



# New Construction Application Guidelines

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## General Application Instructions

- This application is for New Construction projects only. New Construction projects include:
  - Construction of a new house
  - Adding a structure that requires a foundation to an existing house
  - Reconstructing a damaged or destroyed main residential structure.
- 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.
- Include descriptions of all colors and materials used and whether they match existing materials.
- 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 and Compliance Fees

- New Construction 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 new 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

## Default King's Deer Landscape Plan

### Property

Address: \_\_\_\_\_

In lieu of submitting a custom landscape plan with the application for new construction on the King's Deer property identified above, **I agree to accomplish the following minimum landscaping improvements:**

1. All areas on the property disturbed during the construction project will be graded and restored to native grasses within ninety days of the project completion as determined by the Architectural Control Committee.
2. Erosion in areas disturbed by the construction of the new house will be controlled within ninety days of the project completion as determined by the Architectural Control Committee.

☐ This is King's Deer Highlands subdivision property. In accordance with the King's Deer Highlands Subdivision covenants, not less than ten healthy evergreen trees (pine, fir, spruce) will be planted at the locations identified on the site plan. These trees will be not less than four feet in height and will be maintained to ensure their survival. I agree to replace any of these trees that die or become severely stressed, as determined by the King's Deer Homeowners Association, and the replacement will occur within six months of written notification to me by the Association.

### Completion Requirements:

If the construction completion, as determined by the ACC, is before August 1, the above minimum landscape requirements must be completed by September 1 of the same year or by an alternative date set by the ACC. Otherwise, the above minimum landscape requirements must be completed by July 1 of the following year.

I understand that no compliance fee will be refunded prior to confirmation by the Architectural Control Committee that the above provisions have been satisfactorily accomplished, and if the deadline for completion has not been met, the entire compliance fee may be withheld. I also understand that failure to comply with the minimum landscape standards and any resulting loss of the compliance fee may not be the only action taken by the Association and does not relieve me from meeting the above requirements.

ACC-approved exceptions to the above conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACC Chair

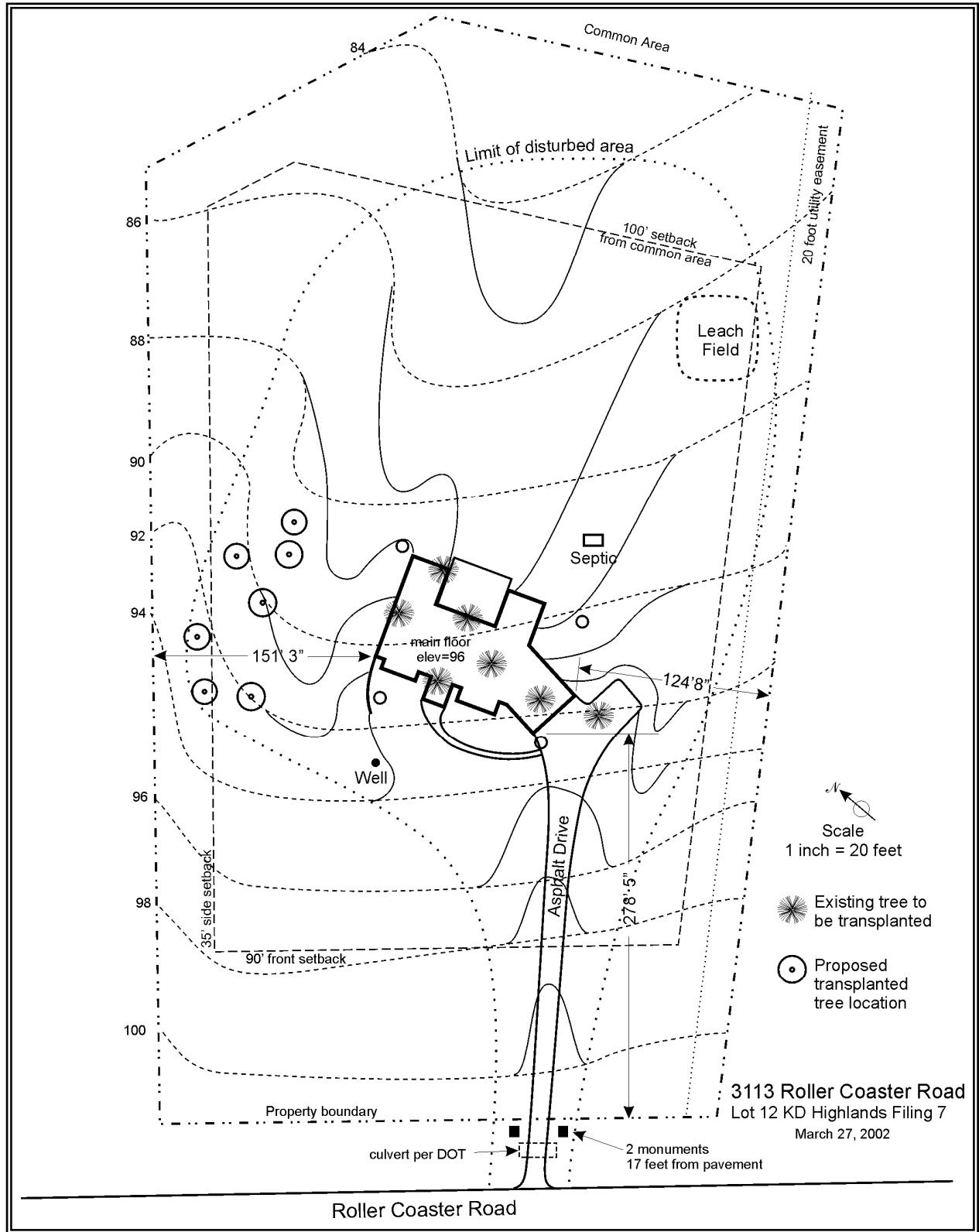
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

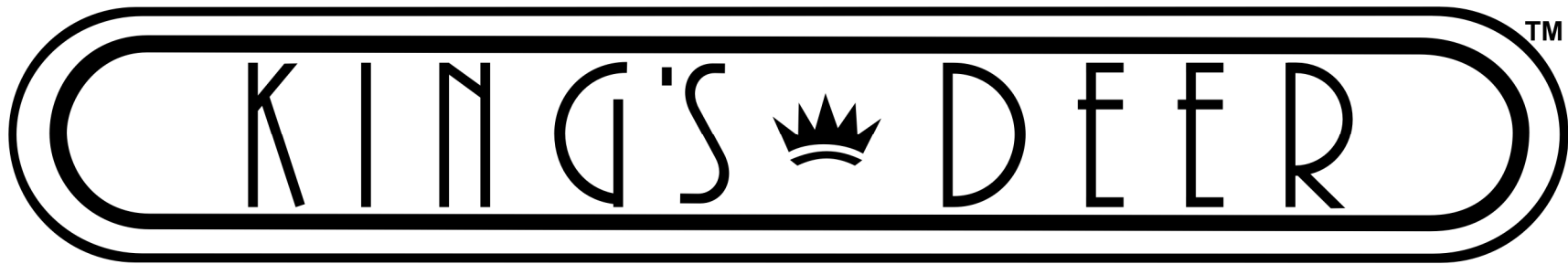
Owner

Name (printed): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Example Site Plan





# PROPOSED CONSTRUCTION

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

**FOR PROJECT INFORMATION CONTACT KING'S DEER HOA**  
**admin@kingsdeer.org      PHONE: (719) 679-7146**

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



## 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 house and other structures are not located in the front setback (90 feet from the street property line) and are not in the side setbacks (35 feet). The setback along common areas and the golf course is 100 feet
- ☐ The house is located within the designated site pad for the property, where applicable. Requests to move the house outside of a designated site pad require the written concurrence of surrounding property owners, whom the ACC believes are likely to be impacted by the waiver.
- ☐ All property boundary corner pins must be exposed and clearly flagged by survey marker tape. Missing corner pins must be replaced so that the locations of property boundaries are known.
- ☐ 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.

**House Plan** - Areas specified in this section only refer to the living area of the house and do not include garages, patios, decks, etc

- ☐ Ranch-style homes without a basement shall have a total of at least 2,500 square feet.
- ☐ Multiple-level homes having one floor above ground level must have a total of at least 3,000 square feet. Ground floor level must be at least 1,600 square feet.
- ☐ Multiple-level homes having two or more floors above ground level must be at least 3,000 square feet. Ground floor must be at least 1,600 square feet, and the total area of above-ground floors must be at least 2,000 square feet.
- ☐ The maximum height of any structure shall not exceed 35 feet measured from the original terrain level to the highest point of the structure directly above that point.
- ☐ Avoid all encroachments or projections into setbacks. Waivers may be sought from the ACC but are generally granted only in the most exceptional circumstances.
- ☐ All exterior walls, if framed, must be 2 X 6 construction or better unless otherwise approved by the ACC.

#### Site Plan

- ☐ Drawn to scale not smaller than 1 inch = 30 feet.
- ☐ Accurately identify the location of all poles that designate the authorized house site.
- ☐ Provide a minimum distance from the proposed structure to all property boundaries.
- ☐ Identify the property boundaries, setback boundaries, and all easement boundaries.
- ☐ Identify proposed location for well, septic tank, and leach field.
- ☐ Outline, with a dashed line, the maximum extent of the property area to be disturbed by the construction project. This shall include the area of the well and leach field. Also, include no more than two proposed vehicle access routes into and out of the property during the project. All vehicle access and egress must be confined to these routes. All land beyond the limits of the disturbed area boundary must remain in its natural state (i.e., undisturbed).
- ☐ 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.
- ☐ 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).



- ☐ Outline and label all proposed structures to be approved by this project application.
- ☐ Outline the anticipated boundaries of any future structures that are contemplated for the property and label them with a description of the type of structure (e.g., “Future Garage”).
- ☐ Identify the exact location of any driveway monuments, fences, enclosure walls exterior to the house, flagpoles, etc., that will be included in the project. No structure of any kind may be constructed without approval by the ACC in advance.
- ☐ Identify all existing trees with a trunk diameter larger than four inches in diameter measured four feet above the ground that will be removed or relocated during this project. Indicate where they will be transplanted on the property. Unless approved in advance by the ACC, existing trees must be transplanted within the property rather than destroyed or otherwise removed from the property.
- ☐ Location of all exterior equipment mounted on the ground, including but not limited to air conditioning compressor/condenser units, fuel tanks, generators, pool or pond mechanical equipment, etc.
- ☐ Identify the location and finish of all culverts.

## Roof

- ☐ Materials should have a three-dimensional appearance. Tile or slate is encouraged.
- ☐ Manufacturer’s limited warranty of not less than 50 years and a UL Class A fire rating. A list of ACC preapproved roofing materials is available on the King’s Deer website in the Design Standards, Appendix B.
- ☐ Roofing materials are evaluated for harmony of color and texture with other materials on the home and adjacent properties.
- ☐ Minimum roof pitch shall be no less than 6:12.
- ☐ Metal roofs are not allowed. Exceptions are granted for small accent features, which are typically copper, or for some metal roof systems that do not appear as a metal roof.
- ☐ The roof overhang for a ranch-style house shall be at least 24 inches; otherwise, it will normally be 16 inches.
- ☐ 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.
- ☐ No roof penetration shall extend more than twenty-four (24) inches above the roof surface without being encased within structural elements to integrate it with the house



architecture.

### 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 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 can justify it; low cost is not a justification.

### Exterior Materials and Colors

- ☐ Masonry materials—stone, brick, stucco—must cover a minimum of 50% of the front, exterior area of the residence.
- ☐ If brick or stone is the primary siding on the front of a house, then the same brick or stone must also be wrapped around to the sides of the house so that it covers at least 15% of the sides if the sides are visible from any public area, including streets, the golf course or common areas.
- ☐ Houses that are predominantly stucco shall have stone accents applied to not less than 15% of the front. When the back or sides of a house are highly visible from public areas, the same application of stone shall apply.
- ☐ All detached structures shall match the house in architecture, materials, and color.
- ☐ Subdued and unobtrusive colors that complement the natural environment of this area are required.
- ☐ Provide paint color details for all exterior surfaces, including the company name, color, and code number.
- ☐ Construction drawings must indicate where the various colors will be applied.
- ☐ Structures that are predominantly dark or intense colors will not be approved.

### Driveways



- ☐ Asphalt, concrete, or cobblestone driveway surfaces are required.
- ☐ A maximum 12-foot-wide drive from the street to the garage and a turnaround area are allowed. Variations are to be submitted for review.
- ☐ At every vehicle entrance to the garage, a concrete slab extending at least 15 feet from the garage is required.
- ☐ Describe materials and details of how culverts will be flared to the adjoining ditch.

#### Driveway Monuments and Mailboxes

- ☐ Light fixtures recessed into a monument are encouraged to prevent damage to the fixture. Light must be directed to the driveway entrance and shielded from presenting a visual nuisance to other properties.
- ☐ Driveway monument design and location must be fully described. Monuments should be placed at least 18 feet from public streets to avoid damage from snowplows. They shall be finished with the same masonry materials as the house and be architecturally interesting and attractive.
- ☐ **CLASSIC ONLY:** Mailbox monuments shall be approximately 3 feet from the street and include a drivable approach and departure on the road shoulder. The monument shall be no less than 24 inches square and high enough to totally enclose the mailbox at the proper height for mail delivery services. The mailbox monument shall be finished in the same masonry materials as the house and be architecturally interesting and attractive.
- ☐ **HIGHLANDS ONLY:** Mailboxes shall be a single, standardized style and color, as determined by the Board of Directors. Details available from the King's Deer HOA office. Mailbox location is determined by the office of the US Postal Service in Monument, Colorado.

#### Landscaping

- ☐ The landscape plan must be submitted with the New Construction Application. A default landscape plan that meets the minimum landscape requirements for King's Deer is acceptable. This package contains a Default Landscape Plan for your convenience; if used, it must be signed by the property owner and dated.

#### Lighting

- ☐ Outdoor lighting is permitted so that it does not create a visual nuisance to other properties. Twenty-five-watt bulbs are adequate for general security illumination. Low-voltage lighting is strongly encouraged.
- ☐ Exterior fixtures shall direct the light only to the intended area(s) of illumination on the



property.

### Flagpoles

- ☐ Height shall not exceed 25 feet.
- ☐ Must be placed within 40 feet of the house and shall not be in a setback. F
- ☐ Flag size shall not exceed 45 square feet.
- ☐ If illuminated, the illumination must originate from within 10 feet of the flagpole base or the top of the flagpole and be focused directly on the flag, shielding the light from all other areas on and off the property

### Construction Storage

- ☐ Include details of any storage container intended for use on the project and the duration for which that container is requested. Unless otherwise approved by the ACC, storage containers will not be permitted on the property after the basic structure is up and enclosed.

### Flagpoles

- ☐ All signage placed on the property must meet the current King's Deer signage policy, a copy of which is located on the King's Deer website or can be obtained from the King's Deer HOA office.

### Well Permit

- ☐ A copy of the well permit (issued by the State Engineer) must be submitted to the ACC not more than two weeks following the completion of the well.

### 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.