



## **Ancillary Building Application Instructions and Guidelines**

### **This package contains**

1. This document of instructions and guidelines.
2. Project application checklist
3. Example site plan
4. Ancillary Building Project Application form
5. Construction Notice

**Purpose:** This collection of documents is to help you successfully complete the requirements for submitting an ancillary building construction project application. It consolidates information and forms you will need to complete the process.

### **Use this package for:**

**Constructing a freestanding enclosed building other than the residence regardless of size.**

Reviewing this package will help you prepare and submit your application. It is not a substitute for your careful review and compliance with the covenants and *Design Standards*, both which are available for download from the King's Deer web site, [www.kingsdeer.org](http://www.kingsdeer.org), under Library > Governance Documents.

Caution: Do not design your project from what you see within King's Deer. Do not assume that if a feature exists within the development it will be permitted everywhere. Standards evolve, and variances may be granted for an exceptional condition, which might not apply to your project.

### **Deliver the completed project application to the King's Deer Office:**

King's Deer HOA (Attn: ACC)  
(mail) PO. Box 3143  
(delivery) 19255 Royal Troon Drive (King's Deer Golf Course Clubhouse)  
Monument, CO  
phone: (719) 488-2840 fax: (719) 488-2949

### **What must I submit with the Construction Project Application form?**

Included in this package is an "Application Checklist" to help you complete your application. Follow the checklist and you will likely have satisfied most details that the ACC will expect in your application. However this is not a substitute for reviewing and complying with the *Design Standards* and covenants.

### **What steps must I follow to successfully submit an ancillary building project application?**

When you are ready to submit your project application, get the latest version of this package of forms and instructions from our web site, [www.kingsdeer.org](http://www.kingsdeer.org), under *Library > Forms and Applications*. Alternatively you may pick up a copy from the King's Deer Office.

Ensure you have been developing your project from the latest design standards of the Association. You should review the covenants, the *Design Standards*, and any other documents that relate to the work you are planning. The text on the King's Deer web site, *Library > Governance Documents > Design Standards > Part I. Project Application Types and Processes* provides information to help you determine which documents you should review for your project.

When you deliver your project application with supporting documents to the King's Deer Office, the job site should be prepared for a site visit; these requirements are listed in the *Design Standards*, and are synopsized in the checklist that is part of this package. Failure to carefully and

completely follow these requirements will delay processing your project application and possibly result in the project disapproval.

**How long will it take for the ACC to review and approve my application?**

The ACC requires at least two meetings to complete a project evaluation. The ACC usually meets twice a month; therefore you should allow about four weeks to receive a written confirmation of approval. It is not unusual for the ACC to request additional information after the first review meeting. If the ACC finds issues that need resolution, the review process will likely take longer or the project may not be approved. Although most decisions of the ACC are completed within four weeks, in very unusual circumstances it could take up to seven weeks before a final decision is announced.

To improve the chance of receiving project approval from the ACC, you or your authorized representative are encouraged to attend the ACC meeting. If the ACC has a concern about some aspect of your proposed project, you can possibly quickly resolve that concern during the meeting, or at least have a better understanding of the specific ACC concern and can focus on resolving the specific problem.

**Can I contact someone from the ACC to discuss intended plans before I do all the work to put together a final design and application?**

Certainly. Please contact the King's Deer Office (contact information above) and request an appointment with a King's Deer ACC representative for a preliminary review of your plans. ACC representatives can give you suggestions based upon their experiences serving on the ACC. However the individual ACC members cannot, under any circumstances, make decisions or commitments for the ACC; all decisions of the ACC are reserved for the committee as a group during ACC meetings. Comments by representatives of the ACC outside of an ACC meeting are only the opinions of the individual and are not binding on the ACC.

**How can I minimize the chance of my application being rejected and increase my chance of receiving a quick approval from the ACC?**

- Carefully review all information in this package, the *Design Standards* and any amendments, and make every effort to fully comply.
- Before submitting your application, request a preliminary review of your project by an ACC representative.
- Attend all ACC meetings that will review your project.
- Be flexible in accepting ACC recommendations.

**What should I do with the "Construction Notice"?**

Post it at the property when you submit your project application, in accordance with the guidelines below. The notice alerts other King's Deer property owners of the pending project at your property.

ACC members will periodically visit the property during the review process and will look for the notice to ensure it is properly posted and visible for the required *ten (10) consecutive days* prior to the ACC project approval. If it has not been properly posted, the ACC will disapprove your project application.

**Construction Notice Guidelines**

Print the notice on white or yellow paper. Add the property address, and date posted, in the spaces provided. We recommend that the sign be placed in a gallon-size clear Ziploc, or similar clear waterproof bag. If the notice becomes unreadable, the ACC will not consider the notice properly posted for the required duration. Secure the notice to a rigid backing board and stake, then place it at the property as described below. If the ground is frozen you will probably need to add supporting guys to ensure the sign stays erect. Remember that this area is frequently buffeted by 40+ mph winds; it is your responsibility to ensure the sign remains in place, visible, and readable for the required ten (10) day period regardless of the weather conditions.

Place the sign at least five feet from the pavement edge and not more than 20 feet from the pavement. Do not put it in the community trail. The sign should face directly toward the street so vehicles driving either direction can see it. If the property is located at the corner of two streets the sign must be placed at the intersection—again five to 20 feet from the pavement—and visible from the center of the intersection.

The notice must be at least three feet above ground and not obscured.

**Important:** The notice must not be attached to any existing features such as trees or other street signs. The purpose of using a separate supporting structure is to draw attention to the sign rather than have it blend in with existing features.

**Where and when does the ACC meet?**

Get the most current information of meeting place and time from our web site, under “Calendar.”

**How much is the filing fee and what does it pay for?**

If a filing fee is assessed, the filing fee covers the cost to administer and monitor projects. The association must pay for management and administration of daily tasks, which includes a variety of ACC duties. The fee is based on the cost of these services to the association. The fee is adjusted as costs change. You can get the current fee by calling the King’s Deer Office.

**Compliance Fee**

All applications for ancillary building construction must include a refundable \$1000 compliance fee payable to King’s Deer HOA. This is to ensure construction compliance in a timely manner. The compliance fee is refunded if the project is completed as approved by the ACC, and in accordance with the Association standards—the covenants and *Design Standards*.

During the construction of the project, the ACC will monitor the progress, performance, and compliance. Unapproved deviations from the approved application, or violations of the Association Standards will result in the ACC deducting an amount from the refundable compliance fee (up to \$1000). Owners will be notified in writing when deductions occur. Deviations or violations of standards may be referred for Covenant violation enforcement action.

At the completion of construction, (this includes any required landscaping that was submitted and approved) the owner must notify the ACC that the project is complete. An ACC representative will make a final site visit to validate overall compliance. The ACC may then authorize a refund of whatever the balance of the construction compliance fee remains after any withholds have been deducted (up to \$1000). This refund will be given to the person(s) or business who, according to the Association records, owns the property at the time the ACC authorizes the refund—unless the Association has a written agreement with a project applicant to the contrary.

**If my application is disapproved, do I have any recourse, and have I lost my entire filing fee and compliance fee?**

You may resubmit the project to the ACC. However, before resubmitting you should resolve the cause for the original disapproval.

If you intend to resubmit your project application within two months of the date of the first ACC disapproval of your project, you may be able to avoid paying an additional filing fee depending on the amount of management time that your project application consumed when the ACC first disapproved the project application and the amount of time the new submission will require to accomplish a new review. Resubmittal of a project application more than two months after the project disapproval will require payment of another filing fee if applicable. In the event there is no re-submittal of the project, the compliance fee will be refunded providing no work on the property relating to the project had begun.

**King’s Deer does not refund filing fees, even if the project is disapproved and no resubmission is planned.**

## Ancillary Building Application Checklist

*Disclaimer: This checklist is a guide for the applicant, not a specification. Any conflicts with the covenants, standards, rules or policies of the Association will be resolved by following those documents rather than information in this checklist*

### Administration

- Application filled out completely and signed and dated by the property owner.
- Filing fee, and compliance fee included with application. (Contact HOA office for specific amounts)
- Change orders must be submitted for all exterior changes made to approved plans before changes are made. ***There is no fee charged for change orders.***

### Three identical and complete sets of construction drawings, which must include:

- At least four elevation views drawn to scale 1/4 inch = 1 foot. All exterior architectural features and materials must be indicated, including the type of siding material to be applied to each part of the house.
- Floor plans indicating total area of each level. Label every unfinished area.
- Placement of exterior lighting.
- Type of exterior finishes on all parts of the building (must match main living structure).
- Roof pitch.
- Location and size of all exterior equipment mounted on the roof or ground mounted, including but not limited to, air conditioning compressor/condenser units, roof exhaust fans, fuel tanks, mechanical equipment to support pools or ponds.

### Site

- Setbacks. The Ancillary Building is not located in the front setback (90 feet from the street property line) and is not in the side setbacks (35 feet). The setback along common areas and the golf course is 100 feet.
- All property boundary corner pins must be exposed and clearly flagged by survey marker tape.
- The actual structure must be staked—no offset—and a string pulled around the perimeter so that the outline of the structure clearly matches the submitted site plan.
- Proposed Construction Notice is prominently posted.**

A scale drawing is preferred but not essential if the ACC deems the site plan provides a reasonable representation of the property and the proposed Building. Annotated photographs of the area are useful but not required.

### Site Plan

- Drawn to scale not smaller than 1 inch = 30 feet.
- Provide minimum distance from the proposed structure to all property boundaries and other structures.
- Identify the property boundaries, setback boundaries and all easement boundaries.
- Outline with a dashed line the maximum extent of the property area to be disturbed by the construction project.
- Accurately draw existing contours with dashed lines as two-foot intervals throughout the vicinity of the disturbed area.
- Identify proposed changes to existing contours with solid lines.
- If applicable, identify the boundaries of the finished driveway and vehicle parking area. Label all vehicle access areas to indicate the finish material (i.e. concrete, asphalt, crushed rock).

### **Roof**

- ❑ Materials must match main structure.
- ❑ Manufacturer limited warranty not less than 50 years and a UL Class A fire rating. A list of ACC pre-approved roofing material is available on the King's Deer web site under "Rules, Covenants, and Standards".
- ❑ Roof pitch shall match the main structure.
- ❑ Roof gutter downspouts direct water at least 15 feet away from structure.
- ❑ Identify any roof-mounted equipment. Roof-mounted solar collectors must be fully integrated into the finished roof design to match the roof slope and do not appear as surface mounted. They shall be located or screened so that they do not produce reflections that defeat the intent of the covenants to maintain a natural environment.

### **Decks**

- ❑ Decks must appear as an integral part of the building structure, not as a wooden after-project addition.
- ❑ Deck columns and supports should be substantial in proportion to their length. Deck columns less than eight 8 feet from the ground to column top, shall be at least 12 inches square. Deck columns 8 feet or more from ground to column top shall be at least 18 inches square.
- ❑ Deck columns shall be finished to match the house in color and should contain accent features similar to those on the house.
- ❑ Columns 8 feet or higher and visible from public areas must have stone accent on at least 50% of their surface.
- ❑ Deck railings should be metal rather than wood, or a stucco wall matching the house. Redwood railing will be rejected unless exceptional conditions can justify it; low cost is not justification.

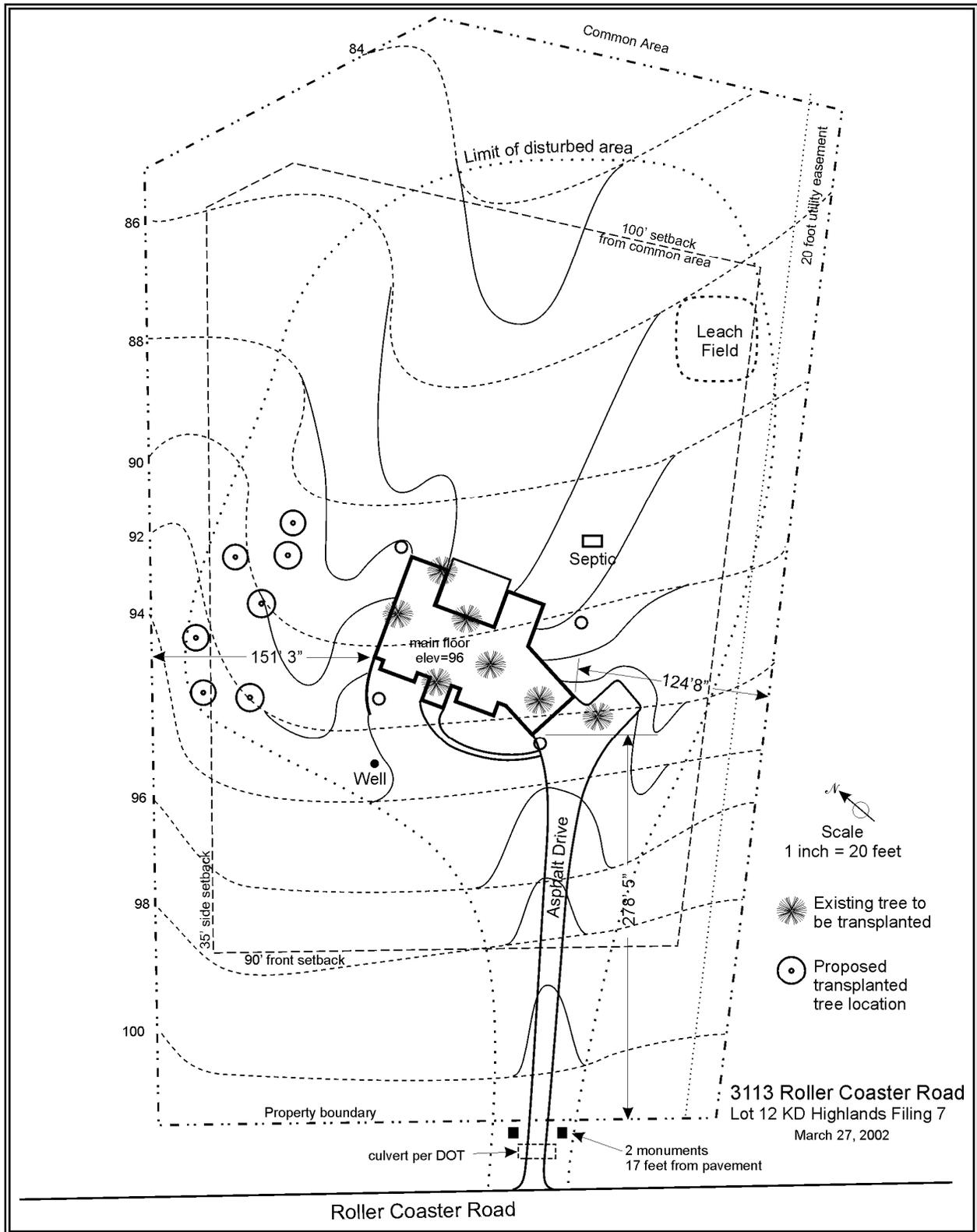
### **Exterior Materials and Colors**

- ❑ Ancillary Building must incorporate the same exterior architectural features as the primary residence.
- ❑ Provide paint chip samples of all exterior paints, including company name and code number.
- ❑ Construction drawings must clearly indicate where the various colors will be applied.

### **Landscaping**

- ❑ A Landscape plan must be included with the Ancillary Building Application indicating proposed Landscaping around the structure that is comparable to the main living structure. [If landscaping minimums have not been met on the property, the Owner will be required to meet and or exceed those requirements as part of the approval process of the Ancillary Building Application]

# Example Site Plan





- King's Deer Classic
- King's Deer Highlands

## Ancillary Building Application

**General Instructions:**

- ✓ This form is for all Ancillary Building projects. (see *Design Standards- Part I. Project Application Types and Processes- for details*)
- ✓ The Ancillary Building checklist (included in this application package) and a site plan must accompany this application.
- ✓ Proposed changes to land contours or drainage patterns must be clearly annotated; drainage across property boundaries shall not be altered.
- ✓ Applications should be accompanied by carefully drawn plans that adequately convey how the project will modify existing conditions. Consider including photographs with annotations; these greatly improve understanding of the existing conditions and the intended modifications.
- ✓ Owners are encouraged to attend the ACC meeting so they can answer any questions that may arise during consideration of the application.
- ✓ Applications that do not clearly describe the proposed project will not be approved.
- ✓ Applications for projects that potentially affect neighboring properties (e.g. view corridors, project expansion toward a neighbor's property), may require extra review time for an ACC action to allow for coordination with adjacent property owners. Covenants allow up to 60 days for ACC review; plan accordingly.
- ✓ Submit this form with all supporting documents and necessary fees to:  
King's Deer HOA (Attn: ACC); delivery: 19255 Royal Troon Dr; Monument, CO; or mail: PO Box 3143; Monument, CO 80132

*\*All items below marked with an asterisk must be completed or the application will be rejected without review.*

\*Submittal Date: \_\_\_\_\_ Lot no. \_\_\_\_\_ Filing no. \_\_\_\_\_ email: \_\_\_\_\_

\*Filing Fee Check Amt: \$ \_\_\_\_\_ \*Check No.: \_\_\_\_\_ \*Compliance Fee Check Amt: \$ \_\_\_\_\_ \* Check No. \_\_\_\_\_

\*Property Address: \_\_\_\_\_

\*Owner: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Owner current mailing address: \_\_\_\_\_ \*City, State Zip \_\_\_\_\_

\*Detailed description of work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all accompanying documents and items: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

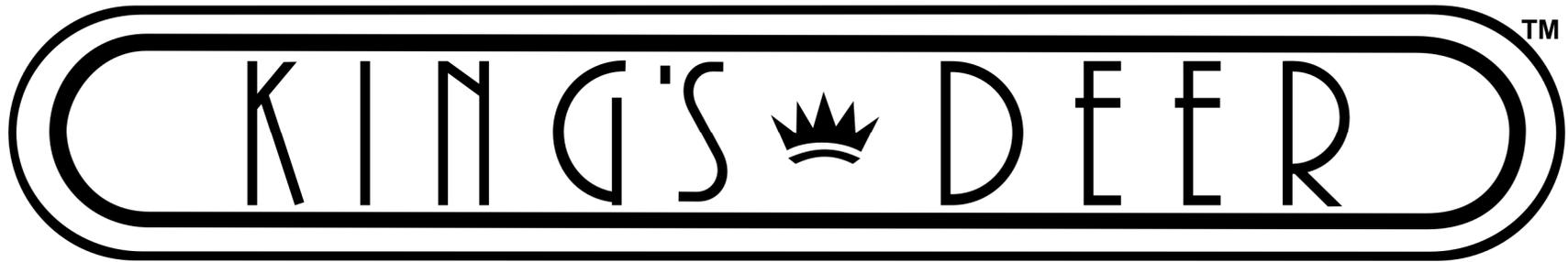
Owner agrees to the following:

- No work shall begin prior to application approval by the ACC.
- The owner or representative must not remove live trees or cut them down without ACC approval.
- Owner acknowledges that there are underground utilities on each lot and it is owner's responsibility to ensure these utility locations are properly identified prior to any digging, whether for construction, for landscaping, or for any other purpose.
- **ACC approval is effective for 60 days. Projects not started within 60 days of approval are no longer approved.** ACC may grant extension if requested in writing and justified.
- The effective start date shall be the day immediately following the ACC approval date, unless Owner notifies the ACC in writing of the actual project start date, which shall not be more than 60 days following the ACC approval date.
- Project completion must be within 9 months of project approval.
- ACC may grant an extension to the required completion date if requested in writing and justified.
- Owner grants permission for King's Deer HOA representatives to visit the project site during normal duty hours, for the project duration, for the purpose of validating that the project is in compliance with ACC approval.

\*Owner Signature: \_\_\_\_\_ \*Date Signed: \_\_\_\_\_

ACC Comments and Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



# PROPOSED CONSTRUCTION

**THIS PROPERTY ADDRESS:** \_\_\_\_\_

**FOR PROJECT INFORMATION CONTACT KING'S DEER HOA  
PO Box 3143; Monument, CO 80132; Ph: (719) 488-2840**

*King's Deer property owners may review the project plans and submit comments to the King's Deer Architectural Control Committee by contacting the above office.*

*This notice must be posted for at least ten days prior to an ACC decision on the project application.*

Date Posted: \_\_\_\_\_