

**DESIGN GUIDELINES**  
**FOR THE**  
**CRESTMOR PARK**  
**(2ND FILING) HOMES ASSOCIATION**

Adopted April 13, 2011

Revision Adopted December 11, 2023

BEFORE COMMENCING ANY DEVELOPMENT OF OR EXTERIOR IMPROVEMENT TO PROPERTY WITHIN THE CRESTMOR PARK (2ND FILING) COMMUNITY, YOU MUST OBTAIN APPROVAL OF THE PROPOSED DEVELOPMENT FROM THE ARCHITECTURAL REVIEW COMMITTEE ("ARC"). "DEVELOPMENT" IS DEFINED IN THESE DESIGN GUIDELINES AND INCLUDES MOST TYPES OF BUILDING OR CONSTRUCTION ACTIVITIES, SUCH AS FENCES, WALLS, OUTBUILDINGS, MISCELLANEOUS STRUCTURES, AND LANDSCAPING. BEFORE BEGINNING ANY DEVELOPMENT, PLEASE CONSULT THESE DESIGN GUIDELINES AND CONTACT THE ARC AT THE ADDRESS IDENTIFIED.

## **DESIGN GUIDELINES CRESTMoor PARK (2ND FILING)**

### **1.0 Single Family Residential Architecture**

#### **1.1 Applicability**

These Design Guidelines apply to all Development within Crestmoor Park (2nd Filing), Denver, Colorado ("Crestmoor") and implement the Declaration and Agreement establishing building restrictions in "Crestmoor Park 2nd Filing," which was recorded May 23, 1947 in Book 6219, at Page 253 and as amended and restated by Amendment to Declaration and Agreement recorded May 20, 1997 at Reception #9700064285 of the Records of the Office of the Clerk and Recorder of the City and County of Denver, Colorado, (the "Declaration").

See definitions of capitalized terms used in these Design Guidelines in Section 1.3, below.

All improvements shall be constructed or modified so as to comply with all city, state, and federal ordinances, codes, and regulations that may pertain to the construction or improvement of property in the Crestmoor community. It is assumed the applicant is familiar with the current Denver Zoning Ordinance as it specifically pertains to the proposed property improvements.

In reviewing these Design Guidelines and applying them to a particular situation, the homeowner should consider the following:

- A. In any case where the guidance and restrictions of these Design Guidelines conflict with a Denver Ordinance, the provision that is stricter will control.
- B. The ARC and the Board do not have the power or authority to approve any action or construction that Denver does not permit. For example, typically several feet between a legally described Lot and the abutting street are actually owned by Denver and the property line of a Lot is often several feet closer to the home than might physically appear. Among other things, this means that all improvements in the strip of land between a homeowner's Lot and the abutting street requires the approval of Denver.
- C. Not every house within Crestmoor currently complies with the Declaration and these Design Guidelines. Such noncompliance does not create precedent for future Improvements within Crestmoor, all of which is governed by the Declaration and these Design Guidelines.

#### **1.2 Intent**

The intent of these Design Guidelines is to supplement, and shall not be considered a replacement of, the building restrictions set forth in the Declaration. The Association, through its Architectural Review Committee ("ARC"), shall consider such plans, specifications and requirements regarding the suitability of the proposed Building, structure or other improvement

and the materials of which it is to be built, to the site upon which it is proposed to be erected the same and the harmony thereof to the surroundings and the effect of the planned improvement and the outlook from adjacent or neighboring properties.

Single-family Development within Crestmoor has been organized to create a sense of place and neighborhood, park-like and with parkways, wide streets, and open spaces. Building siting should be used to help form these spaces, as well as to relate to and define street edges. Street-facing elevations should be interesting and diverse, and garages should not be the dominating element or feature of the elevation. Crestmoor streetscapes are characterized by an open feeling, a park-like setting, and broad vistas.

The neighborhood context of the Crestmoor community is primarily older, one-story houses, with many additions and remodels as well as some two-story residences, both older and, increasingly, new construction. The primary building material is brick as well as some stone and some newer construction that utilizes cementitious stucco as a complementary material. The Crestmoor Community has a no-sidewalk policy, and because there are no alleys, garage access is from the streets. The landscaping is mature and parklike with many well-developed trees.

The intent of these Design Guidelines is to maintain consistency, harmony and quality in architectural design and site planning for new and existing development and to protect and enhance home values in the Crestmoor Community.

### **1.3 Definitions**

In addition to capitalized terms defined elsewhere in these Design Guidelines, the following terms have the definitions set forth below.

#### **Association**

Crestmoor Park (2<sup>nd</sup> Filing) Homes, Inc., a Colorado non-profit corporation.

#### **Building**

Any covered structure intended for the shelter, housing, or enclosure of any person, animal, or personal property.

#### **Building Envelope**

The area described by the front, side and rear setbacks within which Buildings may be constructed.

#### **Carport**

Covered space for the housing or storage of motor vehicles and enclosed on two (2) or fewer sides by walls.

#### **Crestmoor**

Has the meaning provided in Section 1.1, above.

**Declaration**

Has the meaning provided in Section 1.1, above.

**Denver**

The City and County of Denver, Colorado.

**Design Intent Statement**

The Statement of Design Intent, Goals, and Architectural Style described in Section 1.9, below.

**Development**

Development includes, without limitation (1) the construction, installation, erection, restoration, renovation, or expansion of any Building, structure, or other improvement, including utility facilities; (2) the demolition or destruction, by voluntary action, of any Building, structure, or other improvement; (3) the grading, excavation, filling or similar disturbance to the surface of the land, including, without limitation, landscaping, change of grade, change of ground level, change of drainage pattern, or change of stream bed; (4) any change, alteration, renovation, rehabilitation, or conversion of any previously approved improvement or any Building, structure, or other improvement existing within the Crestmoor Community, including any change of exterior appearance, color, or texture; (5) the installation and construction of fences, walls, trellises, play structures, ornamental structures, miscellaneous structures, and solar panel installation, outbuildings; and (6) the installation of any antennas, satellite dishes, or rooftop-mounted equipment.

**Facade**

The most exterior part of a wall, sunscreen, or any screening or material covering a Building, including any covered porch or portico which comprises a part of the front, rear, or side of the Building.

**Garage**

A Building or part of a Building wherein motor vehicles are housed or stored.

**Lot**

A Lot is a parcel of land intended for the construction of a residence within Crestmoor. A Lot may be a "lot" as designated on the plat of Crestmoor or it may include portions of adjacent land as described by deeds conveying title to such lot. Typically, Lots will have a minimum of a 70-foot frontage on a public street.

**Lot Line**

A front, side, or rear lot line. Lot line is synonymous with the "property boundary line" of a Lot. Where a Lot is adjacent to a public right-of-way, the lot line will be the boundary of the Denver right-of-way, but generally that is not the edge of the gutter pan or roadway but may be set back 8'-12' from the pavement and a survey is required to locate such lot line.

**Owner**

The legal or equitable owner or ground lessee of any real property in Crestmoor zoned or developed for residential use, whether one or more individuals, a trust, or an entity.

**Walls**

Has the meaning provided in Section 1.24, below.

**1.4 Building Siting and Massing**

**1.4.1 Siting**

Houses shall be arranged to take advantage of topography and other natural features of the site and, if possible, arranged to provide views of and access to open space and natural features.

Privacy from other houses and adjacent properties should be considered in the siting and design of homes.

**1.4.2 Massing**

Architectural massing shall conform to the bulk plane requirements of the Denver zoning code and be in harmony with neighboring homes.

**1.5 Setbacks**

Unless a greater setback is required by the local government, the minimum setbacks for any Lot within Crestmoor measured perpendicular from the lot line of the property are as follows:

	<u>Front</u>	<u>Rear</u>	<u>Side</u>
Primary Structures	30 feet (or less as Provided in the Declaration)	20 feet (Recommended)	8 feet
Garages and Ancillary Structures Not in the rear one-third of the Lot	House setback plus 3 feet	10 feet	8 feet
Garages and Ancillary Structures In the rear one-third of the Lot	N/A	Per Zoning	Per Zoning

A roof no wider than 14 feet may extend up to four (4) feet into the front setback.

Houses located on corner lots will have two front setbacks (one on each street side of the house) and two side setbacks of eight (8) feet each.

The setbacks stated above are subject to the specific lot setback requirements and exceptions as set forth in Paragraphs 5 and 6 of the Declaration.

### **1.5.1 Improvements Within Setbacks**

No improvements other than landscaping shall be installed in any setback except for:

- A. Subsurface structures covered by the ground or below ground level.
- B. Steps, driveways (no hard surface shall be located within 5 inches of the property line of an adjacent Lot), curbing, sidewalks, benches, and related hardscape.
- C. Underground utilities and related surface utility equipment to the extent such equipment is required by utility companies and is screened as approved by the ARC.
- D. Fences, in side and rear setbacks only and subject to 1.14 below.
- E. Certain permitted encroachments into building setbacks are more specifically set forth in the Declaration.
- F. "Little Libraries." See Section 1.23, below.

## **1.6 Garages**

All garages shall meet the following requirements:

### **1.6.1 Three-Foot Setback**

These garages should be recessed a minimum of three (3) feet from the front facade of the residence and should be limited to two (2) cars in width. An additional car may be accommodated by providing sufficient space for a tandem space behind one of the side-by-side spaces. The ARC will consider a three-car wide garage where permitted by the Denver Zoning Ordinance and where the width of the garage is less than 30% of the width of the residence.

### **1.6.2 Garages on Corner Lots**

Garages on corner lots shall not be located on the corner of the lot adjacent to the intersection. They shall be located adjacent to either of the side property lines. Setbacks for garages on block ends of corner lots are 30 feet.

### **1.6.3 General Requirements**

Garages should be set above grade.

Garage Doors shall not be wider than eighteen (18) feet, when allowed by the Denver Zoning Ordinance, or higher than eight (8) feet measured from the floor at the center of the door opening.

Garage doors, other than a single row of windows comprising no more than 20% of the size of the door, shall not be constructed of fiberglass or translucent materials that permit interior light to be visible from exterior of the garage.

Garage facades that face the street when side loaded shall incorporate design elements, including windows, to blend the garage into the house design.

Detached garages shall be designed and constructed to be compatible with the house and shall be constructed with the same materials as the house.

Metal garages, other than garage doors, are prohibited.

Carports are prohibited.

## **1.7 Roofs**

All roofs shall meet the following requirements and those addressed in Section 1.13, below:

- 1.7.1** All residences and detached garages shall have sloped roofs. The slope of all roofs shall maintain at least a three (3) in twelve (12) ratio of rise to run and shall not exceed a twelve (12) in twelve (12) ratio of rise to run.
- 1.7.2** Mansard roofs are prohibited. Flat roofs and roofs with a pitch of less than three (3) in twelve (12) shall be prohibited unless such a roof is a secondary roof form on the structure and is approved by the ARC as consistent with the overall design of the residence and the Design Intent Statement.
- 1.7.3** For all roofs, both vertical and horizontal articulation is encouraged. Roof articulation may be achieved by changes in plane through the use of traditional roof forms such as gables, hips, and dormers..
- 1.7.4** No cooling tower, fans, heating and air conditioners, evaporative coolers, antennas, aerials, communication towers or any other structures or equipment shall be located on the roof in front of the front ridge line, and all such improvements shall be screened from view in a manner approved by the ARC. Vents and skylights located on the roof shall be architecturally compatible with the building and approved by the ARC, and typically will not be visible from the street.

## **1.8 Building Height**

**1.8.1** The height of residential buildings shall not exceed thirty-five (35) feet, or such lesser height required by the Denver Zoning Ordinance.

**1.8.2** Building height is the vertical distance measured from the highest point in the building to the average elevation of the comers of a building at finished grade. The highest point in the building shall be the top of the ridge of the roof. In measuring the height of a Building, the following structures are excluded: chimneys, ornamental cupolas, spires, flues, or vents.

## **1.9 Design Intent and Architectural Style**

Each submittal for any addition, major exterior remodel, or new house construction shall include a Design Intent Statement, along with a description of the specific architectural style proposed. The Design Intent Statement shall include common characteristics and typical detailing of that style. Submittals will be evaluated based on how the proposed design achieves the intent, goals and architectural style described in the Design Intent Statement and its compliance with the Design Guidelines.

Consistent use of materials, architectural detailing, and massing shall be maintained to achieve an integrated appearance. The following guidelines apply to the design of residences.

**1.9.1** Facades shall include architectural detail and relief. Facades shall be articulated with architectural elements such as building breaks and varied architectural treatment to avoid long, monotonous walls. Architectural elements which create shadows on the house, such as roof overhangs, offset wall planes, window boxes, bay windows, and cantilevers, should be incorporated into the design of the facade.

**1.9.2** Facades shall be designed with traditional exterior appearances (i.e., ranch, colonial, Tudor, and country designs) so as to remain in harmony with the general appearance of the Crestmoor neighborhood. Modern and contemporary architecture are prohibited.

**1.9.3** A residence and detached garage or other outbuilding on a single lot shall be designed in a unified architectural style.

## **1.10 Facade Materials**

**1.10.1** All sides of a residence shall be designed and constructed so as to carry through a single design concept and to produce an integrated, harmonious, and complete appearance.

**1.10.2** Each Building shall be constructed of brick or stone on all sides of the structure to be



compatible with other residences in Crestmoor. If alternative facade materials are proposed, the Design Intent Statement shall state why the use of that material(s) is integral to that specific architectural style proposed and include supporting architectural opinion and documentation, and state why the proposed designed is consistent and harmonious with other homes in Crestmoor.

**1.10.3** Each Owner constructing or renovating a single-family residence shall meet the following requirements:

- A. The structure shall be constructed with at least sixty (60) percent brick or stone on all sides of the structure, unless specifically approved by the ARC.
- B. If approved in writing by the ARC, defined areas may be finished with cementitious stucco of a treatment, quality, and appearance approved by the ARC.
- C. If approved in writing by the ARC, certain areas, such as gable ends, may be finished with wood siding or other materials with the appearance of wood siding. Any such wood siding or other materials with the appearance of wood siding must be of a treatment, quality, and appearance approved by the ARC.
- D. All building materials shall be properly maintained at all times.

**1.10.4** Concrete block, split block, metal, and vinyl (except for use as trim areas with the prior consent of the ARC) are not permitted. Concrete block is permitted as a foundation material if surfaced with concrete or similar material to conceal the concrete block.

**1.10.5** Foundations which extend above grade more than twelve (12) inches shall be covered with the same material used in the facade of the building.

**1.10.6** The entire facade of any enclosure surrounding a chimney flue shall be constructed of brick or stone.

## **1.11 Windows**

**1.11.1** Windows shall be consistent with the scale, spacing, and proportions typical of the Crestmoor neighborhood except for where they are used for special purposes (e.g., bay windows/greenhouses) or design accents (e.g., round/fan windows).

**1.11.2** Reflective and mirrored glass with a visible reflectivity greater than ten (10) percent is prohibited. Where reflective glass is used, such glass shall be gray, bronze, or other similar

neutral shade. The use of silver, gold, blue, green, or highly mirrored surfaced glass is prohibited.

- 1.11.3** Exterior window frames shall be compatible with the exterior color of the house. Window frames other than wood shall be either anodized, electrostatically painted, or vinyl clad. Unpainted aluminum window frames are prohibited. Wood frames shall be painted, sealed, or stained.

## **1.12 Building Colors**

- 1.12.1** All colors shall be approved by the ARC. A proposed color palette delineating colors, color ranges, and combination of colors shall be part of the submittal. Fluorescent or bright colors are prohibited.

- 1.12.2** Color schemes are to be keeping with the aesthetic context of the Crestmoor neighborhood. The building colors shall work together to create a unified whole, i.e., the roof color, the trim and siding colors, as well as any accent colors shall compliment the brick, stone, or main facade color so that no accent color dominates the exterior or causes the building to appear like it is built of separate pieces.

- 1.12.3** Accent colors should be minimal (no more than ten (10) percent) and only serve to punctuate the whole color scheme and not become more noticeable than the whole. No large expanses shall be painted in accent colors. Bright or fluorescent colors are prohibited.

- 1.12.4** Roofs shall be harmonious with the total color scheme. A darker value in color is recommended.

## **1.13 Roof Color and Materials**

All roof colors and materials shall be subject to approval of the ARC and shall meet the following requirements:

- 1.13.1** Roof materials shall be limited to wood or cedar shake shingle, slate, ceramic, or concrete tile, or laminated or multiple-ply composition shingles meeting the requirements of this section, "Tesla"-type shingles, or as specifically approved by the ARC.

- 1.13.2** Laminated or multiple-ply composition shingles shall meet all of the following conditions:

- A. Shingle product is covered with a minimum thirty (30) years manufacturer's warranty.
- B. The shingle product has a multi-dimensional appearance with a resemblance to weathered wood shake or slate shingles, in both depth and perception.

**1.13.3** Metal roofs, such as corrugated and standing seam, are prohibited, provided the ARC may approve standing seam metal roofs that are accent or secondary roofs and compatible in color, design, and location with the overall design of the home and neighborhood. Any such request shall be addressed in the architect's Design Intent Statement.

**1.13.4** All rooftop equipment, piping, flashing and other roofing materials shall be finished to match the roof surface color or otherwise blend with the roof surface.

**1.13.5** Roof color shall be in dark natural tones, such as browns and dark grays. Roof color shall not be white, tan, or light grey color, and materials shall not be used which will weather to a white or light color.

#### **1.14 Fences, Signs, and Miscellaneous Structures**

(This Section 1.14 does not provide guidance with respect to Walls which are covered in Section 1.24 below.)

**1.14.1** The construction or maintenance of billboards, for sale signs, poster-boards, or advertising structures of any kind except those belonging to the Association or its duly authorized agent, on any part of any Lot is prohibited; provided:

- A. Construction and for sale signs may be permitted on a construction site during the period of construction only. Contractors shall install signage displaying the contractor's name and contact information.
- B. For sale and broker signs are permitted for the duration of the need for such sign.
- C. In each case, the sign may not be illuminated and shall not exceed ten (10) square feet in surface area.

**1.14.2** No fence or hedge, nor any pergola or other detached structure for ornamental or other purposes shall be erected or maintained on any part of the front setback, and on corner lots in front of either front setback as provided in the Declaration. Notwithstanding the preceding five-foot limitation, which originated in and remains a provision of the Declaration, the Board has determined that, absent extraordinary conditions, in most circumstances, the Board will not enforce a prohibition on fences in excess of five (5) feet in height but less than six (6) feet in height. Nonetheless, the Board cautions that Owners will continue to have the right to enforce the five-foot maximum

height limitation in the Declaration, and in connection with the construction of any fence that such Owner consult in person with all affected neighbors.

**1.14.3** On Lots which abut on 6th Avenue Parkway, a fence or hedge may be erected from the residence to and along the property line on 6th Avenue Parkway **[max height?]**; provided, however, that on comer lots, no fence or hedge shall be erected in front of either of the front of either of the front building limit lines as provided in the Declaration. On lots which abut on Monaco Street Parkway and/or South Monaco Street Parkway, a fence or hedge may be erected from the residence to and along the property line on Monaco Street Parkway and/or South Monaco Street Parkway, provided, however, that on comer lots, no fence or hedge shall be erected in front of either of the front building limit lines as provided in the Declaration; and on lots which abut on Holly Street (except Lots 1 to 7, inclusive, Block 27) a fence or hedge may be erected from the residence to and along the property line on Holly Street; provided, however that on comer lots, no fence or hedge shall be erected in front of either of the front building limit lines as provided in the Declaration; and provided further, however, that any fence erected on Sixth Avenue Parkway, Monaco Street Parkway and/or South Monaco Street Parkway or Holly Street shall be an open fence not more than forty-two (42) inches in height.

### **1.15 Trash Containers**

All public and private service trash and sanitation containers shall be enclosed within fences, walls, or landscaping so as not to be visible from any residence and street, except on trash pick-up days and the prior evening, and shall be in compliance with Denver ordinances.

### **1.16 Mailboxes**

All pedestal mailboxes must be approved by the ARC. Housing for mailboxes shall be architecturally integrated with the individual residence to which such mailboxes are related and shall be of similar construction, materials, design, and form to said residence.

### **1.17 Swimming Pools and Spas/Hot Tubs**

Above ground swimming pools greater than twenty-five (25) inches in depth and nine (9) feet in diameter are prohibited. Above grade enclosures or structures which create an enclosed pool are prohibited. The definition of a swimming pool shall not include a spa or hot tub provided that such spa or hot tub is no greater than ten (10) feet in diameter and no greater than four (4) feet in depth.

### **1.18 Air Conditioning and Air-Cooling Devices**

Ground mounted air conditioning and cooling devices including compressor units shall not be located in the front of the house and shall not be located in the side lot set back area unless completely below ground level.

All air conditioning compressors shall be located so as to not create a visual or noise nuisance to the abutting lot.

Roof mounted air conditioning and cooling devices including compressor units shall not be located in the front of the house or in front of the main roof ridgeline of the house. All air conditioning compressors shall be located so as to not create a visual or noise nuisance to abutting lots. Refer to 1.7.4 above.

### **1.19 Basketball Backboards and Hoops**

Free-standing, permanently affixed poles shall be set back behind the front setback line and eight (8) feet from the side lot line.

### **1.20 TV Antenna, Satellite Dishes and Solar devices**

TV Antenna, Satellite Dishes and Solar Devices shall not be mounted on any street facing facade, street facing roof slope or in the front setback unless specifically approved by the ARC. Refer to 1.7.4 above for roof mounted devices.

### **1.21 Outdoor Lighting**

With the exception of intermittent security lighting, all outdoor lighting shall be designed and installed to not cast any direct light on adjacent properties.

### **1.22 Dumpsters and Storage Pods**

Placement of dumpsters and temporary storage structures (sometimes referred to as storage PODs) shall not be permitted in the front setback of any house except in accordance with this paragraph. During any period of construction or landscaping, homeowners may maintain dumpsters and temporary storage units within the front lot setback (but not within any side lot setback) in accordance with all city requirements, and in no case shall PODs remain in place other than during loading and unloading, with a two-week maximum, and in connection with a major remodel, such containers shall not remain in place except during the term a building permit is outstanding, not to exceed, three months without the consent of the ARC. The HOA urges homeowners to place dumpsters and porta potties on their Lots and not in the adjacent street for safety purposes and in consideration of neighbors.

### 1.23 Little Libraries

Construction of so-called "Little Libraries" is not permitted in the front setback of a Lot since such Little Libraries constitute structures and Improvements. Nonetheless, the ARC and the Board have determined as a matter of policy that the Association will not prohibit the construction and installation of such Little Libraries if a homeowner complies with each of the following:

- A. The homeowner must submit plans to the ARC pursuant to the Submittal Process described in these Design Guidelines.
- B. The Little Libraries should be located on the homeowner's Lot and not in the Denver right-of-way (unless permitted by Denver).
- C. The Site Plan shall have been approved by the immediately adjacent neighbor.
- D. The Little Libraries shall not be located within either eight (8) foot side setback on the homeowner's Lot unless agreed to in writing by the owner of the adjacent Lot.

## **2.0 Construction Matters**

### **2.1 Hours of Construction**

The hours of construction that Owners or Contractors are allowed to construct, modify or otherwise conduct work shall be from 7:00 a.m. to 9:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on weekends and Federally recognized holidays or such more restrictive times as provided by Denver Ordinance.

### **2.2 Construction Dumpsters and Construction Equipment**

Construction dumpsters, trailers, tool sheds, portable toilets or other equipment that is not self-propelled and is not intended to be moved on a daily basis shall be kept and located on the lot upon which the Development is to be conducted. The ARC encourages avoiding street storage. Appropriate right-of-way permits must be secured from Denver if street storage is necessary.

### **2.3 Construction Trash and Debris**

It is the obligation of the Owner to insure that any construction dumpsters do not overflow or create a visual or trash nuisance on the Owner's lot and on any adjacent properties. Further, it is the obligation of the Owner to insure that the construction site remains free and clean of debris and that streets be kept free of dirt residue from the construction site during all times of construction. The Owner shall patch and repair street cuts consistent with the surrounding adjacent pavement and Denver Ordinances.

### **2.4 Excavated Soil and soil Runoff Prevention**

All excavated soil stored on the site shall be covered with protective material. Soil runoff, from any cause to the street or adjacent properties shall be prevented.

### **2.5 Construction Security**

All addition, major exterior remodel and new house construction sites shall be protected by fencing from intrusion and locked during non-construction hours until such time that the Building is fully weathered in and secured and the site does not present any construction related safety hazards.

### **2.6 Construction Noise**

Construction related noise, including music on the site, shall comply with the City of Denver Noise Ordinance.

### 3.0 Notices, Submittals and Compliance Agreement

#### 3.1 Submittals and Notices

**3.1.1** All submittals to the Architectural Review Committee shall be provided to the address in the "Architectural Review Plan Submittal Procedures" as it may be changed from time to time.

**3.1.2** All submittals for all additions, significant exterior remodels (including landscaping) and new house construction shall include the following:

1. Large format pdf file of fully dimensioned drawings including:
  - a. Survey of property
  - b. Site Plan – include Crestmoor setbacks.
  - c. Floor Plans
  - d. Elevations
  - e. Roof Plan
  - f. Landscape plan; with notes, detail and material description
2. One full sized paper copies of the large format pdf file of the plans described above.
3. Small format Digital pdf file of the following information:
  - a. Design Intent statement
  - b. Description/Specification of major materials with samples as requested.
  - c. Description of proposed windows, doors and garage door(s) with samples as requested
  - d. Exterior colors and finish samples
  - e. Architect sign-off that the plans are in compliance with the Declaration, Design Guidelines and Denver zoning requirements.
  - f. Contact information for the Owner and General contractor for the construction including after-hours contact information.
  - g. Intended demolition including landscape and tree removal

Information a. – g. may be included in the large format pdf file of the plans at the discretion of the submitter.

The Owner may submit additional information such as a model or 3D rendering.

4. Small format pdf file of Neighbor Notification including:



- a. A letter to the ARC indication the Owners of the abutting lots (including lots which would abut but for an intervening street) have received notice of the proposed improvements and any subsequent proposed modifications along with proposed plans of said improvement.
  - b. List of the abutting addresses and names of Owners notified.
  - c. Copies of responses from the abutting Owners
5. Design review fee as described in the “Architectural Review Plan Submittal Procedure.”

### **Architectural Review Plan Submittal Procedures**

When preparing to submit architectural plans for review, please review carefully the Declarations and Design Guidelines. Follow Section 3.1 of the Design Guidelines to ensure your submittal is complete. Failure to provide a complete submittal may result in your plans being rejected.

The paper copies referred to above in Section 3.1.2.2 and the Fees referenced below shall be delivered to the Association, c/o Thomas C. Deline, Chair ARC, 25 South Ivy Street, Denver, CO 80224. All Digital Submittals shall be submitted to Crestmoor Park (2<sup>nd</sup> Filing) Homes Association, [architect@crestmoorparktwo.org](mailto:architect@crestmoorparktwo.org) .

The Review Architects are HQ Architects, LLC

Alison Hagan

720-299-2267

[info@hqarchitects.com](mailto:info@hqarchitects.com)

Anne Qualick

303-881-7954

[info@hqarchitects.com](mailto:info@hqarchitects.com)

The complete submittal shall include a Design Review Fee payable to: Crestmoor Park (2<sup>nd</sup> filing) Homes Association.

**Fees**

1. New Build or Addition (can Include Landscaping).
  - a. Fees:  
\$1,600.00 Initial Review | \$400.00 each Resubmittal Review

**Small Remodel, Fence, Solar, Driveway, Front Walk Relocation or Expansion Only Projects**

2. Fee:  
\$172.00 / hour.

**Landscape Only Projects**

3. Fees:  
\$480.00 Initial Review | \$180 each Resubmittal Review

As a condition of approval, the Homeowner, Architect and Contractor will each need to sign a "Compliance Agreement" to ensure that the improvements are constructed as designed and approved.

During the process, if there are any questions, please contact Thomas C. Deline, Chairman Architectural Committee at 303-743-0100.

**4.0 Amendments**

The Board of Directors of the Association may modify these Design Guidelines from time to time.

**CRESTMoor PARK (2ND FILING) HOMES ASSOCIATION**  
**Thomas C. Deline, Chairman**  
**Architectural Review Committee**  
**25 South Ivy**  
**Denver, CO 80224**  
**(303) 743-0100 Phone**  
**(303) 771-0257 Fax**