

# Highland Ranches Property Owners Association Architectural Submittal Checklist



The following is a summary of the requirements for submission of plans to the Architectural Review Committee. Complete details are provided in the CC&Rs and can be found by clicking on the Association Files link on the Highland Ranches Property Owners Association website at hrpoa.org.

Plans are required for any structure or addition greater than 200 square feet. New residences must be at least 1200 square feet of living area.

Plans may only be submitted at monthly meetings of the Board of Directors or at any Architectural Review Committee Meeting.

**Name of Applicant**

**Date**

**Contact Information**

**Address and Lot Number**

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**1. Is the location of any new residence, addition, or outbuilding shown on plans?**

**Completed**

Notes: For new residences, well, septic, and driveway locations must be shown

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**2. Are minimum setbacks shown on the plans?**

**Completed**

Notes: Setbacks are 30' front, 15' side, and 40' rear

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**3. Are side elevations shown?**

**Completed**

Notes: Approved exterior materials are wood, stucco, rock, brick, cinder block, composites (Hardi board, vinyl, metal siding)

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**4. Are roof pitches shown and at least 6/12 over 75% or more of the roof area?**

**Completed**

Notes: Barns must have at least 3/12 pitch. Approved roofing materials include non-glare metal, tile, asphalt

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**5. Are photos included?**

**Completed**

Notes: Samples or photographs of roofing and siding materials must be submitted for both new residences and additions. It is not sufficient to only state that colors will match the existing structure- in this case, take photographs of the existing structure and submit these

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**6. Do building and roofing colors blend into the surrounding area?**

**Completed**

Notes: Approved exterior materials are wood, stucco, rock, brick, cinder block, composites (Hardi board, vinyl, metal siding)

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**7. Are all exterior lighting elements not greater than 60 watts?**

**Completed**

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**9. Have three (3) sets of plans been submitted?**

**Completed**

Notes: One (1) set for HRPOA records, two (2) sets will be stamped and returned to owner

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**10. Have proper payments been Included?**

**Completed**

Notes: Separate checks are required for each payment or deposit needing to be made.

Payment of \$100 plan review fee required with plan submission (new residences only).

Culvert deposit of \$2500 required with plan submission (new residences only).

Variance requests require a payment of \$500 (the variance process is described in the CC&Rs).