



Blue Ridge Estates Homeowners Association of Coconino County
HC-31 Box 50026
Happy Jack, AZ 86024
BRE AC Email: BRE-AC@blueridgeestates.org

Design Review Application and Construction Agreement

Classification of Single Family Residence:

The Property shall be used, improved, and devoted exclusively to Single Family Residential Use. NO business, commercial, manufacturing, industrial, mercantile, vending, or similar activity of any kind whatsoever shall be conducted on the Property.

All buildings and structures erected on the Property shall be of new construction and NO buildings or structures shall be moved from any other location onto said Property.

NO building or structure shall be erected or maintained separate from the Single Family Residence located on any Lot, other than a garage in accordance with Coconino County Zoning Ordinances.

NO dwelling or residence shall be erected, permitted, or maintained having a floor area of less than twelve hundred square feet, (1,200) exclusive of an open porch, carport or attached garage. NO Detached Structure (garage or shed) shall be built prior to the issuance of a Coconino County building permit for the construction of a Single Family Residence.

NO mobile homes or manufacture homes of any kind shall be allowed on any portion of the Property, this includes mobile homes, manufactured homes or modular homes. All homes must be site built.

Nine (9) months is the construction period, during this time a storage trailer or other storage container not to exceed 24 ft in length is authorized.

During construction period a roll off dumpster is allowed and must be covered to prevent constriction de-bris from blowing in the development. Failure to cover dumpster will result in a fine. Upon completion of construction it must be removed immediately.

I have read Classification of a Single Family Residence:

Initials here: _____ Date: _____

Architectural Approval Process:

The Architectural Committee (AC) must review and approve the construction of your home or detached garage within the development.

Notes:

- A. Coconino County zoning ordinances require an approved septic permit before a building permit application for single family residence is accepted.
- B. Coconino County zoning ordinances require, before a detached structure may be built, the approved single-family residence must be completed and have a copy of the Certificate of Occupancy (C of O).
- C. Detached garage can be built at the same time as your home. But the home cannot be a shell. The completed home with a C of O issued by the County must be inspected by the AC before the AC signs off on the project.
- D. Per Coconino County zoning ordinances, at NO time can you occupy your home without a C of O. And at NO time can you occupy a detached structure.
- E. The homeowner and the construction company are responsible for reviewing and understanding the requirements of Blue Ridge Estates' CC&R's and Coconino County Zoning Ordinances during the planning phase of the construction to ensure compliance.
- F. All submittals, changes, and responses must be in writing. NO individual member of the AC has the authority to approve any request verbally.

The following is an application and checklist to be provided with your submittal. The most important key to a quick approval of your project is to complete this submittal. Please fill this form out in its entirety. Incomplete submittals will slow down your approval until the deficiencies are provided.

CC&Rs allow 30 days to complete a review, the AC seeks to complete a review and return a response as soon as possible depending on the committee's ability to meet, as two members are required to sign off on the plans.

Please Note: One committee and or board member alone cannot approve plans

Submit Three (3) Hard Copies of your plans **or** submit your plans electronically to the AC at:

Blue Ridge Estates HOA
Architectural Committee
HC31, Box 50026
Happy Jack, AZ 86024

BRE-AC@blueridgeestates.org

A non-refundable \$ 50.00 plan review fee and \$500.00 Construction Deposit payments need to be made with two (2) Separate checks payable to Blue Ridge Estates Homeowner Association with plan submittal.

Upon signed approval, you will receive two (2) set of your plans stamped with approval or electronically signed by BRE AC if the plans were submitted electronically. One (1) plan set will be kept by BRE-HOA AC for reference to ensure compliance during inspections.

After obtaining your written approval from BRE AC, you can proceed to the Coconino County Building Department for your construction permit.

Once you receive your Certificate of Occupancy after project completion, the Architectural Committee will do the final inspection.

Once you complete the project and clean-up, receive your C of O from the County, and pass your BRE AC inspection, your Construction Deposit of \$500.00 will be returned to you. It is the homeowner responsibly to notify the AC for inspection.

You **CANNOT** live in your home for any reason without Certificate of Occupancy issued by Coconino County.

Please understand that we know that this process can be tedious for you and for the BRE AC. Please be patient and remember that our sole purpose is to protect the aesthetic integrity of Blue Ridge Estates for all owners.

I have read the above information:

Initial's here: _____

Date: _____

Blue Ridge Estates Homeowners Association of Coconino County

Design Review Application and Construction Agreement

The design review process is an aesthetic review only and does not consider structural elements or applicable building codes.

Please print the following information

Lot #: _____

BRE Street Address _____

Property Owner(s) Name: _____ Email address: _____

Mailing Address: _____ Phone #: _____

City, State Zip Code: _____

Contractor Company Name: _____

Contact Person: _____ Email address: _____

Mailing Address: _____ Phone #: _____

City, State Zip Code: _____

AZ ROC License #: _____

Architect/Designer _____

BRE AC to return approved plans to:

Contractor Owner

All plans can be picked up after approval or can be mailed via "First Class" US Postal Service. Express mailing is available for an additional fee to be paid in advance.

All correspondence relating to the Architectural Review Process will be with:

- Conduct all correspondence with Lot Owner
- Conduct all correspondence with Contractor
- Conduct all correspondence with other designated representative list below

Contact Person: _____ Email address: _____

Phone # _____

Plans Requirements

Three (3) copies, drawn to scale site plan. (Minimum 24" x 36" paper) or electronic plan file(.PDF)

1. Project plans should include the following:

- House location on parcel & setbacks
- Location of propane tank and gas lines
- Septic System Location
- Floor Plans with room sizes
- Windows
- Doors
- Roof
- Mechanical equipment
- Grading Detail (if altering natural grade)
- Driveways (indicate width) and culverts
- Additional structure, detached Garage or Shed (only one allowed)
- Stem walls and slabs
- Footers
- Framing
- Exterior Lighting
- Interior Lighting
- Wall switches
- Wall Receptacles
- Plumbing Fixtures
- Cabinets
- Fireplace(s) including type and rating
- Landscape plan including any tree removal

2. Elevations

- a. Renderings of all structures must be submitted with elevations on all four sides. The elevations must be to scale and be included with the plan set on 24" X 36" paper.
- b. Elevation drawings must include the following:
 - All sides of the building
 - All windows, doors, patios, and projections
 - Skylights or Solatubes
 - All chimneys and roof lines
 - Stem walls and patio supports
 - All mechanical equipment
 - Roof turbines
 - Garage Doors
 - Screening fences
 - Detached structure
 - Satellite & Communication Equipment
 - Other items relevant to the aesthetics of the project.

I have included all items required for project plan, in accordance with Coconino County Zoning Ordinances.

Initials here: _____

Date: _____

Material Specifications

Please check the appropriate items in each section.

Driveway:

Culvert NO YES (may require Coconino County permit)

Indicate the type of finished surface your driveway will have. Surfaces Pre-approved include:

- ABC; indicate color _____
- Concrete
- Chip Seal
- Asphalt
- Decomposed Granite; indicate color _____
- Other: _____

Stem Walls (Foundation):

Stem Walls Pre-approved.

- Painted Standard block, included color sample, Paint color to match house or trim
- Unpainted Split-face block
- Painted Split-face, included color sample, Paint color to match house or trim
- Stone or Stone Veneer
- Stucco, included color sample
- Wood faced painted or stained (please submit detail), included sample and color
- Other: (include color sample) _____

Exterior Lighting:

Exterior Lighting is regulated by Coconino County Ordinance to encourage lighting practices and systems that will minimize Light Pollution, light trespass, impacts to nocturnal wildlife, and conserve energy while maintaining nighttime safety, utility, security, and productivity. The Association is attempting to retain "Dark Skies" that are possible in our location and flood lights used to provide extended nighttime recreation will not be approved.

If you intend to use exterior lighting, other than normal wall mounted entry and deck, indicate the type of lighting below and show the location of the lighting on the site plan. Security lighting (other than wall mounted photocell type lights) for night-time recreation areas, will not be approved.

- I do not intend to use outdoor lighting other than the normal wall mounted entry & deck
- I wish to use outdoor security lighting and have shown the location on my site plan.

Roofing:

Indicate the type of roofing material that will use. Wooden shake shingles or concrete "S" tile will **not** be approved.

Roofing Pre-approved:

- Metal Roof, included color sample, must be approved forest color
- Composite asphalt shingle minimum 300#, included color sample, must be approved forest color.
- Other: (include color sample) _____

Windows:

Window frames that are not of reflective nature are desired.

Windows Pre-approved

- Anodize Aluminum, Bronze or Black window frames, included color sample
- Aluminum window frames, include color sample
- Aluminum painted window frames, include color sample
- Vinyl clad wood window frames, include color sample
- Other: (include color sample) _____

Doors:

Indicate the type of exterior doors you intend to use. Manufactured residential doors are acceptable. We recommend solid core wood, stainable fiberglass, or custom made doors with a stain finish. Custom made doors require submittal of rendering or commercial brochure.

Materials: _____ Manufacturer: _____

Style: _____ Color: _____
 include photo _____ include color sample _____

Siding:

Aluminum or vinyl siding are not acceptable. The following building sidings are approved for use:

- T-111 or LP siding stained or painted to meet forest color requirements of brown, tan, or forest green
- Brick (provide color sample)
- 1/2" ship lap or 1/2" minimum tongue and groove wood siding in cedar or pine stained or painted to meet color requirements
- Stone Veneer (provide sample)
- Log construction (stained or painted to meet color requirements)
- Other materials to be reviewed by AC for approval: _____

Trim:

Color requirements of brown, tan or forest green

- Wood Painted (include color sample)
- Wood Stained (include color sample)
- Other materials (include color sample): _____

Garage Doors:

Indicate the type of garage doors you will use. We recommend wood or metal doors, with raised panels with or without window lights. Galvanized or other high gloss finishes will not be approved.

Materials: _____ Manufacturer: _____

Style: _____ Color: _____
 include photo _____ include color sample _____

Additional Comments to Support Project Approval:

Agreement:

CC&R's Section 3.4 Building Materials - No building material of any kind or character shall be placed upon any Lot except in connection with construction on said Lot of an Improvement as approved by the Declarant or Architectural Committee. As soon as building materials are placed on any Lot in such connection, construction shall be promptly commenced and diligently prosecuted in order that such construction shall be completed within a reasonable time after commencement but not later than nine (9) months from the date the material has been placed on the Lot.

NO construction equipment or materials may be left in the street. This includes dumpsters and portable toilets. Please contain all materials and equipment on the site. Lot owner is responsible for cleaning up any dirt or debris on streets or other lots. Use caution so as not to disturb or remove original property pins. They must remain in place and will need to be inspected by the Architectural Committee.

**At NO TIME will campfires or camping on lots be allowed.
Immediate violation with fine will be issued by the BRE Board**

I hereby represent that I have read, understand, and agree to all of the terms and conditions of this Design Review Application and Construction Agreement. As the owner of the property, I represent that this is an accurate and complete description of all construction details and that construction will be completed as described herein. I agree to submit a written application for any changes I decide to make and agree not to proceed with the changes until approval is obtained.

Inspection is required. Architectural Committee will do initial and periodic inspections of the project. The Architectural Committee has the right to enter the property at any time during the project until the project is signed off. It is the homeowner responsibly to notify the AC for final inspection after receiving the Certificate of Occupancy.

_____ **Print Name** _____ **Lot #** _____

_____ **Sign** _____ **Date** _____

This section for Architectural Committee

Approved: YES NO

Reason Not Approved: _____

Date: _____ By: _____
AC of BRE HOA

Date: _____ By: _____
AC of BRE HOA

Date: _____ By: _____
AC of BRE HOA