

# **STOTT'S MILL MASTER ASSOCIATION DESIGN GUIDELINES**

**May 2020**

These Design Guidelines have been prepared to assist homebuyers, home builders, architects and residents in developing appropriate architectural plans and site plans for submittal to the Site and Architectural Review Committee ("SARC").

The Master Association shall have a Site and Architectural Review Committee.

## **SITE AND ARCHITECTURAL REVIEW COMMITTEE**

The Site and Architectural Review Committee ("SARC") must review and approve all architectural plans for any structure prior to the commencement of construction and building permit purchase. Where the builder will be repeating floor plans and elevations, this Committee also must review and approve each standard model of home, in addition to all colors, prior to the construction of the builder's model homes. For custom homes or homes where the elevation and floor plan are not being repeated, approvals must include architectural plans, site plans and colors for that home. Any changes made to the "SARC" approved plans must be submitted and approved by the "SARC" if such changes are made during construction or prior to the builder's Notice of Completion and Inspection of Work by the "SARC".

The "SARC" or its delegate must review and approve all landscaping prior to the installation of such landscaping. The "SARC" or its delegate also must review and approve any improvements to the Site or structure made subsequent to the initial construction of the structure.

Each Subassociation shall be required to conduct design review for improvements to Sites in their respective Subassociation area. For improvements other than those standards contained and specified in this document, the Master Association may delegate the review and approval of improvements to a Site (subsequent to the construction of the initial structure) to a Subassociation. The Subassociation shall establish design review procedures through the Subassociation's Declaration, Articles, Bylaws, and/or Design Guidelines.

The "SARC" of the Master Association or its delegate shall approve any improvement to a Site only if it deems, in its reasonable discretion, that: (a) the improvements are in conformance with the Design Guidelines established herein and the applicable Site Development Plan; (b) the improvement to the Site in the location indicated will not be detrimental to the appearance of the surrounding areas of the Stott's Mill Master Association area as a whole; (c) the appearance of the proposed improvement to the Site will be in harmony with the surrounding areas of the Stott's Mill Master Association

area; (d) the improvement to the Site will not detract from the beauty, wholesomeness and attractiveness of the Stott's Mill Master Association area as a planned residential community or the enjoyment thereof by owners; and (e) the upkeep and maintenance of the proposed improvements to Sites will not become a burden on the Stott's Mill Master Association.

The Master Association will require consistency from the "SARC", and all Subassociation Site and Architectural Review Committees in their review of all proposed improvements to insure conformance with these Design Guidelines and the applicable Site Development Plan and to establish continuity throughout the Stott's Mill community.

## **DIVERSITY OF ARCHITECTURAL STYLES**

The Design Character should reflect mountain/mining building styles in keeping with the Roaring Fork Valley and Old Town Basalt. It is the intent of these Design Guidelines to ensure that each home has individual design quality and integrity while remaining compatible with the neighborhood as a whole. Domes, hyperbolic, paraboloids, and mansard roofs will not be permitted unless specifically approved by the "SARC".

Flat roofs and curved roofs may be permitted but shall be specifically approved by the "SARC". In general, flat roofs should only be used to separate roof masses, but flat roofs of high quality design and materials may be approved for more than just the separation of roof masses.

## **APPROVED DESIGN STYLES FOR SINGLE-FAMILY AND DUPLEX STRUCTURES**

The Developers of Stott's Mill have commissioned a number of architectural firms in the Roaring Fork Valley to provide designs compatible with the narrow lot area ( lot widths that vary between 28 feet, 42 feet and 56 feet in width). These designs will meet the Design Guidelines for Stott's Mill and the development requirements of the Stott's Mill PUD and the Basalt Municipal Code. Review to ensure compliance will still be undertaken by the "SARC" and the Town of Basalt before a building permit is issued. The intent is that any pre-approved design will not compose more than 20% of the total number of residential units in the narrow lot area.

## **MANUFACTURED HOUSING**

Manufactured Housing is allowed in Stott's Mill. Any such structures shall meet all standards contained in the Stott's Mill Design Guidelines, the Stott's Mill PUD Regulations, and the Basalt Municipal Code. Such structures shall also be approved by the "SARC" before submittal of a building permit to the Town of Basalt Building Department. Waivers from individual design requirements in the Stott's Mill Design Guidelines may be requested for the final design of any individual modular structure (s) or group of structures from the SARC and the Town of Basalt. The Town's Technical Review Committee (TRC) will determine whether individual waiver requests qualify for

administrative review pursuant to the minor amendment provisions provided for in Ordinance No. 28, Series of 2017, or whether a more significant review by the Town is necessary depending on the nature of the respective design guideline waiver being sought.

## **MICRO HOMES**

Micro a.k.a. Tiny Homes can be considered for construction on Blocks 1 – 4, lots 1 – 42 in Stott’s Mill. Lot 37 is exempted from potential development of a micro home as this lot is reserved for a daycare facility. Micro homes must meet standards of the Town of Basalt Building code (2015 IRC), as amended and must receive approval from the SARC prior to submitting a building permit application to the Town. Micro homes will need to meet at a minimum, the following standards:

- be affixed to a permanent foundation.
- connected to full town utilities including water and wastewater.
- include skirting as necessary to shield view of any floor supports.
- Must have one habitable room at least 70 ft.<sup>2</sup> in size.
- Must be equipped with a smoke and carbon monoxide alarms.
- Shall not be incorporated into any duplex structure.
- Stamped plans must be provided by a licensed architect and licensed structural engineer.
- Interested parties are encouraged to examine Appendix Q of the 2018 IRC which outlines appropriate micro home standards.

## **BUILDING MASSING**

It is the intent of these Design Guidelines to encourage design solutions which reduce the visual mass and develop proportions and details appropriate in scale to the Site. Covered porches are encouraged at the street elevation of structures.

## **ROOF PITCHES**

It is the intent of Stott's Mill to encourage diversity in housing styles and appearances while still having a common theme or brand. Houses are not required to be the same in exterior style or roof lines, yet not every unit needs to be entirely unique. The developer has provided approved building concepts for guidance, but exceptional design is encouraged, especially given the small lot nature of the single-family area.

In order to help accomplish these goals, roof pitches in Stott's Mill must be between 4/12 and 12/12 unless otherwise approved by the "SARC". It is intent of the Stott's Mill developers to provide a variety of architectural styles while still maintaining a sense of identity and consistency. To help achieve this end, no more than 40% of primary roof pitches will be the same pitch element. Flat and curved roofs may be approved as per Section "Diversity of Architectural Styles" above.

While it is the intent of these guidelines to allow flat roofs, curved roofs and even domes in certain instances, an individual design must be appropriate for the particular lot and not become too massive for the particular part of the neighborhood in which it is to be located. For example, a structure with a largely flat roof should be substantially lower in height than the allowed maximum to reduce perceived mass. The same concept holds true for a curved roof or dome. The following guidelines are suggested to allow flexibility/diversity but prevent unnecessary mass:

- The span of a flat roof shall have a height that is equal to or less than the mid-span of the roof elements of other portions of the structure; or a residence with a largely flat roof shall have a height that is less than the mid-span of a similar structure with a 6/12 pitch with the peak at the allowed height limit.
- A structure with a dome shall have a volume that is less than what a similar structure would have with a roof pitch that is 6/12.

## **SETBACKS/ HEIGHT RESTRICTIONS**

Setback and height restrictions are specifically defined in the Stott's Mill Final PUD for each area.

## **EXTERIOR ELEVATIONS**

Plans should be designed to look attractive from all sides. Decorative elements (masonry veneer, shutters, dormer windows, bay windows, recessed windows, etc.) should not be limited to the front façade only. Consistency of style, details and window groupings shall be maintained on all four (4) sides. Permitted encroachments into the required setbacks shall be as regulated and defined in the Basalt Municipal Code or as established in the Stott's Mill PUD Zoning Plan and Regulations, whichever is more restrictive.

Stott's Mill requires that the finished floor elevation of the first (1<sup>st</sup>) floor and porches be at least eighteen inches (18") above finished grade, except if the structure is designed for handicapped accessibility. The finished floor elevation of the first floor and porch shall not exceed twenty four (24") inches above finished grade.

Stott's Mill requires the use of masonry, stone and/or stucco, metal, concrete or CMU applied at least six inches (6") above the finished grade around the entire perimeter of the structure footprint. This requirement does not apply to garage or accessory structures.

## **DESIGN CONSIDERATIONS**

**Building Orientation.** Front facades of all principal structures shall be parallel to the street. For corner lots, both street facing facades must be parallel to intersecting streets.

**Covered Entry Porch.** All single-family and duplex residential units shall be required to provide a first floor covered entry porch of one story in height. The covered entry porch shall be between six (6) feet and ten (10) in depth. Single-family and duplex residential structures in the narrow lot area of Stott's Mill (AKA the PUD /R3-TN Zone District) shall be allowed to have a second story with living area above the porch as long as the second story is set back a minimum of 16 feet from the front property line.

**Entry Doors and Windows.** All single-family and duplex residential units shall have a street-facing entry door not more than eight (8) feet tall. Each such residential unit shall also have a street-facing principal window or group of windows. On a corner lot, the design must emphasize an entry door on one street, but is not required to provide an entry for both.

**Street-facing windows.** Street facing windows shall not span through the area where a second floor level would typically exist (which is between nine (9) feet and twelve (12) feet above the finished first floor elevation), unless found to be appropriate by the "SARC".

**Window proportions.** The majority of window openings shall generally be two times as high as they are wide. The "SARC" may grant variations in order to accommodate exceptional design and facilitate particular views.

Lightwells. All lightwells shall be recessed entirely behind the frontmost wall of a residence.

Roofs. Use of attics for living space along the front and rear elevations with dormers and balconies is encouraged.

Gable dormer pitches shall be equal to or greater than the primary roof.

Shed dormer pitches shall be less than the pitch of the primary roof.

Significant window areas over six (6) feet in height shall be divided into smaller elements with vertical proportions. The "SARC" may vary this requirement where appropriate when a particular streetscape will not be harmed or damaged by presence of larger windows.

Sliding glass doors are appropriate in back yards or other areas where additional glazing will not be considered obtrusive.

## **EXTERIOR LIGHTING**

Exterior lighting must be subdued. The lighting should minimize light spill onto adjacent properties and may be permitted by the "SARC" with the architectural plans or by its delegate in subsequent submittals for such purposes as illuminating entrances, decks, driveways, etc. In all cases, exterior lights should be of a design compatible with the structure.

All exterior lighting shall be designed so that the (bulb) point light source is not directly visible from adjoining properties or public rights of way. Fixtures should be fully shielded with cut-off fixtures and all lighting shall be down directed. Placement of a fixture shall minimize light glare and trespass to an adjoining property-maximum of 0.2 fc (foot-candles) at the property line.

Critical Entrances or Common Areas. Photocells can be used in these locations for multi-family properties to turn on lights at dark and to extinguish lights at dawn. Motion sensors are preferred for this use.

Exterior lights shall be restricted as follows:

- The point light source shall not be visible from adjoining lots or streets.
- Lights shall be focused on the task, fully shielded, down directed and screened from adjacent properties in a manner that prevents light trespass.

Lighting shall meet the standards in the Basalt Municipal Code or the standards in these Design Guidelines, whichever is more restrictive.

Outdoor Holiday Lighting may occur in the time period specified in the Basalt Municipal Code.

## **TRIM**

Trim will be installed around the perimeter of all doors and windows on all four sides unless replaced by masonry. Trim colors must be approved by the “SARC” or, in the case of repainting, by the “SARC” or its delegate.

## **FIREPLACES**

Fireplaces/wood stoves and the full height of the chimneys, if any, must be fully enclosed with compatible materials and satisfy other applicable Town standards.

## **EXTERIOR MATERIALS**

Wood siding shall be restricted to natural wood boards or shingles – stained or painted.

Hardboard siding – prefinished and painted

Concrete board siding – primed and painted

Masonry/stucco shall be restricted to stone, brick or stucco unless otherwise approved by the “SARC”.

Corrugated siding – treated to allow rust finish. Corrugated siding is to only be used in limited areas as approved by the “SARC”.

Simulated materials require specific approval from the “SARC”.

Vinyl and aluminum products are prohibited from use unless specifically approved by the “SARC”.

Other types of metal siding. New materials are being developed and formulated that may be designed to look similar to already accepted materials in the building trades or are being developed as energy efficiency and recycling issues continue to evolve. Such materials may be considered by the “SARC” as standards continue to evolve. Such alternative products must be approved by the “SARC”.

Window frames will be painted wood, natural wood, anodized painted aluminum or vinyl cladding.

## **COLORS**

### **ALL EXTERIOR COLORS MUST BE APPROVED BY THE “SARC”**

The color of exterior materials shall be compatible with the exterior style. At no time will duplicate color palettes be allowed adjacent to or across the street from one another. The intent of the color palette is to provide a tasteful, yet animated, streetscape. Accent colors on doors, window frames, fascias, soffits and trims, used judiciously and with restraints, may be permitted.

Colors shall be soft, muted, earthen tones and shall harmoniously blend to the visual benefit of the community. All colors must be approved by the “SARC” with the architectural plan or, in the case of repainting, by the “SARC” or its delegate.

All projections including, but not limited to, chimney flues, vents, gutters, downspouts, utility boxes, porches, railings and exterior stairways will match the color of the surface from which they project unless otherwise approved.

## **SITING**

Each building Site and its setback are defined in the Stott’s Mill Final PUD.

- Exterior grading will be adequate for drainage away from the structure and adjacent structures.
- Structures will be sited to complement existing or planned structures on adjacent Sites. It is especially important that any altered drainage patterns not cause soil erosion on adjacent properties. Joint cooperation between adjacent Site owners is encouraged with respect to Site grading.
- Existing and proposed grades on the Site must be shown on all site plans submitted to the “SARC” with the architectural plan submittal, or with any subsequent submittal related to landscaping or improvements proposed after initial construction.
- No grading will extend beyond lot lines.
- No grading will exceed a slope that interferes with the overall Stott’s Mill Drainage Plan.

## **RETAINING WALLS**

Retaining walls are not permitted.

## **PAVED AREAS**

Walkways and driveways must be hard surfaced and made of concrete. Materials such as colored concrete or special paving patterns are subject to the approval of the “SARC” with the architectural plan approval or for any subsequent submittals.

The edge of the driveway must be a minimum of three feet (3') from the side property line.

Modifications to the original driveway will require the approval of the "SARC" or its delegate. Widening for the purpose of extra parking space is not permitted.

### **DECKS, PORCHES, PATIOS, WALLS**

"SARC" approval is required for all decks, porches, patios and walls which will be built or installed at the time of the construction of the initial structure or at anytime thereafter. These plans are required to be submitted to the "SARC", with the architectural and site plan submittal, prior to building permit purchase.

Plans shall show the exterior elevations, dimensions, massing, location and must designate materials and colors.

Decks shall be constructed of wood or other material compatible with the residence and constructed within required setbacks as established in the Stott's Mill PUD.

The deck rail, rim and supports (if wood) shall be painted or stained using the same color as the body or trim color of the structure.

No deck shall occur above the main level of the structure unless cantilevered or integrated into the structure design.

Patios constructed out of brick, stone, colored concrete or other materials shall be located within the Site setbacks and must conform to landscape requirements.

Front porches shall have a minimum depth of six feet (6').

Walks, front porches and stoops may be constructed of brick, wood, modular pavers, stone or colored or exposed aggregate concrete.

### **HOT TUBS AND POOLS**

Approval of the "SARC" or its delegate is required for all hot tubs and pools. Plans must designate materials, dimensions and location. Hot tubs and pools will be integrated into the design of the structure and landscaping and located within the Site setbacks. Above-ground pools shall not be allowed.

## **EXTERIOR STORAGE AREAS**

Outbuildings not devoted to storage, greenhouses, and structures of a temporary nature are prohibited. Storage sheds on lots that do not have a garage are allowed, but they must be located within the garage “envelope” area and comply with all setbacks.

No accessory buildings, except garages and permitted storage sheds when a lot does not have a garage located within the specified garage envelope, will be allowed.

## **EXTERIOR MECHANICAL EQUIPMENT**

All exterior mechanical equipment, such as air conditioners and heating equipment, will be either incorporated into the overall form of the structure, be enclosed by a structure matching exterior house material or be landscaped to reduce impact. Installation of any exterior mechanical equipment requires approval from the “SARC” or its delegate. Under no circumstances will these items be roof mounted or located in a window of a structure. Exterior mechanical equipment shall not be permitted within required setbacks.

## **ANTENNAE**

No exterior radio or television antennas may be erected. This prohibition includes exterior microwave or cable television satellite dish antennas, except that one (1) satellite dish that is less than twenty four inches (24”) in diameter or length is permitted pursuant to the requirements outlined below. Requests to the “SARC” or its delegate for approval of installation of such instruments must meet the following requirements:

1. Each dish or antenna must be located on the structure in the least conspicuous area possible to minimize visual clutter.
2. A written request with specifications and a photograph of the structure indicating the location where the instrument is to be placed must be submitted for approval prior to any installation.

## **SOLAR ENERGY DEVICES**

Approval of the “SARC” or its delegate is required and the system must also meet standards for solar energy devices outlined in the Basalt Municipal Code. Passive and active solar energy systems must be integrated into the architecture of the structure areas. Solar collection panels should blend into the overall architectural massing and roof form designs. Solar panels should be at the same pitch as the roof, even though the slope may not be “optimal.” For solar collection, the small increase in panel size that may be required to increase the efficiency of the collector array is preferable to the visual conflicts of different angles and slopes on the roof. Solar panels shall not protrude more than twelve inches (12”) above the roof surface or above the ridge line of a roof. No exterior plumbing may be visible unless approved by the “SARC”. Up to 75% of the roof area of a structure may utilize solar panels. Maximum panel size shall be 3 feet by 4 feet.

## **PLAY AND SPORTS EQUIPMENT**

Approval by the “SARC” or its delegate is required. Equipment such as basketball backboards and play sets shall be located in the rear yard. Size and color will be considered on a case-by-case basis depending on Site size and proximity to neighbors. Play equipment or structures that are permanent in nature cannot be located in the setback areas.

Play structures may not exceed eight feet (8’) in height and located within the Site setbacks. Sports equipment such as basketball backboards may be set so the “basket” is 10 feet tall.

The applicant is required to provide proof of notification of all adjacent abutting property owners when plans are submitted for approval for any play and sports equipment.

## **WEATHER VANES**

Weather vanes are not allowed unless they are included in the initial design and character of the structure and approved by the “SARC” with the architectural plan submittal.

## **FLAGPOLES**

Flagpoles which are freestanding are prohibited, except as approved by the Master Association Declarant for new home marketing. Flagpoles attached to the front of the house do not require approval as long as the pole top does not rise above the level of the bottom sill of the second story windows and the flag pole is a maximum of eight feet (8’) long.

## **FENCES**

To promote an open feeling, fencing no higher than forty two (42”) inches is the standard fencing throughout Stott’s Mill and is the only fencing allowed in front of the façade of a residence. Inconspicuous wire mesh may be attached to the home owner side of the fence to contain small pets and children within rear yards. Fencing may be allowed to be up to 6 feet high along the side and rear yards except within the front yard setback area or along and street frontage that is not an alley.

All fencing must be painted using a solid color stain or paint that is compatible with the structure.

Any deviations from the standard fencing must be located and detailed for review by the “SARC” and approved by the Town and Master Association.

Fencing location and height requires approval from the “SARC” and shall be reviewed by the Town of Basalt during the appropriate permitting process. No fences will be

constructed in front yards unless otherwise allowed in the Site Development Plan for your area.

Fences 42 inches in height will be allowed to be located on front lot lines in order to accommodate privacy, as long as such fencing is setback at least 12 inches from the back of the sidewalk.

No fencing will be installed in such a way that it impedes drainage.

No fencing will be allowed in the 7-foot rear setback along an alley in order to accommodate emergency access, snow removal, vehicular access and utility placement.

Other fences, such as interior fencing to enclose patios, hot tubs, pools, screen trash receptacles, support arbors, etc. will be of a type, finish, color, etc. compatible with the standard fence design and color and/or building architecture. All such fencing must be located on a site plan and detailed for review and approval by the “SARC” or its delegate.

Fences and/or stone columns and entrance monumentation constructed by the Master Association Declarant or builder along or abutting property lines or adjacent streets may not be removed, replaced or painted without the approval of the “SARC” or its delegate and the Master Association.

## **DOG RUNS**

Dog runs are subject to approval by the “SARC” or its delegate and must be constructed and finished with fencing as approved by the “SARC” or its delegate. Dog runs must be located in the rear yards between the main structure and garage envelope and between the side yard setbacks, abutting the structure, substantially screened from view from neighbors and adjacent public areas and must be limited in size to two hundred (200) square feet or less.

## **MAILBOXES**

Mailboxes at locations shown on the Stott’s Mill Final Plat and pedestals are to be provided and installed by the Stott’s Mill Master Association per U.S. Postal standards.

Cluster mailboxes may be appropriate in the attached unit neighborhoods within the Stott’s Mill community and will require the approval of the Declarant and the Town of Basalt.

## **LANDSCAPING**

Review and approval of all landscaping by the “SARC” or its delegate is required. A landscape plan is required to be submitted by a licensed architect or landscape architect along with the dimensioned site plan other required architectural/engineering submittals described in subsequent sections. At this time, there are no specific landscaping

requirements. The declaration and the SARC reserve the right to adopt a policy and define specific landscaping criteria such as type and number of plantings required, types of grasses, numbers last percentage of drought tolerant species, etc. and have this information incorporated into the Design Guidelines at a future time.

All portions of a Site not covered by a structure, driveway, patio, sidewalk, etc. will be landscaped within the following applicable time periods:

If the conveyance to the first homeowner (other than the Master Association Declarant or home builder) occurs between March 1 and September 30, inclusive, then within ninety (90) days after such conveyance, or if conveyance to the first homeowner (other than the Master Association Declarant or home builder) occurs between October 1 and the last day of February, inclusive, then by the next April 30.

Landscaping will be done in accordance with a landscape plan approved by the “SARC” or its delegate. The plan will show all proposed landscape improvements including trees, shrubs, turf, mulches (bark, gravel, etc.), rock work, vegetable gardens, etc. Landscaping plans must also show the proposed locations of patios, fences, arbors and decks.

Approval of the landscaping plan in no way constitutes approval of any patio, fence, swimming pool, deck or arbor unless specific plans have been submitted and approved by the “SARC” or its delegate as required in these Design Guidelines. Swimming pools will have to meet setback regulations of the Stott’s Mill PUD. Plans must include specific details on existing and proposed grades on the Site.

The drainage swale must be maintained and unimpeded on all lot lines. In addition, at no time may the installation of landscaping alter the drainage of any adjacent or subject Site.

Landscaping additions, including planting, irrigation systems, walls, patios, etc. that were not part of the initial approved plan, must receive separate approval from the “SARC” or its delegate prior to installation.

## **MAINTENANCE OF DRAINAGE**

There will be no interference with the established drainage pattern over any property within the Association Area except as approved by the “SARC” and the Town’s Technical Review Committee. Approval will not be granted unless provisions are made for adequate alternative drainage. The “established drainage pattern” will mean the drainage pattern which exists prior to the construction of the structure and will include any established drainage pattern shown on any approved plans. The established drainage pattern may include the drainage pattern from Common Elements over any Site, from any Site over the Common Elements, or from any Site over another Site.

Each Site owner is responsible for any erosion control that may be necessary to protect adjacent Sites or common areas from damage due to drainage or related erosion.

When installing landscaping, it is very important to insure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or ponding near or against the house foundation, walkways, sidewalks and driveways.

The drainage swale must be maintained and unimpeded on all lot lines. In addition, at no time may the grading on any Site alter the drainage of any adjacent or subject Site.

### **SUBMITTAL PLAN REQUIREMENTS – The Site and Architectural Review Committee (“SARC”)**

Prior to the commencement of construction, two (2) sets of plans shall be submitted to the “SARC” for review and approval. The complete submittal requirements are as follows:

A completed Submittal Application Form and a completed Submittal Checklist shall be included with each submittal to the “SARC”.

The Site Plan must include:

- One copy of the site plan must be reduced to 8 ½” x 11” and one copy of the site plan shall be 24” x 36” at a scale of 1:20 or larger.
- Building location with dimensions to at least two (2) property lines.
- Setback and easements
- Driveway location and percent of slope indicated. All driveway requirements contained in this Design Guideline must be met.
- Grading and drainage plan showing existing and proposed grades at a maximum of one foot (1’) intervals with spot elevations at building corners. The existing grades on the adjacent Sites must be shown,
- Finished floor elevations and top of foundation elevations including garage and basement. Include the finished floor elevations and top of foundation elevations for adjacent homes, if any.

Complete architectural working drawings including:

- Floor plans at no less than ¼” = 1’
- All exterior elevations with exterior materials noted
- Exterior details, including chimneys, exterior stairs, decks, railings, deck columns, etc.
- At least one cross section of the structure indicating roof pitches and height
- Electrical plans indicating location of all exterior lighting. Any front elevation lighting must be activated by a photoelectric cell

Completed Exterior Materials and color Submittal Record (must be accompanied by material and color board).

All plans and samples must be clearly marked with the submittal date, owner's and/or builder's name, lot and filing number.

The "SARC" may occasionally request additional information in order to be able to visualize the proposed structure.

Any and all changes and/or revisions made to the "SARC" approved plans must be submitted and approved by the "SARC" if such changes are made during construction or prior to the builder's Notice of Completion and Inspection of Work by the "SARC".

When your submittal has been prepared it should be submitted to:

MSP1 LLC  
Attn: Briston Peterson  
P.O. Box 1361  
Aspen, CO 81611  
(or to an address assigned by a "SARC" representative).

**SUBMITTAL REVIEW** – The Site and Architectural Review Committee ("SARC")

Upon receipt of all required documents and the \$500 review fee, the "SARC" will review the plans and will provide a written response to the owner within thirty (30) days after submittal. Make checks payable to: **MSP 1 LLC- or as assigned by a "SARC" representative.**

**RESUBMITTAL OF PLANS** – The Site and Architectural Review Committee ("SARC")

In the event of any disapproval by the "SARC" of the final submittal, resubmittal of plans will follow the same procedure as an original submittal.

**NOTICE OF COMPLETION AND INSPECTION OF WORK** – The Site and Architectural Review Committee ("SARC")

A written Notice of Completion must be given to the "SARC" upon completion of any structure, prior to any request for a Certificate of Occupancy from the Town of Basalt.

The "SARC" shall inspect the structure within twenty-one (21) days of receipt of any Notice of Completion to ensure that it was built in conformance with the approved architectural plans and colors and materials. If any noncompliance with the approved plans and/or colors and materials are found, the "SARC" shall deliver a Notice of Noncompliance to the builder within twenty-one (21) days after receipt of the Notice of Completion. The builder must remedy the noncompliance within thirty (30) days after its receipt for a Notice of Noncompliance or the Master Association may correct the noncompliance as allowed in the Master Declaration at the builder's sole cost.

A Certificate of Compliance shall be issued to the owner upon completion of all work after the SARC is satisfied that all construction has been completed in conformance with the plans, specifications and other materials previously furnished. Him

In accordance with the Master Declaration, the “SARC” reserves the right to inspect and request any changes required to bring the structure into conformance with the approved plans.

**LANDSCAPING, ANCILLARY IMPROVEMENTS OR ADDITIONAL CONSTRUCTION AND/OR EXTERIOR CHANGES – The Site and Architectural Review Committee (“SARC”)**

Additional construction, landscaping or ancillary improvements and/or changes after completion of an “SARC” approved structure must be submitted to the “SARC” or its delegate for approval prior to initiating such changes and/or additions. Landscape improvements shall occur within the time frame set forth in these guidelines.

Please review the following information prior to design:

- Soils information that may be available for your Site should be reviewed for grading, planting and irrigation recommendations.
- The Final Plat and Site Development Plan should be reviewed for setbacks, requirements and restrictions.
- The improvement survey for your lot should be reviewed for drainage easements, utility easements and any other pertinent items related to the development of your plan.

It is the responsibility of the home owner to verify compliance with any soils report recommendations, easements, setbacks, height restrictions, etc. The “SARC” or its delegate is not responsible for compliance with these requirements.

**SUBMITTAL PLAN REQUIREMENTS – The Site and Architectural Review Committee (“SARC”)**

Prior to the installation of any landscaping, landscaping changes or the initiation of any changes to the approved initial structure must be submitted to the “SARC” or its delegate for review and approval. The complete submittal requirements are as follows:

Completed Architectural Improvement Request (landscape plan/ancillary improvement) submittal form

The landscaping plan must include:

- The location, quantity, species and size of all plant material to be planted
- All proposed exterior materials (wood, mulch, rock mulch, concrete, flagstone, patios, etc.) must be identified and described in detail (include color samples,

descriptions or material samples with your submittal to adequately explain necessary items)

- The minimum scale for the plan shall be 1" = 10'
- All plans must include the name, address and phone number of both the homeowner and the architect/landscape/architect/designer, if appropriate
- The lot, parcel identification and address must be included with your submittal

Any proposed exterior additions, hot tubs, solar connectors, sculptures, play equipment, fences, dog runs, sport courts (basketball hoops), decks, overhead structures, lighting, re-staining or re-painting in a new color, etc. must be submitted to the "SARC" or its delegate for review and approval. These plans must be submitted to the "SARC" or its delegate in addition to the landscaping plan prior to construction or installation.

The plans for these improvements must include the following:

- Exterior elevations including the designation of materials and colors, dimensions, massing and location. Include detailed descriptions and/or cut sheets including color.
- Proof of notification of all adjacent abutting property owners for the addition of any decks, gazebos, porches, patios and/or arbors.

#### **TIME LIMITATION OF APPROVAL**

Final approval of plans is valid for six (6) months. Construction must begin within this period. If not, plans must be resubmitted and reviewed again without further submittal fees. A submittal of a different dwelling on the same Site requires another review fee.

#### **WORK IN PROGRESS**

The "SARC", or its delegates may inspect all work in progress and give notice of non-compliance. Absence of such inspection and notification during construction period does not constitute either approval or compliance of the work in progress by the "SARC", or its delegates.

#### **NON-LIABILITY OF THE SITE ARCHITECTURAL REVIEW COMMITTEE AND/OR ITS DELEGATES**

The "SARC" or its delegates shall not be liable for damages to anyone submitting plans to them for approval or to any owner by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans or specifications. Every owner or other person who submits plans to the "SARC" or its delegates for approval agrees by submittal of such plans and specifications that he/she will not bring action or suit against the "SARC" or its delegates to recover damages.

## **OTHER CONDITIONS**

Approval of plans by the “SARC” or its delegates shall not be deemed to constitute compliance with the requirements of any local building, zoning, safety, health or fire codes and shall be the responsibility of the owner or other person submitting plans to assure such compliance. Nor shall approval waive any requirements on the part of the owner or his/her agent to comply with setbacks, height restrictions, or requirements unless such waiver or variance is specifically requested at the time of submittal and provided that the waiver or variance may properly be granted by the “SARC” and/or its delegates. In addition, approval shall not waive the requirements for obtaining permits from the Town of Basalt (or other governmental agency) nor does obtaining all required permits from the Town of Basalt (or any other governmental agency) waive the need for approval by the “SARC” and/or its delegates. The “SARC” and/or its delegates will not knowingly approve a project that violates Town of Basalt building or zoning codes or those of any other governmental agency or entity but takes no responsibility for plan conformance to any criteria other than these Design Guidelines.

## **REVIEW OF WAIVER**

The “SARC” or its delegates reserve the right to waive or vary any of the procedures or standards set forth at its discretion for good cause shown.

## **MISCELLANEOUS PROCESSING INFORMATION**

All applicants for a building permit application shall receive approval from the “SARC” prior to submitting a building permit to the Town of Basalt.

The Town of Basalt Building and Planning Departments shall review all building permit applications for compliance with Stott’s Mill PUD Regulations, appropriate Town regulations and the Stott’s Mill Design Guidelines.

## **DESIGN GUIDELINE DISCLAIMER**

Although a reasonable effort has been made to ensure the accuracy of the contents of these Design Guidelines, The Stott’s Mill Master Association cannot be responsible for any errors, omissions or inaccuracies contained herein. The Association can assume no responsibility or liability whatsoever associated with the use of the Guidelines contained herein and no representation is made as to the accuracy or completeness of the Guidelines contained herein. The Guidelines are subject to amendment and supplementation and any such amendments or supplements are not included herein. To ensure that a complete and accurate copy of the Design Guidelines is being consulted, refer to the then current Guidelines and any amendments and supplements held by the Stott’s Mill Master Association.

## **DEFINITIONS**

“Adjacent”: The lot unit directly abutting or next to the subject property.

“Property across the street (related to enforcement of “exterior color palette as contained on page 4 of the Stott’s Mill Design Guidelines)”: A single-family or duplex unit on the opposite side of the street and whose extension of the property boundary lines fall more than 10 feet within the property boundary of a subject property.

“Arbor”: a passageway on a private walkway or a shady resting area in a garden, park or formal sitting area, often made of rustic work or with latticework. Vegetation, usually climbing vines or shrubs is often grown on the arbors.