



## NEW CONSTRUCTION CHECKLIST

**STEP 1 FOR ARCHITECTURAL CONTROL COMMITTEE SUBMITTALS INCLUDE THIS COMPLETED FORM PLUS:**

\$100.00 Review fee payable to WHMD

Two (2) set of Construction Plans.

Two (2) set of Site Plans.

**STEP 2 FOR LANDSCAPE COMMITTEE SUBMITTALS INCLUDE THIS COMPLETED FORM PLUS:**

\$50.00 Review fee payable to WHMD

Two (2) set of Landscape Plans (See WHMD Guidelines for requirements)

**STEP 3 MAIL TO:**

Windsor Highlands Metropolitan Districts (WHMD)

6795 Crystal Downs Drive

Windsor, Colorado 80550

**STEP 4 INCLUDE THE FOLLOWING:** Incomplete submittals will be returned

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

**BUILDER:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **LOT/BLOCK:** \_\_\_\_\_

**CONTACT PHONE#:** \_\_\_\_\_

**GENERAL REQUIREMENTS:**

\_\_\_\_\_ Refer to existing WHMD ACC and All Guidelines.

\_\_\_\_\_ As per covenants a portable toilet and trash dumpster shall be on site throughout construction, the building site must be kept free of debris and trash. The front roadway on lot must be kept clean, free from mud and debris.

\_\_\_\_\_ **Builder must have erosion control in place.**

\_\_\_\_\_ Builders are allowed one (1) Lot/Block marker as agreed upon by builders. Once excavation has begun and/or a pre-sale has been established, one builder sign and one realtor sign will be allowed. **No subcontractor signs allowed.**

**SITE GRADING PLANS** – Two (2) complete sets scaled no less than 1" = 20'

\_\_\_\_\_ Legal description, north arrow, name and address of owner.

\_\_\_\_\_ Property lines and building envelope location and dimensions.

\_\_\_\_\_ Front, rear, and side yard dimensions to property lines.

\_\_\_\_\_ Drive, parking areas, walkways.

\_\_\_\_\_ Proposed Topography lines 2' maximum intervals

\_\_\_\_\_ Location and elevation and top of main finished floor elevation

\_\_\_\_\_ Location of improvements with respect to utility lines and facilities



**CONSTRUCTION DRAWINGS – Two (2) complete sets called no less than ¼" =1'**

- \_\_\_\_\_ Roof plans showing pitch, valleys, hips, material and overhangs
- \_\_\_\_\_ Floor plan, showing main structures and total square footage for each level of home
- \_\_\_\_\_ Exterior elevations showing materials, dimensions, floor-to-floor heights

**COLORS AND EXTERIOR FINISHES – Attached “Exterior Selections Checklist”**

Requires actual color samples of exterior finishes and paint colors

No photos except for brick or stone;

- \_\_\_\_\_ Double hung/casement or slider, wood primed, vinyl clad or vinyl.
- \_\_\_\_\_ Roof to be fiberglass asphalt dimensional shingles with a 40-year warranty or concrete tile slate.
- \_\_\_\_\_ Driveway to be concrete or asphalt

**PROFESSIONAL LANDSCAPE PLANS**

Landscape reviews require \$25.00 fee payable to Windsor Highlands Metropolitan District

See WHMD Landscape Guidelines for additional landscape requirements.

- \_\_\_\_\_ Landscape structures (fences, walls, decks) which include size, type and material to be incorporated
- \_\_\_\_\_ Sodded areas, seeded areas, tree locations and species of trees
- \_\_\_\_\_ Drainage and grading
- \_\_\_\_\_ Sprinkling System

**Preliminary approval of plans is not final approval. NO construction shall commence until final approval of all plans has been obtained in writing from the Architectural Control Committee. Building permits will not be issued by the Town of Windsor without written ACC approval. The owner acknowledges that all improvements must comply with the declaration of the covenants, conditions and restrictions for Windsor Highlands Metropolitan District in Larimer County on April 21, 2004 under Reception #2004-0037453 and any amendments thereto. The requirements of the covenants supersede any Architectural Control Committee approval.**