



# Ancillary Building Application Guidelines

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## General Application Instructions

- This application is for Ancillary Building projects only. Ancillary Buildings are freestanding enclosed buildings other than the residence regardless of size.
- Include descriptions of all colors and materials used and whether they match existing materials.
- Carefully review the Covenants and Design Standards, both of which are available for download from the King's Deer website.
- 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 situation, which might not apply to your project.
- Identify any changes to exterior lighting. All lighting must be shielded to avoid nuisance.
- Applications should include drawings and annotated photographs that adequately convey how the project will modify existing conditions.
- Applications must clearly describe the proposed project or they will not be approved.
- Projects impacting neighboring properties (e.g. view corridors, etc.) may require extended review (up to 60 days).
- At the completion of construction (including any required landscaping submitted and approved), the owner must notify the ACC that the project is complete.
- If you have any questions about the application, project or process, contact the HOA manager.

## Submission Process

- For fastest response, submit the application and supporting documents via the form on the website. Alternatively, you can email the form with the supporting documents to the HOA office.
- All required fields must be completed or the application will be rejected.
- Owners are encouraged to attend ACC meetings during review so they can answer any questions that may arise during consideration of the 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.
- The filing fee covers the cost of administering and monitoring projects. 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 schedule on the website.

### Filing & Compliance Fees

- Ancillary Building Projects are assessed a non-refundable filing fee to cover the cost of administering and monitoring the project. The current fee schedule can be found on the website.
- All applications for ancillary building construction must include a refundable compliance fee payable to King's Deer HOA. This is to ensure construction compliance on time. The current fee schedule can be found on the website.
- The compliance fee is refunded if the project is completed as approved by the ACC and per the Association standards—the Covenants and Design Standards.
- 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.
- Owners will be notified in writing when deductions occur. Deviations or violations of standards may be referred for Covenant violation enforcement action.
- 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 withholdings have been deducted.
- 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 you intend to resubmit your project application within two months of the date of the first ACC disapproval of your project, you could avoid paying an additional filing fee.
- Resubmittal of a project application more than two months after the project disapproval will require payment of another filing fee if applicable. If the project is not resubmitted, the compliance fee will be refunded, provided no work on the property relating to the project has begun.



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

### **Owner Responsibilities and Agreement**

- **Applications must be received at least 72 hours prior to the ACC meeting to allow sufficient review time.**
- No work shall begin prior to ACC approval.
- Live trees may not be removed or cut without ACC approval.
- Owner must identify underground utilities prior to any digging 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 an 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 must be completed within 9 months of the start date unless extended.
- Owner grants permission for King's Deer HOA representative 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.
- A non-compliance fine may be imposed on any project that does not adhere to the specifics of the project as submitted by the Owner of the property and approved by the ACC.
- Submission of this application does not imply acceptance or approval of the project



## Application Checklist

Disclaimer: This checklist is a guide, 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 must be submitted with all required information and supporting documents.
- ☐ Separate checks for the filing fee and compliance fee are included with the application.
- ☐ 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.
- ☐ One digital set of plans, 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 applied to each part of the house.
  - ☐ Floor plans indicating the 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, generators, solar panels, roof exhaust fans, fuel tanks, and mechanical equipment to support pools or ponds.

### Preparation of 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.
- ☐ Post the Proposed Construction Notice prominently posted when you submit your project application.



### Site Plan

- ☐ 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.
- ☐ 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 at 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 the main structure.
- ☐ Manufacturer's limited warranty of not less than 50 years and a UL Class A fire rating. A list of ACC pre-approved roofing materials is available in the Design Standards, Appendix B.
- ☐ Roof pitch shall match the main structure.
- ☐ Roof gutter downspouts direct water at least 15 feet away from the structure.
- ☐ Identify any roof-mounted equipment. Roof-mounted solar collectors must be fully integrated into the finished roof design to match the roof slope. 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 feet from the ground to the column top shall be at least 12 inches square. Deck columns 8 feet or more from the ground to the 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 like those on the house.
- ☐ Columns 8 feet or higher and visible from public areas must have stone accents 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 justify it; low cost is not a justification.

#### Exterior Materials and Colors

- ☐ Ancillary Building must incorporate the same exterior architectural features as the primary residence.
- ☐ Provide paint color details for all exterior surfaces, including company name, color, and code number.
- ☐ Construction drawings must 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 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.

#### Construction Notice

- ☐ The Construction Notice must be posted prominently at the property. ACC members will periodically visit the property and will ensure it is posted and visible 10 consecutive days prior to ACC project approval.
- ☐ Print the notice on white or yellow paper. Add the property address, and date posted, in the spaces provided.
- ☐ The notice shall 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 to ensure the sign stays erect. The notice must be at least 3 feet above ground and not obscured. Important: The notice must not be attached to any existing features such as trees or other street signs.
- ☐ 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 in either direction can see it. If the property is located at the corner of two streets, the sign must be placed at the intersection and visible from the center of the intersection.