

# CORTINA RIDGE GUIDELINES

REVISED: 11-8-08

## INTRODUCTION

Cortina Ridge is an exceptional residential community of thirty single-family home sites. Panoramic view are in all directions, mature vegetation exists on each lot, and unique recreational opportunities abound since the Mesa Cortina Trailhead is located on the northwest corner of the Subdivision. The Cortina Ridge Guidelines have been written to ensure that the quality of development is compatible with this unique environment.

## OBJECTIVES OF CORTINA RIDGE GUIDELINES

Provide reasonable standards to assist owners with the design and construction for all buildings and site improvements.

Protect individual owner's investments by requiring compatible development and high standards for design and construction.

Protect the unique environment by providing guidelines for protection of existing vegetation and site features by limiting site disturbance.

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## Section 1. PUD REGULATIONS

### 1.1 ALLOWED LAND USES

- The following uses are allowed for each Cortina Ridge lot:
  - A. Single family residence
  - B. Attached or detached garage (if a detached garage is proposed, it must be completed at the same time as the residence)
  - C. Motor vehicle parking and storage
- The following structures are not allowed in Cortina Ridge:
  - A. Modular manufactured or prefabricated structures, including storage structures.
  - B. Tennis courts, outdoor swimming pools
  - C. Temporary structures except for construction trailer

### 1.2 RESUBDIVISION, LOT LINE ADJUSTMENT, AND LOT LINE VACATION

- No additional subdivision of lots will be allowed. No adjustment to property lines will be allowed except that if two or more lots are combined the common property line can be vacated.

### 1.3 DENSITY AND SQUARE FOOTAGE

- Each residential structure shall be a minimum of 2,500 square feet and a maximum of 7,000 square feet of enclosed floor area including basements and garages.
- Each lot is required to have a two car garage minimum.

### 1.4 SITE COVERAGE

- The maximum impervious area per lot including building footprint, sidewalks, parking and driveways shall be 25% of total lot square footage (75% open space and landscape.)

### 1.5 SITE DISTURBANCE

- The design of allowed residential structures, driveways and parking areas shall closely match existing topography to minimize site disturbance and extreme cut or fill conditions.
- On lots with typical 25'-0" setbacks on all sides, all site disturbance should be within the setbacks except for one driveway connecting to the street.
- On lots with building envelopes, all site disturbance shall be within 10'-0" of the building envelope except for one driveway connecting to the street.
- Utility connections need to be made with minimum site disturbance and located under driveways where possible.

### 1.6 SETBACKS AND BUILDING ENVELOPES

- Lot 1 to lot 20 shall have 25'-0" setbacks on all sides.
- Lot 21 to lot 30 shall have building envelopes as defined on the subdivision plat.
- All building construction, including roof overhangs and building projections decks, patios, and sidewalks shall be located within required setbacks or envelopes.

### 1.7 BUILDING HEIGHT

- Building height is measured from existing grade to the highest points of the ridges directly above, excluding chimneys, flues, vents, etc.
- Lot 1 to lot 20 shall be a maximum height of 34'-0".
- Lot 21 to lot 25 shall be a maximum height of 32'-0"
- Lot 26 to lot 30 shall be a maximum height of 30'-0"

### 1.8 PETS

- Because of the close proximity to wildlife, no animals, livestock, poultry, etc. other than pets for household enjoyment and not for commercial purposes shall be kept or maintained on any building site.
- Dog runs, kennels and fenced in areas for permitted pets shall be within setbacks or building envelopes and designed to be compatible with the main residential structure. (reference fences and dog runs)

### 1.9 TRASH

- Because of the close proximity to wildlife, all trash shall be contained within the garage or in enclosed, secure, covered containers not visible to the public except on collection days.

## **SITE PLANNING REGULATIONS**

### **2.1 GENERAL INFORMATION**

- It is the intent of the site planning regulations to provide guidelines, which help to preserve the existing natural environment, ensure that proposed development minimizes site disturbance and matches existing topography.

### **2.2 BUILDING SITING**

- Construction of the improvements should be totally contained within the setbacks or building envelopes.
- Building and driveways should be placed on the site to minimize re-grading and to preserve topography and drainage.
- Buildings should be located on the site to preserve existing vegetation.
- Building should be substantially centered between the side setbacks to provide the maximum landscape buffer between lots.

### **2.3 SITE DISTURBANCE**

- The design of allowed residential structures, driveways and parking areas shall closely match existing topography to minimize site disturbance and extreme cut or fill conditions.
- On lots with typical 25'-0" setbacks on all sides, all site disturbances shall be within the setbacks except for one driveway connecting to the street
- On lots with building envelopes all site disturbance shall be within 10'-0" of the building envelope except for one driveway connecting the street.
- Utility connections need to be made with a minimum site disturbance and located under driveways where possible.
- All areas disturbed by construction are required to be re-vegetated and stabilized as necessary.

### **2.4 DRIVEWAYS, PARKING, SNOW STORAGE**

- Each lot will be accessed by a single driveway located in such a way as to minimize site disturbance. Driveways shall be a maximum of 8% slope and 12'-0" to 18'-0" wide.
- Culverts shall be provided under driveways at drainage ditches.
- Parking areas for RV storage shall be within setbacks or envelopes.
- Guest parking shall be in the driveway. No on-street parking is allowed.
- Snow storage shall be totally contained on the lot and located adjacent to driveways and parking areas. Snow storage shall be located in areas which provide protection for existing vegetation or proposed landscaping.

## 2.5 GRADING AND DRAINAGE

- Grading and drainage shall be designed to blend with the natural topography. Extensive cut or fill areas are to be avoided and the use of retaining walls shall be minimized.
- Drainage from impervious surfaces should be routed to avoid erosion and drainage onto adjacent properties and the street right of way.

## 2.6 EXTERIOR STORAGE AREAS

- Exterior storage areas including RV parking shall be within setbacks and building envelopes and directly adjacent to the structure.
- Exterior storage shall be limited to typical household storage such as firewood, barbecue grills, lawn furniture, etc.

## 2.7 FENCES AND DOG RUNS

- See Appendix A for complete guidelines
- All proposed fences must be approved PRIOR to construction by the DESIGN REVIEW BOARD

## 2.8 RETAINING WALLS

- The use of retaining walls shall be minimized and restricted to driveways, parking areas and preservation of existing vegetation.
- If retaining walls exceed 4'0" in height, the wall needs to be terraced to allow landscaping and to minimize visual impact.

### Section 3. ARCHITECTURAL STANDARDS

#### 3.1 GENERAL INFORMATION

- The use of a Colorado licensed architect or person regularly engaged in the design and planning of dwellings is required. Site plans can be prepared by a Colorado licensed architect, engineer or licensed general contractor.
- Residential plans should be site specific and the use of “Generic Plans” is not allowed.
- Themed designs such as Bavarian, chalet, hacienda, colonial, Tudor, Mediterranean, etc. are not allowed.
- All building elevations should be considered equally and attention should be given to the use of consistent architectural details and elements.
- Attention must be given to local climate, site, and environmental conditions.

#### 3.2 BUILDING FORM AND MASSING

- All buildings should match the existing topography.
- Large box-like structures should be avoided. Long wall and roof planes should be broken up by dormers, offsets, projections and roof steps.
- Covered entries, roof overhangs, decks, chimneys, multiple roof planes and similar architecture are encouraged.

#### 3.3 EXTERIOR WALLS

- Exposed concrete foundations over 3’-0” above finished grade shall be covered with masonry veneer, stucco or wood siding.
- The following materials are allowed for exterior walls:
  - Logs and log siding
  - Natural wood siding
  - Shakes and shingles
  - Masonry veneer is encouraged as a base to the structure
  - Stucco is allowed as an accent material
- The following materials are not allowed:
  - Plywood siding (T- 111)
  - Synthetic siding (Masonite)
  - Plastic and metal siding
  - Concrete block, brick and unit masonry
- Material changes should be made at inside corners and vertically at floor lines and projections.

### 3.4 ROOFS

- The following roofing materials are allowed:
  - Composition shingles (high profile and textured shingles are encouraged)
  - Metal roofing, including standing seam and metal shingles
  - Concrete, slate and clay tile
  - Rolled roofing, plastic and flat roofs are not allowed.
- Roof forms should be simple and the use of gable configurations is encouraged.
- Rooftop mechanical equipment is not allowed.
- Roof flashing, drop edges, plumbing vents, etc. should be painted to match roofing color or painted black. Galvanized flashing is not allowed.
- Snow shedding onto entries, decks and landscaping should be avoided where possible.

### 3.5 WINDOWS AND DOORS

- Windows and doors should be consistent with the design of the residence and used to add interest to the residence.
- Reflecting or mirror glass is not allowed.
- White cladding and raw metal or aluminum is not allowed.
- Divided lights and interesting window configurations are encouraged.

### 3.6 CHIMNEYS AND FLUES

- The use of masonry veneer on chimneys is encouraged to add architectural interest to the residence.
- Exposed flues shall be painted to match the roof color or black
- Multiple flues require enclosures

### 3.7 DECKS, BALCONIES, HOT TUBS

- Decks, balconies and hot tubs should be integrated into the overall design of the residence.
- Deck and balcony structural elements such as beams and columns are encouraged to be large in scale and visually compatible with the overall design

### 3.8 BUILDING LIGHTING

- Exterior lighting should be low level and limit glare to off-site locations.
- Exterior colors should be earth tones and blend with the natural landscape.
- Transparent stains are encouraged.
- Contrasting accent colors and primary colors should be avoided

## **Section 4. LANDSCAPE STANDARDS**

### **4.1 GENERAL INFORMATION**

- The primary goal of the landscape regulations is the preservation of existing vegetation and the integration of proposed improvements into the natural environment.
- Professional assistance with landscape design is encouraged.

### **4.2 LANDSCAPING BETWEEN PROPERTY LINES AND SETBACKS OR ENVELOPES**

- The removal of existing trees and vegetation (excluding dead fall) outside of setbacks and envelopes is discouraged. New landscaping in this area should match the existing natural vegetation.
- The use of landscaping to define property lines is not allowed.

### **4.3 LANDSCAPING INSIDE OF SETBACKS AND ENVELOPES**

- Ornamental shrubs and plants, flower beds, gardens and more formal landscaping should be located adjacent to proposed improvements and inside of setbacks and envelopes.

### **4.4 EROSION CONTROL**

- Erosion control and re-vegetation should be included in all landscape plans.
- Temporary erosion control measures during construction are required and should be included on the required construction management plan.

### **4.5 SITE LIGHTING**

- Site lighting including sidewalk, driveway and landscape lighting shall be indirect, low level and non-glare to adjacent roads or properties.

### **4.6 SOD LAWNS**

- Sod lawns are limited to 1,000 Square feet and should be directly adjacent to the home structure
- The use of drought tolerant grasses is encouraged.

## Section 5. DESIGN REVIEW PROCESS

### 5.1 REVIEW BOARD POLICIES

- The Design Review Board shall consist of a minimum of three members that have a background in architecture, development, real estate and or construction.
- Design Review Board meetings are closed to the public. All applications will be considered with thirty days of receipt of a complete application. Incomplete applications will not be considered.
- Design Review Board approvals are valid for eighteen months.

### 5.2 PRELIMINARY DESIGN REVIEW

- Two copies of the following materials shall be submitted for preliminary design review. Topographic surveys shall be prepared by a surveyor licensed by the state of Colorado. Site plans shall be prepared by an architect, general contractor or engineer licensed by the state of Colorado. All architectural plans shall be prepared by a Colorado licensed architect or a person regularly engaged in the planning and design of residential dwellings.
  1. Topographic Survey - to include 2'-0" contour intervals, building setbacks or envelopes, easements and existing trees 4" caliper or greater (Scale: 1"=10'-0" minimum)
  2. Site plan - to include all information required on the topographic survey and all improvements including buildings, driveways, parking areas and snow storage, existing and proposed re-grading and drainage. A tabulation of building height and impervious area is also required. It is recommended that the building roof plan be included on the site plan with a tabulation of the height of significant ridges and roof features. (Scale: 1/4" = 10'-0" minimum)
  3. Floor plans - to include all interior rooms, room names, overall exterior dimensions and gross square footage. (Scale 1/4" = 1'-0")
  4. Exterior Elevations - to include sufficient detail to determine the architectural character of the residence including windows, doors, materials and colors. Existing and proposed grades should be shown on all elevations. (Scale 1/4" = 1'-0")
  5. Fee - Along with the completed application, the owner proposing a project on any lot in Cortina Ridge, shall also submit a potentially partially refundable deposit of \$4000.00 into the Cortina Ridge Property Owners Association Development Review Account. This deposit will cover the costs of review of the Preliminary Design and Working Drawing submittal to the DRB and to insure completion of the improvements in accordance with the Declaration of Covenants, PUD Regulations, and the drawings proposed by the owner and approved by the DRB. If the Association incurs expenses in excess of the \$4000.00 deposit, the owner/applicant shall pay the cost of such additional expenses to the Association upon demand.

### 5.3 WORKING DRAWING REVIEW

- Two copies of the following materials shall be submitted for working drawing review. Topographic surveys shall be prepared by a surveyor licensed by the state of Colorado. Site plans shall be prepared by an architect, general contractor or engineer licensed by the state of Colorado. All architectural plans shall be prepared by a Colorado licensed architect or a person regularly engaged in the planning and design of residential dwellings.
    1. Topographic Survey - to include 2'-0" contour intervals, building setbacks or envelopes, easements and existing trees 4" caliper or greater. (Scale 1" = 10' -0" minimum)
    2. Site plan - to include all information required on the topographic survey and all improvements including buildings, driveways, parking areas and snow storage, existing and proposed regrading and drainage.

A tabulation of building height and impervious area is also required. It is recommended that the building roof plan be included on the site plan with a tabulation of the height of significant ridges and roof features. (Scale: 1/4" = 1'-0")
    3. Floor plans -to include all interior rooms, room names, interior and exterior dimension, doors, windows, and gross square footage. (Scale: 1/4" = 1' -0")
    4. Exterior Elevations - to include sufficient detail to determine the architectural character of the residence including windows, doors, materials and colors. Existing and proposed grades should be shown on all elevations (Scale: 1/4" = 1'-0")
    5. Building Sections - to include floors, walls and roofs with descriptions of typical construction materials and applications. (Scale: 1/4" = 1' -0")
    6. Details -drawings and descriptions of details, which contribute to the architectural character of the residence such as fascias, handrails, trim details, or exposed structural details. (Scale: 1/4" = 1'-0")
    7. Structural Drawings -to include foundation plan, floor and roof-framing plans, structural notes and details. (Scale: 1/4"=1' -0")
    8. Landscape plan -to include existing vegetation to be removed, existing vegetation to remain and a plan for all new landscaping to be added. Proposed landscaping shall be identified by common and botanical names, size and location. If necessary due to slope or drainage, erosion control plans and details should be included. (Scale: 1"= 10'-0" minimum)
    9. Construction management plan -to include location of fencing at limits of construction and to protect existing vegetation to be saved, excavation material storage, construction material storage, dumpster, chemical toilet, and construction trailer locations. This plan should also include temporary erosion control plans and details. (Scale: 1" = 10' -0" minimum)
    10. Construction Schedule
- Fee

## Section 6. CONSTRUCTION REGULATIONS

### 6.1 PROTECTION OF PROPERTY AND VEGETATION

- Existing trees and vegetation to be saved are to be defined and protected by fencing.
- All construction activity including material storage, trash dumpsters, etc. must occur on the lot. No construction activity will be allowed on adjacent properties or road rights of way.
- Construction equipment shall not be used, stored or transported over the natural vegetation to be saved.

### 6.2 FIELD STAKING AND TREE REMOVAL

- All improvements including buildings, driveways, and parking areas shall be field staked and approved by the Design Review Board prior to the start of excavation or grading.
- All trees to be removed must be flagged and approved by the Design Review Board.

### 6.3 EROSION CONTROL AND REVEGETATION

- Temporary erosion control measures such as straw bale dams and silt fences shall be erected at potential erosion locations prior to the start of construction.
- Permanent erosion control measures and re-vegetation shall be provided for all areas disturbed by construction. This needs to be accomplished as soon as possible in the construction schedule.

### 6.4 MATERIAL STORAGE

- All excavation material shall be stored on the site as indicated on the Construction Management Plan. Excess excavation material shall be removed from the site immediately after backfill.
- Construction material shall be stored on the site in a neat and orderly manner as indicated on the Construction Management Plan.
- Access to the site for excavation purposes or for material storage shall be at the designated driveway location only.

### 6.5 TRASH AND DEBRIS STORAGE

- The contractor shall maintain a neat and orderly site at all times.
- Construction debris shall be placed in a dumpster located as shown on the Construction Management Plan. The dumpster shall be emptied immediately upon being filled.
- Concrete washout on roads, setbacks or adjacent properties is not allowed.

### 6.6 VEHICLES & PARKING

- Construction vehicles, construction equipment and construction workers shall not park on adjacent property or on the site in any area not designated as driveway or parking.
- If construction parking is required on the road right of way, it shall be located in front of the lot under construction, off the paved surface.

#### 6.7 CONSTRUCTION SCHEDULE

- Once construction has started, work should not be discontinued until the completion of the project.
- The owner or contractor shall make every effort to complete all construction, including re-vegetation and landscaping, within eighteen months from start to completion.

#### 6.8 CONSTRUCTION COMPLETION

- Before a Certificate of Occupancy is issued by Summit County, the DRB shall be notified and shall have seven (7) days to inspect the premises to insure that all items covered by the covenants and the approved plans have been complied with. This will include, but not be limited to, construction clean-up, landscaping, restoration of lot setback areas to the natural state, driveway grading, etc. If the DRB fails to inspect or advise the owner of any noncompliance within seven days, it shall be presumed that all DRB requirements have been satisfactorily completed.

**Section 7. SUBMITTAL FORMS AND CHECKLISTS**

7.1 PRELIMINARY DESIGN SUBMITTAL

7.2 WORKING DRAWING REVIEW SUBMITTAL

7.2 CONSTRUCTION AGREEMENT

7.1 PRELIMINARY DESIGN SUBMITTAL

DATE: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Preliminary Design Checklist:**

- Topographic Study
- Site Plan
- Floor Plans
- Exterior Elevations
- Fee

**Design Review Board Comments:**





APPENDIX A  
Cortina Ridge Property Owners Association  
Architectural Review Committee

Fencing Guidelines – Revised 12-1-07

Fencing in general is discouraged in the Cortina Ridge Subdivisions.

Perimeter fencing of any kind is not allowed.

Dog runs, hot tub enclosures or similar enclosures may be approved on a case by case basis.

Fencing projects seeking Architectural Review Committee approval shall meet at a minimum the following criteria.

1. The area of enclosure shall not exceed 500 square feet.
2. Fencing shall not encroach the county mandated setbacks from property lines. Fences shall not extend past the front of the residence.
3. All fences shall start and end adjacent to the existing home. Free standing fence enclosures are not allowed.
4. Dog run enclosures shall be placed towards the rear of the property or other location that best screens the enclosure from the street and neighboring homes.
5. Fences shall be constructed of wood, steel or other materials deemed appropriate by the ARC. Fences shall be designed and constructed to match and blend with the existing home. Chain link or plastic fences are not allowed. Fences shall be a maximum of 6 feet tall. Trees shall not be used as fence posts.
6. All fences shall be professionally constructed. Shoddy or haphazard construction shall not be permitted. All fences shall be continuously maintained in original condition or removed by the owner.
7. A \$1000.00 deposit made out to the Cortina Ridge Property Owners Association shall accompany all fence applications. The deposit shall ensure compliance with all criteria and stipulations. The deposit shall be returned to the applicant upon successful completion of the project.

Invisible, electric fences or similar buried pet restraining devices shall conform to these guidelines.