design administration to obtain information on the Cotton Ranch or Sky Legend sign template and where “Open House”, “Home For Sale” and “Vacant Lot For Sale” signs may be ordered.

Subcontractor signs, material supplier signs, signs advertising services, and all other signs are prohibited.

Signs that are posted without evidence of the required approval by the DRC shall be removed. The DRC or its agents may enter upon the subject property to remove and retain the prohibited sign. The prohibited sign shall be returned to the property owner or his agent at no charge for a first time violation. Thereafter, a \$50 charge shall be imposed for each sign returned.

6.2 “PROJECT” SIGNS

Project signs must be placed 20 feet from the edge of the asphalt road, facing the street. Such signs are prohibited along the golf course.

Information will be limited to the following:

- Lot, Block, Filing, and Street Address
- Owner or Project Name
- General Contractor, Address, Phone #
- Architect/Designer, Address, Phone #
- Building Permit #
- “For Information Call”, Phone #

The sign should be no larger than 30” tall and 48” wide. “Project” sign will be supported by two 4x4 posts. Lettering style will be in 3” letters for primary information and 1-1/2” letters for secondary information. All signs must meet Cotton Ranch colors with the Cotton Ranch logo.

6.3 ENTRY SIGNAGE

Entry Signage is signage identifying the entry to the neighborhood. The Entry Signage shall be consistent with the overall landscape plan for Cotton Ranch.

COTTON RANCH DESIGN GUIDELINES
SECTION 6 – SIGNAGE DESIGN GUIDELINES
JULY 2017

6.4 ADDRESSES

Although not required, the DRC recommends that a lighted address sign be placed at each driveway entrance. Designs must be approved by the DRC. Six inch (6”) high brass numbers can be affixed to an address boulder indicating the street address. No street names will be included. The address can be lighted by an approved fixture controlled by a photocell.

6.5 ADDITIONAL SIGNAGE

A limited amount of commercial signage will be allowed as needed for the golf course and related businesses. They shall be consistent with the overall landscape plan for Cotton Ranch and approved by the DRC. No additional signage is permitted.

6.6 MODEL HOMES

The Cotton Ranch does not allow the “staffing” of model homes since this would be considered a violation of the residential zoning for the project. Temporary signs, balloons, ribbons, advertising “new homes”, garage sales”, etc., are also prohibited.

SECTION 7: CONSTRUCTION PRACTICES & GUIDELINES

7.1 CONSTRUCTION AREA

“Construction” shall mean any new construction or remodel of an existing building, facility or improvement which will require the issuance of a building permit or staging of construction materials and parking of vehicles by construction employees.

The owner or contractor shall provide the Design Review Committee with a detailed “construction area” plan/drawing showing how the lot will be protected and the area in which all construction activity will be confined prior to construction.

This plan should include the items listed in this Section:

- Extent of Construction Activity
- Construction fencing
- Temporary Facilities
- Size and location of construction material storage
- Sites of disturbance and excavation
- Erosion control methods
- Drive areas
- Parking
- Chemical toilet location
- Temporary structures (if any)
- Dumpsters (required during construction)
- Storage of debris
- Fire extinguisher
- Utility trenching
- Construction sign and construction schedule

This plan should identify the methods for protection, such as fencing, flagging, rope, barricades or other means to be set up prior to construction.

7.2 LIMIT OF CONSTRUCTION ACTIVITY

All construction activity must take place strictly within the property lines of the lot being improved, and whenever possible, construction activity should be limited to the building site in order to preserve the undisturbed lot area (see section 2.1). Furthermore, staging, storage and construction activity of any kind are not permitted in the Golf Course Easement under any circumstances. Construction within any easement should be avoided and will be closely regulated by the DRC. Construction fencing is required on 3 sides of the lot, must be installed prior to the start of construction and shall be green in color.

COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017

On certain lots the DRC may restrict the area of construction activity to a greater extent.

Outdoor construction and construction activities which can be said to be disturbing to neighbors will be limited to the time period between 7:00 a.m. and 7:00 p.m. during the week, between 8:00 a.m. and 5:00 p.m. on Saturdays and **will be prohibited on Sundays and holidays**. Construction is prohibited on Sundays and holidays on any home that has not been issued a CO.

7.3 TEMPORARY FACILITIES

On-site office trailers and sales offices are prohibited, unless specifically approved by the DRC. Under no circumstances will a trailer be allowed for living purposes.

7.4 IMPROVEMENT SURVEY

After the foundations have been poured, a licensed surveyor is required to provide an improvement location certificate showing all foundation improvements, the building envelope, and the top of wall elevations tied to a benchmark located dimensionally on the certificate. The benchmark must correlate to contours shown on the approved site plan. The purpose of this requirement is to verify that improvements are being constructed according to the approved plans. Reasonable variations (less than 12 inches) may be approved by the DRC at their sole discretion at the next scheduled meeting.

7.5 STORAGE OF CONSTRUCTION MATERIAL AND EQUIPMENT

Storage areas shall be designated and fenced according to the approved “construction area” plan prior to construction. The contractor will be responsible for the maintenance of these areas.

7.6 DEBRIS AND TRASH REMOVAL

Construction sites must be kept trash-free and orderly for the protection of the workers and the neighbors. Construction debris will be collected and contained at the end of each day in a dumpster or other receptacle which will prevent the trash from blowing around and which will be emptied in a timely manner. Proper disposal of refuse is the owner’s and the contractor’s responsibility. If trash is not removed in a timely manner, the DRC has the right to send a written notice to the

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

owner and his contractor requesting that the debris be removed. If it is not removed within ten days of the written notice, the DRC will have the debris removed at the owner's expense.

There shall be no burning of any trash, construction debris or site clearing debris at any time on the site.

7.7 SITE DISTURBANCE

Damage to the grading, vegetation and natural features of the site is to be minimized. Major trees must be protected from damage with fencing. Trenching for foundation walls is preferred to scraping the site. Limits of site disturbance should be visibly marked and maintained throughout construction. Excavation, except for utility trenching, shall be done on the owner's site only.

Excess excavation material shall be removed from Cotton Ranch. The material shall not be placed on common roads, areas or other lots.

7.8 EROSION CONTROL

It is required that all areas disturbed by construction be permanently stabilized by seed and mulch, sod, and/or other plant material. Straw is recommended as mulch over seed-sown areas to improve and hasten the germination. Any areas that have a 2:1 slope or steeper should be controlled by an erosion control blanket.

7.9 RESTORATION AND REPAIR

Damage to any property, other than the owner's, by contractors shall be promptly repaired at the expense of the property owner employing the person or entity causing the damage. (This includes damage done by cleaning out concrete trucks on site.)

7.10 DUST AND NOISE

Every effort shall be made to control dust and noise emitted from a construction site. The contractor shall be responsible for controlling excessive dust and noise from the site. **Radios and/or any form of loud music are prohibited on all construction sites.**

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

7.11 VEHICLES AND PARKING

All vehicles will be parked so as not to inhibit traffic and within designated and approved areas so as not to damage the natural landscape or impact adjacent properties. Vacant lots are not to be used for overflow parking of subcontractor vehicles. This is strictly prohibited.

7.12 MISCELLANEOUS REQUIREMENTS

Pets will not be allowed at the job site under any circumstances.

7.13 INSPECTION BY DRC

During construction, a mock-up of actual exterior materials will be required for the DRC to review and approve prior to installation on the home. This mock-up can be an informal arrangement of materials, but they must be the actual colors and materials proposed; including but not limited to, stone, stucco, paint & stain (on proposed wood material), roof and window materials. . Please contact the DR Administrator & allow a minimum of 2 weeks for approval by the DRC.

The DRC will review the final construction and landscaping at the end of the project. The DRC approval of construction is required by the Town of Gypsum to obtain a permanent certificate of occupancy. The compliance deposit may or may not be released at this time. Refer to Section 8.4 & 8.5 for additional information on the inspection procedures.

7.14 OWNER AND CONTRACTOR RESPONSIBILITY

If any construction or improvement is deemed by the DRC to be inconsistent with approved plans or specifications, the owner will be responsible for revising the construction to meet approved documents.

The owner and contractor will be responsible for the cost of repairing any damage caused by their projects' construction activities.

If, during the course of construction, a contractor or subcontractor in any way breaches these regulations, the DRC reserves the right to restrict future work by that contractor, on the current project as well as in the future.

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

7.15 START AND CONTINUITY OF CONSTRUCTION

If construction on an approved residence does not commence within 12 months from date of DRC approval, it will be subject to a \$250.00 re-submittal fee and must be reviewed for compliance with the then current Design Guidelines.

All improvements commenced on the property shall be prosecuted diligently to completion and shall be completed within 12 months of commencement, unless an exception has been granted in writing by the DRC.

7.16 STREET CLEANING

The owner or contractor shall keep the streets in the neighborhood clean of all dirt and debris generated by construction or construction vehicles working at his/her site. If the DRC finds it necessary to do any street cleaning or site clean-up, the cost for this work will be charged to the owner at cost plus 50%.

7.17 NON-POTABLE (RAW) WATER SYSTEM

The owner is responsible for connecting to the existing raw water system in Cotton Ranch and Sky Legend for landscape irrigation. The raw water is supplied by the Cotton Ranch Metropolitan District "Metro District". Refer to Section 1.5.2 "Raw Water Tap Fee" for amount of fee.

Refer to Appendix B for the meter & connection details which should be included on final approved construction drawings. These materials must be purchased by the Owner and approved by the Metro District representative.

Contact the Metro District representative prior to construction in order to locate underground raw water piping on the lot. The Metro District will make the residential tap into the main line. Any damage to the existing raw water system caused during construction shall be repaired by the Metro District and paid for by the owner.

If the Owner needs to relocate any raw water system components within their lot or the easement, they will be allowed to do this with prior approval from the Metro District. **However**, the work will be completed by the Metro District at the expense of the lot owner.

There are greater restrictions on raw water usage for permanently irrigated lawn in Sky Legend. Refer to the Sky Legend design guidelines "Enhanced Landscape Area" for the maximum quantities allowed.

SECTION 8: PLAN REVIEW PROCESS

8.1 SUBMITTAL OF PLANS

The Design Review Committee has been set up to provide guidance to the property owners of Cotton Ranch. Its purpose is to help all owners discover what is best for their sites and to provide them with the observations and experiences of the planners, architects, landscape architects, engineers, geologists and ecologists who have worked on development plans for Cotton Ranch.

The DRC does not seek to totally restrict taste or individual preferences. In general, its aim is to avoid harsh contrasts in the landscape, to preserve and protect the functioning of important ecological systems, to encourage design adapted to the climate, and foster harmony between buildings and their sites and within the buildings themselves.

For any new building, addition, renovation, refinishing, or significant landscape changes, the procedures outlined in the Declaration of Protective Covenants, Conditions and Restrictions of the Cotton Ranch, the Design Guidelines, and amendments thereto must be followed. Protective Covenants and Design Guidelines together provide direction and assistance to the owner for the development of a home site and impose certain requirements for approval.

Owners are encouraged to meet with the Design Review Committee during the early design stages. This step in the process gives the owner an opportunity to see if the direction of the project is in keeping with the Design Guidelines and the community of Cotton Ranch.

The Committee's review process involves two steps:

- A. Preliminary Review (Schematic Plan Submittal)
- B. Final Design Review

The DRC may require additional information, a model or drawings necessary to confirm compliance with the Covenants and Design Guidelines.

8.2 PRELIMINARY REVIEW (SCHEMATIC PLAN SUBMITTAL)

Submittal for preliminary review is required. All documents must be submitted one week before any regularly scheduled meeting. (Verify the DRC the dates of the meetings with the Design Administrator and/or the Cotton Ranch website.) The site and buildings must be staked by noon the day before the regularly schedule

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

meeting. (See Item I below). If there are any missing requirements or the submittal is not on time, that submittal will not be reviewed.

All submitted plans must be of professional quality and easy to read and understand. The DRC has the right to reject any proposal that in their opinion is unreadable.

The following information is required. Provide copies as noted on Appendix C.

- A. A copy of the lot Survey, at a minimum scale of 1" = 20' and depicting lot contours, all easements, all required setbacks or RBL, if applicable, all existing vegetation, rock outcroppings and other site features and existing utilities. This survey is required to be completed by a licensed surveyor.
- B. Site Plan, at a minimum scale of 1" = 10', showing proposed and existing topography and all proposed improvements including proposed building and access locations, easements and setbacks and adjacent homes, if any.
- C. Floor & Roof Plans, at a minimum scale of 1/8" = 1', including overall dimensions, door and window openings, and proposed location of mechanical equipment and utility connections.
- D. Building Elevations that are rendered to show steps in the building plane (shade and shadow); expression of proposed materials, and the relationship of elevations to the site. Indicated floor elevations and building heights to top of ridge line or top of parapet.
- E. Preliminary Landscape Plan indicating all intended landscape improvements including; types and quantities of vegetation proposed, locations of rock outcroppings, boulders, decks and patios, service yard driveways, location and detail of all outdoor lighting and the intended type and areas of irrigation.
- F. Application Form (See Appendix G)
- G. Photo Survey taken from the approximate center of the lot or the center of the proposed building. This must be mounted in such a manner that shows the area where you are building, the views, the neighbors and any specific lot issues. Digital photo surveys are acceptable.
- H. Exterior Material Samples and Colors. Wall materials and colors, roof materials and colors, door and window colors, exterior trim colors, fireplace chimney material and color.

COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017

- I. Site Staking will be required with the preliminary submittal. Staking shall indicate the outline of all building footprints, the driveway and other site improvements such as on grade decks and patios. In addition, all trees with eight inch or larger caliper that are to be removed during construction must be flagged.
- J. The Design Review Fee is required the day the plans are submitted to the DRC for review or by the first meeting. Plans will not be reviewed unless the fee has been paid.
- K. Preliminary Plan Review Checklist (see Appendix C)

The DRC will review the submittal for compliance with these Design Guidelines. A massing model or 3D study at an appropriate scale may be required prior to the Final Plan Review if the DRC feels that these can best explain the design.

Although modifications to the Design Guidelines may be approved in certain instances, this will be an exception rather than a rule and the applicant shall be prepared to carefully document the logic and reasons behind the requested variance.

The preliminary approval shall not be an approval for construction of any kind, and will be valid for a period of six (6) months, after which it will expire unless an exception has been granted in writing by the DRC.

8.3 FINAL PLAN REVIEW AND REQUIREMENTS

Once you have completed your final construction documents, you may submit for a final plan review. All plans submitted must be of professional quality, easy to read, and contain sufficient information and detail. They must contain all information that the Town of Gypsum Building Department requires for obtaining a building permit and any conditions imposed by the DRC at your preliminary review.

As with the preliminary review, your submittal must be complete and received one week before the regularly scheduled meeting at the offices of the Architectural Consultant. If the submittal is not complete, or not turned in on time, the submittal will not be reviewed. The DRC has the right to reject any submittal if it deems there is not sufficient information about the construction of the building. All information required is listed on the “Final Plan Review” Checklist (See Appendix)

The following information is required. Provide copies as noted on Appendix E.

COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017

- A. A Survey of the lot as described for the Preliminary Review.
- B. Site Plan at a minimum of 1" = 10' showing the entire site, all setbacks and easements and all improvements to the property and adjacent homes, if any.
- C. Floor & Roof Plans at 1/4" = 1' showing finished dimensions and floor elevations, locations of mechanical and electrical equipment and enclosure of electrical and water meters.
- D. Elevations at 1/4"=1' minimum. All exterior elevations showing both existing and proposed grades, all plate heights, roof pitch and ridge heights or top of parapet elevations and all exterior materials and colors.
- E. Building Sections (Minimum of Two) at 1/4" = 1' showing the relationship of the building to the site, foundation, and proposed and existing grades.
- F. Landscape Plan at 1"=10' finalizing everything required at Preliminary Review, along with the irrigation system proposed. All trees, plantings, seeding and turf must be located with approximate sizes given. This plan will also include driveway and paving materials and all exterior lighting.
- G. Details of specific exterior design requirements: window details, door details, garage door detail, trim details as required to successfully demonstrate intended finishes.
- H. Footing and foundation plan.
- I. Exterior Materials Samples & Colors showing color, texture and materials of all exterior finishes. These should be tagged to the elevations. These can be photographs, cut sheets or renderings. A simple rendered front elevation is encouraged to review materials and colors on the overall facade.
- J. Construction Schedule, including anticipated landscape installation, construction methods and practices review.
- K. Construction Area plan as defined in Section 7.1.
- L. Fees & Deposits: Design Compliance Fee and Non-potable Water Tap Fee.

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

M. All required items on the preliminary plan checklist of required materials list must be submitted prior to Final Design approval.

N. Final Plan Review Checklist (see Appendix E)

The final approval by the DRC does not reflect any requirements or approvals by the Town of Gypsum Building Department.

The final approval will be valid for one year. If construction does not commence within one year of the final approval, the applicant will be required to resubmit for final approval to be sure that their submittal is still in compliance with the then current guidelines. A re-submittal fee of \$250.00 will be required.

The DRC will not consider, and assumes no responsibility for, the structural capacity, fire safety, or building code compliance of the proposed improvement.

8.4 INSPECTIONS

DRC approval must be obtained prior to inspection and issuance of a permanent Certificate of Occupancy by the Town of Gypsum officials. This inspection will verify that the completed building & site follows the approved plans and specifications.

An approval letter will be written to the Town of Gypsum officials if all architectural items are completed to the satisfaction of the DRC. The landscaping must also be installed and generally complete at this time. Please contact the DR Administrator & allow a minimum of 2 weeks for final construction approval by the DRC.

An additional Compliance inspection of the plant materials will occur after a “growing season” as defined in Section 8.5. A request to remedy architectural items that have changed or are non-compliant may also be addressed at this time.

The DRC or its agents may, at any reasonable time prior to the issuance of design approval, a Certificate of Occupancy, or during any repair or reconstruction, enter upon any property subject to these Design Guidelines or Declarations of Protective Covenants, for the purpose of determining compliance with these Design Guidelines and any approved plans. Neither the DRC, nor the Town of Gypsum, nor any of their members or agents shall be liable to any person for actions taken unless it is shown that such entity or person acted with malice or wrongful intent.

**COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017**

8.5 DEPOSITS AND FEES

.The full design review fee is required at the preliminary plan review meeting . It must be paid prior to review, and is non-refundable.

The Compliance Deposit is required once final design approval has been given. Approved drawings will not be released to the Town of Gypsum for building permit until this deposit has been paid.

Fee and deposit amounts are established in Section 1.5 “Fees and Deposits”.

At the discretion of the DRC, half of the Compliance Deposit may be released after the completion of all building improvements, installation of landscaping and paving per Section 8.4 “Inspections”.

The remaining half of the deposit shall be released after the planted material has been in the ground for one growing season. A growing season is the part of the year during which rainfall and temperature allow plants to grow. The natural growing season can be extended in length with temporary irrigation if warmer temperatures occur. Any temporary irrigation (above ground) must be removed for the deposit to be released. Any plant materials that are dead or dying must be replaced by the Owner prior to the release of the entire deposit amount. An additional growing season will not be required for replaced material. Landscaping must be completed within one year of the DRC construction approval. If it is not, the owner waives the deposit.

8.6 REVIEW OF MINOR EXTERIOR AND LANDSCAPE IMPROVEMENTS, REMODELS, TEMPORARY STRUCTURES AND MISCELLANEOUS IMPROVEMENTS.

Alterations of existing homes, or alterations of a project under construction, must be submitted to the DRC, BEFORE any action is taken. Any change done without approval will be in violation of the protective covenants and subject to enforcement action.

Temporary structures, major landscape revisions and miscellaneous improvements must also be submitted to the DRC for review and approval prior to any work being performed. These include trampoline installation, driveway changes, staining or painting a home. **This includes re-staining or painting of the exterior of any structure, even if they are the same colors.** A formal approval may not be needed, but this should be determined by the DRC. Duplexes must re-paint or re-stain the entire building at the same time.

COTTON RANCH DESIGN GUIDELINES
SECTION 8 – PLAN REVIEW PROCESS
JULY 2017

To review this type of change, a submittal must be made to the DRC outlining the intended improvement. All items must be submitted one week before any scheduled meeting, and must be of professional quality with sufficient information to perform an adequate review. Minor changes can be reviewed by the DRC via email.

Information to perform this type of review varies based on the complexity of the modification. Refer to Appendix L and contact the DR Administrator to determine the best items for submittal review.

These items typically include:

- A. Photos of the existing conditions
- B. A site plan to determine if improvements are within property, setbacks & easements
- C. Paint or Material Samples. (You may be asked to prepare an actual sample for DRC review)
- D. Dimensions of improvement, i.e. fences, playground equipment, etc.

Fees are not typically required for this type of application for review.

SECTION 9: MISCELLANEOUS REGULATIONS

9.0 Vehicles and Parking

Vacant lots are not to be used for overflow parking of personal vehicles or that of subcontractors. This is strictly prohibited. Additionally, vacant lots shall not be used for the storage of construction, building or landscape materials. Vacant lots shall not be used to store trash or other unsightly objects including, but not limited to recreation vehicles such as trailers, campers, boats, motorcycles, motorized trail bikes, snowmobiles and bicycles.

There shall be no overnight on-street parking of any vehicle. Short term (6 hour) guest parking may be allowed at the discretion of the Town of Gypsum, but will not be allowed by Cotton Ranch for more than 6 hours.

Driveways are not intended to serve as full or part time parking spaces for residents and owners. Each owner is limited to parking no more than three licensed automobiles on a regular basis, day or night. Overnight parking, (defined as 9PM to 7AM) shall be limited to no more than three automobiles. Short term (6 hour) guest parking of more than three automobiles will be allowed, but not on a regular basis.

A “Commercial Vehicle”, (Any vehicle over one ton GVWR, Truck, Van, Car, Bus, Snow Cat, Dump Truck, Motor Home, or hauling trailers) shall include one which is used primarily for business purposes and has racks, tool boxes or other devices designed to carry commercially used machinery, tools, equipment, implements, ladders, snowplows (without prior written authorization) or other devices indicating a commercial use shall be deemed a “Commercial Vehicle”.

Personal use of a Commercial Vehicle (a vehicle that is used regularly for purposes other than commercial use, and parked regularly on driveways, streets or sidewalks) will not be deemed to change the definition or status of a Commercial Vehicle as defined herein.

The presence of limited signage indicating a business name, telephone number, and small logo, not exceeding 10 square feet (measured in volume for the entire vehicle) or smaller will not cause such vehicle to be classified as a Commercial; however, a vehicle that is also painted to match the color and characteristics of a commonly commercial business fleet of vehicles, decaled or decorated so as to advertise and promote a commercial business or products is defined as a “Commercial Vehicle”.

Commercial Vehicles and hauling trailers are allowed on a lot for the temporary expedience of loading and unloading, for the construction of structures and for the purposes of providing domestic services and repairs to a dwelling unit. Such Commercial Vehicles and hauling trailers may be allowed on the lot only during the

COTTON RANCH DESIGN GUIDELINES
SECTION 9 – MISCELLANEOUS REGULATIONS
JULY 2017

time such are presently necessary for the purposes described in the preceding sentence.

An owner or occupant of a lot may not have or store a Commercial Vehicle, or a hauling trailer on the lot unless they are being used in construction on the lot. Use of a Commercial Vehicle, or a hauling trailer to store construction materials or debris is not allowed on a lot as a necessary use unless such is in the process of loading or unloading, and the presence of the aforementioned vehicle is temporary. If the security of materials is a valid consideration for the storage of material the application of this section may be waived by the Association.

Where construction is the reason for the presence of the Commercial Vehicles, and hauling trailers, the Association may require the owner or occupant to describe in writing the construction project and the expected completion date. If the Association determines, by comparing the usual time frames with licensed contractors, that the time frame is unreasonable, or the owner refuses to provide the information requested, may require the removal of all Commercial Vehicles, truck and hauling trailers. This paragraph may not be applied to time limits for construction or projects that have been approved by the Design Review Committee.

An owner, or occupant shall not use streets or parking areas for the parking, storage, display, or accommodation area for any type of Commercial Vehicle, Motor Home, or accessories thereto, or hauling trailer, except as a temporary expedience for loading, delivery, emergency etc., unless the same shall be stored, parked, or maintained wholly within a garage area of a dwelling unit, with the garage door in a closed position.

9.2 Unsightly Articles

In keeping with the harmony of Cotton Ranch, it is all homeowners' responsibility to keep your yard and home neat and tidy. Lawn mowers should be kept in your garage, Bicycles and misc. toys etc should be put away at the end of the day. Cotton Ranch is a beautiful community and everyone's help is needed to keep it that way.

No unsightly article shall be permitted to remain on any Lot or any other portion of the Property if it is visible from adjoining property, the golf course, or public or private thoroughfares. Without limiting the generality of the foregoing, utility trailers, boat trailers, jet ski trailers, flat trailers, livestock trailers, horse trailers, construction trailers, snowmobile trailers, ATV trailers, hauling trailers, mobile (motor) homes, recreation vehicles, all terrain vehicles, unlicensed motor cycles (including motor scooters and mopeds), graders, backhoes, tractors, lawnmowers, boats, canoes, campers, wagons, buses, 10 person (or larger) transport vans,

COTTON RANCH DESIGN GUIDELINES
SECTION 9 – MISCELLANEOUS REGULATIONS
JULY 2017

sleighs, snowmobiles, miscellaneous signs (other than home security, pre-approved construction and for sale signs), lumber, construction debris, snow removal equipment, garden and maintenance equipment, and tarps shall be kept at all times (except when in actual use) in an enclosed structure, enclosed garage, or otherwise fully screened from view.

No repair or maintenance works shall be done on any of the foregoing, or on any automobile, other than minor emergency repairs, except in an enclosed garage.

Refuse, garbage and trash shall be kept at all times in a covered container and any such container shall be kept within an enclosed structure or appropriately screened from view. All equipment for the storage or disposal of refuse, garbage and trash materials shall be kept in a clean and sanitary condition.

Service areas, storage areas, compost piles and facilities for hanging, drying or airing clothing or household fabrics shall be appropriately screened from view. No lumber, grass, plant waste, shrub or tree clippings, metals, bulk materials or scrap or refuse or trash shall be kept stored or allowed to accumulate on any portion of the Property or Lot, or any other portion of the Property or Lot except within an enclosed structure or appropriately screened from view; provided, however, that normal household waste can be set out up to 24 hours before a scheduled garbage pick-up.

Liquid propane, gas, oil and other exterior tanks shall be kept within an enclosed structure or permanently screened from view.

Further, seasonal and holiday decorations shall be removed from the Property or Lot and properly stored within 45 days after the holiday and will not be permitted to be displayed more than 45 days prior to the holiday. Wreaths, attached to a Property's main entrance (storm door included), and other home decorations, must be contained to the front porch as further defined as an area not to exceed 144 square feet.

The Cotton Ranch Homeowners Association had invested in "Doggie Stations". While out walking your dog (on his leash of course) please utilize these stations. Picking up after your dog is your responsibility. Your effort will be appreciated by your neighbors and it will help keep your community looking as good as it should.

Appendices

COTTON RANCH DESIGN GUIDELINES
APPENDIX A
JULY 2017

RECOMMENDED PLANT MATERIAL

Following are lists of recommended planting materials for use at Cotton Ranch:

Native Woody Plants

Deciduous Trees (2" caliper minimum)

Narrowleaf Cottonwood (Populus angustifolia)

Fast growing, large tree. Moist sites. Height 50 feet. Elevations 5,000 to 8,000 feet.

Quaking Aspen (Populus tremuloides)

Fast growing, medium sized tree with golden fall foliage. Tolerant of both sun and shade. Grows well in rocky, wet, or poor soils that are unsuitable for most other deciduous trees. Height 30 feet. Elevations 6,000 to 10,000 feet.

River Hawthorn (Crataegus rivularis)

Small tree or tall shrub common along streams at lower elevations. Cluster of white flowers similar to apple blossoms. Crimson fruits resembling small rose hips attract songbirds. Relatively free of thorns for a hawthorn. Tolerant to sun or shade with sufficient moisture. Height 20 feet. Elevation 3,000 to 8,500 feet.

Western Hackberry (Celtis occidentalis)

Uncommon shade tree along canyons and arroyos. Light green leaves and small black berries. Not the prettiest of trees - commonly has "galls" or nodules on the leaves. However, very hardy and dependable. Height to 50 feet. Elevations 4,000 to 7,500 feet.

Coniferous Trees (8' minimum height)

Blue Spruce (Picea pungens)

Large conifer with dense, bluish-silver needles. Shady or moist areas. Provides year round screening. Height 100 feet. Elevation 6,000 to 11,000 feet. Colorado state tree.

Douglas-Fir (Pseudotsuga menziesii)

Large conifer with greener, sparser needles and more open growth habit than spruce. Shady or rocky sites with sufficient moisture. Better tree for songbird use than spruce. Height 100 feet. Elevation 4,000 to 11,000 feet.

Pinyon Pine (Pinus edulis)

Slow growing, medium-sized conifer. Tolerant of very dry sites with poor soils. Cones attract a variety of birds. Height 20 feet. Elevation 4,000 to 9,000 feet.

COTTON RANCH DESIGN GUIDELINES

APPENDIX A

JULY 2017

Ponderosa Pine (*Pinus ponderosa*)

Relatively fast-growing, large conifer with long needles, large cones and reddish orange bark. Sparse foliage and prolific cones make this tree attractive to a variety of birds. Dry, sunny or rocky sites. Height 100 feet. Elevation 5,000 to 9,000 feet.

Thinleaf Alder (*Alnus tenuifolia*) and Western Birch (*Betula fontinalis*)

Large shrubs to small trees with attractive reddish bark and glossy leaves. Very similar in appearance. Common along water courses in the mountains. Prefer wet sites. Height 10 feet. Elevation 5,000 to 10,000 feet.

Low to Medium Shrubs (5 gallon minimum size)

Antelope Bitterbrush (*Purshia tridentata*)

Low, spreading shrub with bright green leaves and numerous yellow flowers. A favorite browse species for deer and elk. Prefers sunny, well-drained sites. Height 3 feet. Elevation 7,000 to 9,500 feet.

Big Sagebrush (*Artemisia tridentata*)

Upright shrub with attractive silver color and pungent leaves. Very common throughout the mountains. Grows in sunny, open areas and tolerates a wide range of soil moisture and texture. Height 5 feet. Elevation 4,500 to 10,000 feet.

Common Juniper (*Juniperus communis*)

Low, spreading coniferous shrubs with bright green needles and blue berries. Common throughout the mountains. Conditions range from full sun to moderate shade with moderate moisture. Height 3 feet. Elevation 5,000 to 7,000 feet.

Currants (*Ribes spp.*)

A diverse group that are among the most widespread shrubs in the mountains. Tubular flowers attract hummingbirds, and edible fruits are consumed by a variety of wildlife. Most species are 2 to 4 feet in height and have arching branches with small leaves. Commercially available currants include the following:

- Golden Currant (*R. aureum*) - Bright yellow, fragrant flowers. No spines or thorns. Fast growing. Spreads by roots suckers. Widely used in landscaping. Leaves resemble a maple and have good fall color. Sunny moist sites. Elevation 3,500 to 8,000 feet.
- Gooseberry Currant (*R. inerme*) - Smaller foliage. Greenish purple berries. Pairs of thorns along stems. Grows in drier, rockier and sunnier sites than the other currants. Elevation 5,500 to 11,000 feet.

COTTON RANCH DESIGN GUIDELINES

APPENDIX A

JULY 2017

- Squaw (Wax) Currant (*R. cereum*) - White to pale pink flowers, sticky red berries. No spines or thorns. Does best in partial shade on well-drained or rocky soils. Elevation 3,500 to 11,000 feet.

Mountain Ninebark (*Physocarpus monogynus*)

White flowers and attractive fall foliage. Bright green leaves resemble a maple. Prefers partially shady sites with moderate moisture. Height 4 feet. Elevations 6,000 to 10,000 feet.

Rock Spirea, Mountain Spray (*Holodiscus dumosus*)

A beautiful, fast-growing shrub with masses of showy, white to pale pink flowers in feathery cluster. Grows well on sunny, rocky sites and spreads by root suckers. Height 5 feet. Elevations 5,500 to 10,000 feet.

Rubber Rabbitbrush (*Chrysothamnus nauseosus*)

Hardy shrub with grayish green foliage and masses of bright yellow flowers in late summer. Rounded growth form. Very common at lower elevations throughout the region. Attracts many species of butterflies. Tolerates dry conditions and poor soils. Height 4 feet. Elevation 5,000 to 10,000 feet.

Shrubby Cinquefoil (*pentaphyloides floribunda*)

Low-growing shrub widely used in landscaping. Numerous yellow flowers throughout the summer. Occurs naturally on sunny, moderately moist terraces and slopes throughout the mountains but tolerates drier conditions. Height 3 feet. Elevation 7,000 to 11,500 feet.

Skunkbrush Sumac (*Rhus trilobata*)

Spreading shrub that resembles a small scrub oak. Reddish orange berries, attractive fall color. Performs very well on sunny, well-drained sites with poor soils. Height 4 feet. Elevation 4,000 to 9,000 feet.

Snowberry, Backbrush (*Symphoricarpos albus*)

Low, spreading shrub with fine leaves, delicate pinkish flowers and abundant white berries. Widely used in landscaping. Ranges from full sun to shade, depending on moisture. Height 3 feet. Elevation 5,500 to 10,000 feet.

Woods' Rose (*Rosa woodsii*)

Pink, five petal roses followed by bright red fruits. Good fall color. Very thorny plant; spreads by root suckers. Generally does best in partial shade but tolerates full sun with adequate moisture. Height 2 feet. Elevation 3,500 to 10,000 feet.

Woody Ground Cover (5 gallon minimum size)

Kinnikinnik, Bearberry (*Arctostaphylos uva-ursi*)

Prostrate branches form dense mats. Small flowers in spring, red berries in fall. Glossy foliage stays green throughout the year. Prefers rocky sites with moderate shade and moisture. Elevation 5,000 to 9,500 feet.

COTTON RANCH DESIGN GUIDELINES

APPENDIX A

JULY 2017

Oregon-grape. Creeping Holly-grape (*Mahonia repens*)

Low, evergreen shrub that resembles a holly. Bright yellow flower clusters are replaced by edible, purple berries. Does best in light shade and moderate soil moisture. Spreads by root suckers. Elevation 5,500 to 10,500 feet.

Native Grasses and Wildflowers

The following native grasses and wildflowers are recommended for use in unmown lawns, golf course roughs and other landscaped areas:

COMMON NAME

SPECIES

CHARACTERISTICS

COOL-SEASON GRASSES:

Thickspike Wheatgrass	<i>Agropyron dasystachyum</i>	rhizomatous; blue-green
Western Wheatgrass	<i>Agropyron smithii</i>	similar; needs moisture
Bluebunch Wheatgrass	<i>Agropyron spicatum</i>	loose bunchgrass; coarser soils
Slender Wheatgrass	<i>Agropyron trachycaulum</i>	dense bunchgrass; finer soils
Mountain Brome	<i>Bromopsis marginatus</i>	tall bunchgrass; cooler sites
Idaho Fescue	<i>Festuca idahoensis</i>	dense bunchgrass; cooler sites
Sheep Fescue	<i>Festuca ovina</i>	low bunchgrass; drought-tolerant
Prairie Junegrass	<i>Koeleria macrantha</i>	low bunchgrass; early green-up
Indian Ricegrass	<i>Oryzopsis hymenoides</i>	delicate bunchgrass; drought-tolerant
Big Bluegrass	<i>Poa ampla</i>	blue-green bunchgrass; cooler sites
Canby Bluegrass	<i>Poa canbyi</i>	loose bunchgrass; drought-tolerant
Western Needlegrass	<i>Stipa columbiana</i>	dense bunchgrass; drought-tolerant

COMMON NAME

SPECIES

CHARACTERISTICS

WARM-SEASON GRASSES:

Side-oats Grama	<i>Bouteloua curtipendula</i>	bunchy sod-former; attractive foliage
Blue Grama	<i>Bouteloua gracilis</i>	short sod-former; drought-tolerant
Galleta	<i>Hilaria jamesii</i>	attractive blue-green; drought-tolerant
Mountain Muhly	<i>Muhlenbergia montana</i>	attractive bunchgrass; cooler sites

COTTON RANCH DESIGN GUIDELINES
APPENDIX C
JULY 2017

PRELIMINARY PLAN REVIEW CHECKLIST

Please review Section 8 – Plan Review Process for all required items.

The following checklist is supplied to help you and your design team prepare your submittal. Samples of all materials listed on this checklist must be submitted with a copy of this list or the application will be denied. **Two complete sets (1 full size & 1-11x17 size) and one electronic copy of the drawings required:**

Survey

Note: This survey must be stamped by a licensed surveyor.

- _____ Scale: 1" = 20'-0"
- _____ Site Contours
- _____ Easements and Setbacks
- _____ Existing natural site features
- _____ Existing Utilities

Site Plan

- _____ Scale: 1" = 10'-0"
- _____ North Arrow
- _____ Title Block, including Lot/Block/Filing, name of project, owner, date
- _____ Building Location
- _____ Line of proposed roof overhangs
- _____ Property Lines
- _____ Setbacks and Easements
- _____ Natural Site Topography
- _____ Proposed Topography
- _____ Existing natural site features, including all trees
- _____ Outdoor mechanical equipment locations
- _____ Trash can enclosures
- _____ Proposed ridge line height or top of parapet
- _____ Finished floor elevations
- _____ Existing and proposed grade elevations at all building corners
- _____ Proposed walks, driveways, and parking areas
- _____ Total lot coverage
- _____ Utility locations and meter locations

Floor Plans

- _____ Scale: 1/8" = 1'-0"
- _____ North Arrow
- _____ Title Block
- _____ All Exterior Dimensions
- _____ Door and window openings and locations
- _____ Walls, partitions and stairways
- _____ Decks, porches and balconies
- _____ Floor area calculations

COTTON RANCH DESIGN GUIDELINES
APPENDIX C
JULY 2017

Roof Plan

_____ Scale: 1/8" = 1'-0"

_____ North Arrow

_____ Title Block

_____ Roof Overhang dimensions

_____ Roof material and slope

_____ Ridge height over existing grade

Elevations

_____	Scale 1/8" = 1'-0", minimum size
_____	Title block
_____	Elevation of each exterior view
_____	Door and window locations
_____	Roof material and slope
_____	Siding material
_____	Stucco material
_____	Stone material, calculation & type
_____	Chimney
_____	Railings
_____	Skylight locations
_____	Building height
_____	Finish floor elevation
_____	Proposed and existing grade
_____	General material notes
_____	Exterior stone calculations

Landscape Plan

_____	Scale 1" = 10'-0"
_____	North Arrow
_____	Title Block
_____	Building Location
_____	Proposed roof overhangs
_____	Proposed contours
_____	Driveway, walks, terraces, and decks with materials listed
_____	Location of all plants, trees, sod, seeded areas, etc.
_____	Location of fences

Non-drawing items

_____ Application Form
 _____ Photo Survey, showing views and building location
 _____ Color board, showing all exterior materials and colors
 _____ Design Review Fee
 _____ Preliminary Estimate of General Construction Costs Form
 _____ Site Staking of home, drive and lot
 _____ (due by noon on day of DRC meeting)

COTTON RANCH DESIGN GUIDELINES
APPENDIX D
JULY 2017

PRELIMINARY ESTIMATE OF GENERAL CONSTRUCTION COSTS

1. **Building Area Calculations:** For purposes of building area calculations, measurements are to be taken from outside of exterior walls to outside of exterior walls.
 - A. Total gross square feet of residential use
(not including basement or attic areas) _____gsf
 - B. Total gross square feet of commercial use
(not including basement or attic areas) _____gsf
 - C. Total gross square feet of common area _____gsf
 - D. Does the building have a non-garage basement area with exposed/walkout sides?
____ No
____ Yes, it has a total of: _____gsf
 - E. Does the building have an attic area with 6 feet or more of clear height?
____ No
____ Yes, it has a total of: _____gsf
 - F. Total of A+B+C+D+E= _____gsf
 - G. Total gross square feet of garage: _____gsf
2. Total Cost of Lot: \$ _____
3. Total of Indirect Construction Costs
(Design Fees, DRC Fees, Building Permit, Etc.): \$ _____
4. Total of Direct Construction Costs, including material and labor:
 - A. Preparation: \$ _____
 - B. Rough Structure: \$ _____
 - C. Full Enclosure: \$ _____
 - D. Finishing Trades: \$ _____
 - E. Completion and Inspection: \$ _____
5. Total landscape Cost + Irrigation Costs \$ _____
6. Total Cost per Square Foot: \$ _____sf
(Calculated by dividing the total of 2,3,4 and 5 above by 1F above)

COTTON RANCH DESIGN GUIDELINES
APPENDIX E
JULY 2017

FINAL PLAN REVIEW CHECKLIST

Please review Section 8 – Plan Review Process for all required items.

The following checklist is supplied to help you and your design team prepare your submittal. Samples of all materials listed on this checklist must be submitted with a copy of this list or the application will be denied. **Two complete sets (1 full size & 1-11x17 size) and one electronic copy of the drawings required:**

Survey

Note: This survey must be stamped by a licensed surveyor.

Scale: 1" = 20'-0"

Site Contours

Easements and Setbacks

Existing natural site features

Existing Utilities

Site Plan

Scale: 1" = 10'-0"

North Arrow

Title Block, including Lot/Block/Filing, name of project, owner, date

Building Location

Line of proposed roof overhangs

Property Lines

Setbacks and Easements

Natural Site Topography

Proposed Topography

Existing natural site features, including all trees

Outdoor mechanical equipment locations

Trash can enclosures

Proposed ridge line height or top of parapet

Finished floor elevations

Existing and proposed grade elevations at all building corners

Proposed walks, driveways, and parking areas

Total lot coverage

Utility locations and meter locations

Floor Plans

Scale: 1/4" = 1'-0"

North Arrow

Title Block

All Exterior Dimensions

Door and window openings and locations

Walls, partitions and stairways

Line of proposed roof overhangs

Meter Locations

Decks, porches, balconies, terraces, with materials noted

COTTON RANCH DESIGN GUIDELINES

APPENDIX E

JULY 2017

_____ Trash enclosures
_____ Location of heating/cooling units
_____ Floor area calculations

Roof Plan

_____ Scale: 1/8" = 1'-0"
_____ North Arrow
_____ Title Block
_____ Roof Overhang dimensions
_____ Roof material and slope
_____ Ridge height over existing grade

Elevations

_____ Scale 1/8" = 1'-0", minimum size
_____ Title block
_____ Elevation of each exterior view
_____ Door and window locations, material and color
_____ Roof material and slope
_____ Siding material, type and color
_____ Stucco material, type and color
_____ Stone material, calculation & type
_____ Chimney material and height
_____ Railing material, type, color and dimensions
_____ Fascia and Trim material, type and color
_____ Deck materials
_____ Skylight type and color
_____ Building height
_____ Finish floor elevation
_____ Proposed and existing grade
_____ Fence locations
_____ Meter locations
_____ Trash enclosure
_____ Garage door material and color
_____ All other materials, finishes and color

Building Sections

_____ Scale: 1/4" = 1'-0"
_____ Title Block
_____ Cross section through highest part of building
_____ Foundation materials
_____ Exterior wall material and height
_____ Roof construction, material and slope
_____ Existing and proposed grade
_____ Ridge height
_____ Floor Elevations

COTTON RANCH DESIGN GUIDELINES

APPENDIX F

JULY 2017

FINAL ESTIMATE OF GENERAL CONSTRUCTION COSTS

1. **Building Area Calculations:** For purposes of building area calculations, measurements are to be taken from outside of exterior walls to outside of exterior walls.
 - A. Total gross square feet of residential use
(not including basement or attic areas) _____gsf
 - B. Total gross square feet of commercial use
(not including basement or attic areas) _____gsf
 - C. Total gross square feet of common area _____gsf
 - D. Does the building have a non-garage basement area with exposed/walkout sides?
____ No
____ Yes, it has a total of: _____gsf
 - E. Does the building have an attic area with 6 feet or more of clear height?
____ No
____ Yes, it has a total of: _____gsf
 - F. Total of A+B+C+D+E= _____gsf
 - G. Total gross square feet of garage: _____gsf
2. Total Cost of Lot: \$_____
3. Total of Indirect Construction Costs
(Design Fees, DRC Fees, Building Permit, Etc.): \$_____
4. Total of Direct Construction Costs, including material and labor:
 - A. Preparation: \$_____
 - B. Rough Structure: \$_____
 - C. Full Enclosure: \$_____
 - D. Finishing Trades: \$_____
 - E. Completion and Inspection: \$_____
5. Total landscape Cost + Irrigation Costs \$_____
6. Total Cost per Square Foot: \$_____sf
(Calculated by dividing the total of 2,3,4 and 5 above by 1F above)

**COTTON RANCH DESIGN GUIDELINES
APPENDIX G
JULY 2017**

APPLICATION FORM

- ☐ Preliminary Review
- ☐ Final Review
- ☐ Minor Building Alteration Review
- ☐ Minor Landscape Alteration Review
- ☐ Temporary Installation
- ☐ Other _____

Submittal Date _____ Meeting Date _____

Lot _____ Filing _____

Street Address _____

Owner _____ Telephone _____

Address _____ E-mail _____

Architect _____ Telephone _____

Address _____ E-mail _____

Detailed Description of Submittal _____

Temporary Structures only:

Proposed Installation Date _____ Proposed Removal Date _____

Approved Installation Date _____ Approved Removal Date _____

No submittal will be accepted unless it is complete per the requirements set forth in these Design Guidelines.

For Office Use Only

Fee _____ SF _____ Received _____

COTTON RANCH DESIGN GUIDELINES
APPENDIX H
JULY 2017

BUILDING AREA CALCULATIONS

For purposes of building area calculations, measurements are to be taken from outside of exterior walls to outside of exterior walls.

Submittal: _____

Owner _____

Lot _____ Filing _____

Street Address _____

Site Area _____ Building footprint _____

BUILDING SQUARE FOOTAGE (per definition in Section 3.3):

Basement Level Floor Area _____

Ground Level Floor Area _____

Second Level Floor Area _____

Attic Level Floor Area _____

Total Building Floor Area _____

Total Garage Area _____

COTTON RANCH DESIGN GUIDELINES
APPENDIX I
JULY 2017

EXTERIOR BUILDING MATERIALS

- ☐ Preliminary Review
- ☐ Final Review

Owner _____ Lot _____ Filing _____

Street Address _____

Square Footage of Stone Required _____

	MATERIAL	SPECIES, QUARRY, COLOR, ETC.
Exterior Walls	_____	_____
	_____	_____
	_____	_____
Garage Door	_____	_____
Doors	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Railings	_____	_____
Roof	_____	_____
	_____	_____
Roof Flashing	_____	_____
Chimneys	_____	_____
Chimney Caps	_____	_____
Flues/Vents	_____	_____
Soffits	_____	_____
Stone	_____	_____

COTTON RANCH DESIGN GUIDELINES
APPENDIX J
JULY 2017

LANDSCAPE MATERIALS - PAGE 1 OF 2

- ☐ Preliminary Review
- ☐ Final Review

Owner _____ Lot _____ Filing _____

Street Address _____

	BOTANICAL NAME	COMMON NAME
Proposed Trees	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Existing Trees to be Removed	_____	_____
	_____	_____
Proposed Shrubs	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**COTTON RANCH DESIGN GUIDELINES
APPENDIX J
JULY 2017**

LANDSCAPE MATERIALS - PAGE 2 OF 2

- ☐ Preliminary Review
☐ Final Review

Owner _____ Lot _____ Filing _____

Street Address _____

	BOTANICAL NAME	COMMON NAME
Ground Cover	_____	_____
	_____	_____
	_____	_____
	_____	_____
Sod	_____	_____
	_____	_____
	_____	_____
Edging	_____	
Irrigation	_____	
Erosion Control	_____	
	MATERIALS	SPECIES, QUARRY, COLOR, ETC.
Retaining Walls	_____	_____
	_____	_____
Fences	_____	_____
Driveway Paving	_____	_____
Terrace Paving	_____	_____
Miscellaneous	_____	_____

**COTTON RANCH DESIGN GUIDELINES
APPENDIX K
JULY 2017**

SITE INSPECTION REQUEST

Date_____ Inspection_____

Lot_____ Filing _____

Street Address_____

Owner_____ Telephone_____

Address_____ E-mail _____

Architect_____ Telephone_____

Address_____ E-mail _____

No inspection will be scheduled unless all requirements set forth in these Design Guidelines have been met.

**COTTON RANCH DESIGN GUIDELINES
APPENDIX L
JULY 2017**

MISCELLANEOUS IMPROVEMENT & TEMPORARY STRUCTURE REVIEW CHECKLIST

The following checklist is supplied to help you prepare your submittal. This checklist is relevant to minor improvements, i.e. installation of fences, trampolines, new windows, etc. Additions or major remodels should use the Plan Review Checklists. Note that (*) items are required for submittal. Submit additional information as necessary to fully describe your proposed improvements.

Two complete sets (1 full size & 1-11x17 size) and one electronic copy of the drawings required:

Survey

_____ Title Block
_____ Easements and Setbacks
_____ Existing natural site features
_____ Existing buildings & structures

Note: This survey must be stamped by a licensed surveyor.

Site Plan (*)

_____ Scale
_____ North Arrow (*)
_____ Title Block, incl: Lot/Block/Filing, name of project, owner, date (*)
_____ Existing building location & major site features (*)
_____ Existing and proposed grade elevations
_____ Proposed improvements relative to existing structures (*)

Elevations

_____ Scale 1/8" = 1'-0", minimum size
_____ Title block
_____ Elevation of existing relevant exterior view
 showing major building elements
_____ Elevation of proposed relevant exterior view
 showing major building elements
_____ Proposed and existing grade
_____ General material notes & specifications of proposed materials
_____ Exterior stone calculations, if necessary

**COTTON RANCH DESIGN GUIDELINES
APPENDIX L
JULY 2017**

Landscape Plan

- _____ Location of existing major trees,
- _____ Location of existing fences
- _____ Location of all proposed plants, trees, sod, seeded areas, etc.

Non-drawing items

- _____ Application Form (*)
- _____ Photo Survey, showing existing views of improvement area (*)
- _____ Color board, showing all proposed exterior materials and colors (*)
- _____ Design Review Fee

No submittal will be accepted unless it is complete per the requirements set forth in these Design Guidelines.

**COTTON RANCH DESIGN GUIDELINES
APPENDIX M
JULY 2017**

CONSTRUCTION REQUIREMENTS

This signed form is required at the Final Design Review Meeting.

1. I have read Chapter 7 of the Cotton Ranch design guidelines and will comply with the construction practices of Cotton Ranch & Sky Legend.
2. An approved construction sign must be installed prior to construction with Cotton Ranch or Sky Legend logo and the following information:

Lot, Block, Filing, and Street Address

Owner or Project Name

General Contractor, Address, Phone #

Architect/Designer, Address, Phone #

Building Permit #

"For Information Call", Phone #

3. Each construction site must have a construction and/or silt fence on 3 sides.
4. Each construction site must have a temporary toilet.
5. Each construction site must have a dumpster.
6. Construction activities will be limited to the time period between 7:00 a.m. and 7:00 p.m. during the week, between 8:00 a.m. and 5:00 p.m. on Saturdays and will be prohibited on Sundays and holidays.
7. Contact Cotton Ranch Metro District prior to any construction to locate the non-potable water system. Contact Operations Manager for CR Metro District, Chris Meister, 970-390-6131
8. **All field changes shall be submitted to the Committee prior to site installation.** This includes but is not limited to all exterior changes including site work, landscaping, exterior detailing, materials & colors.
9. During construction, provide a mock-up of actual building materials and colors prior to installation of these items. Please contact the DR Administrator & allow a minimum of 2 weeks for approval by the committee.

Project Address/Lot: _____

Date of Final Design Meeting: _____

Name of Applicant/Representative _____

Signature of Applicant: _____

Owner Signature: _____

Signature confirms that you have read and understood the above requirements.