



Mountain Valley: An Aspen Neighborhood

REVISED 4/5/2018

Architectural Guidelines for Mountain Valley

Quite simply, our goal is that all new construction in Mountain Valley should fit comfortably within its natural setting; have minimal visual impact and be constructed with materials and colors drawn from the immediate, natural context. Change and evolution of the buildings in Mountain Valley is neither prohibited nor discouraged, but must take place in a manner consistent with the architectural character of the neighborhood. Highly reflective materials and excessive outdoor lighting/noise can be a distraction to neighbors and are discouraged.

Design Review Board

It is the purpose of the *MV-DRB* to direct development in ways that enhance the attractiveness of Mountain Valley as an active, diverse, year-round community—one where property owners will be assured of the lasting quality of the community within which they live and work.

The Mountain Valley design review process consists of meetings between an Owner, Owner's representative and architect, and the Mountain Valley Design Review Board (*MV-DRB*). This process starts with a Schematic Design submission and meeting and ends with the completion of construction. The *MV-DRB* role is to assist owners through the design review process.

The *MV-DRB* is comprised of not less than three or more than six members who are selected to represent a cross-section of design professionals and who are familiar with the conditions and issues involved with designing and building in Mountain Valley. The *DRB* meets on an as needed basis and is responsible for reviewing all new construction, and all alterations to existing buildings, in Mountain Valley.

The *DRB* will evaluate all construction proposals in accordance with these Mountain Valley Architectural Guidelines. The main goal of the *MV-DRB* is to determine that the proposed development is consistent with the overall objectives of these Guidelines.

Design Review Procedures

This Section provides a "road map" to guide an applicant through the design and construction review in Mountain Valley. This design review process must be followed for all construction activity in Mountain Valley to include:

- The construction of a new building;
- The renovation, expansion or refinishing of the exterior of an existing building;
- Landscape changes to a site, including fences or other improvements.

The Applicant must also meet the submittal and approval requirements of Pitkin County in order to obtain a Building Permit. Precise submittal requirements may be obtained from the Pitkin County Building Department and Pitkin County Community Development Department. It should be clear that the HOA DRB does not review county code aspects of the project, including Floor Area, Height Limits, or Site Plan conformance.

I. Schematic Design Review and Approval

During this step, the applicant shall prepare and submit to the *DRB* for review and approval a Schematic Design package which should adequately convey existing site conditions, constraints, new building design, vehicular and pedestrian access, the proposed use of exterior materials and colors and conceptual landscape design. The package shall include the following drawings and/or materials:

A. Survey

One copy of the property survey (minimum scale: 1"=20') prepared by a licensed surveyor if applicable.

B. Proposed Site Plan

Two (2) sets of 11" x 17" reductions of the site plan indicating existing and proposed topography, property boundaries, the footprint(s) of buildings relative to the building envelope boundaries area, driveway access with proposed grades, existing vegetation, all easements of record, proposed limits of construction, scale and north direction.

C. Building Plans

Two (2) sets of 11"x 17" reductions of plans including floor plans for each level of building(s) and exterior elevations and roof plan indicating elevations for each floor and of the highest roof ridge as measured from finished and existing grade. Overall building dimensions should be indicated.

D. Conceptual Landscape Plan

Two (2) sets of 11"x17" reductions of the landscape plan including location of existing vegetation, limits of site disturbance, proposed areas of new landscaping, re-vegetation specifications for reseeding and mulching and preliminary drainage plan and erosion control measures per the County CMP.

E. Design Review Board Application and Fee

Submit one (1) copy of completed application and fee with drawings. Copy must be signed by Owner.

DRB will review the Schematic Design Package and notify the applicant in writing not more than twenty-one (21) days after receiving the conceptual design package. It should be noted that during the Schematic Design Review phase, the DRB may reach out to adjacent neighbors for notification of the pending development.

II. Final Design Review and Approval

Upon approval of Schematic Design Package, applicant shall prepare and submit a Final Design Package to the *DRB*. The contents of the Final Design Package should be substantially consistent with the approved Schematic Design Package, while responding to any conditions or revisions imposed by the *DRB* at Schematic Design Review. The Final Design Package shall include the following:

A. Final Site Plan

The final site plan shall indicate proposed building footprint(s), along with all proposed site development(s). Site design plan should include locations of all exterior mechanical equipment that may be a part of the design.

B. Floor Plans - Final

C. Elevations - Final

Illustrate the exterior appearance of all elevations of the building or renovation where applicable. Describe all exterior materials, colors, and finishes (walls, roofs, trim, chimneys, windows, doors, etc.) and locate all exterior lighting fixtures. Elevations should indicate floor, deck, and roof heights relative to existing grade to get an understand of height impact

D. Building Section(s)

Indicate building walls, floors, interior relationships, finished exterior grades and any other information to clearly describe the interior/exterior relationships of the building as well as the building's relationship to the site.

E. Roof Plan

Indicate areas of snow shedding and water removal, as well as the specific techniques proposed to manage snow shed areas which may conflict with pedestrian and vehicular zones. In addition, indicate the location of all mechanical devices which are proposed to be located on the roof.

F. Perspective Sketches if possible

The submission should include perspective renderings if possible of the finished building design, in order to help the DRB members and/or neighbors in understanding the finished design. This drawing should indicate materials, textures, and trim details; the more information provided the better.

G. Landscape Plan

The proposed landscape plan should include:

- Layout Plan - Locate in detail all proposed outdoor lights. Submit cut sheets of all proposed light fixtures and indicate the lighting control strategy. Indicate and detail proposed identification sign.
- Grading plan - Include existing and proposed contours at 2 (two) foot intervals, spot elevations, drainage patterns, and snow storage areas.
- Planting plan - Include plant material legend which lists common and botanical names, plant sizes and plant quantities which are keyed to locations on plan. Locate rock outcrops, decks or patios, service yards, driveways, and any other freestanding structures.

H. Site Verifications

Owner to provide the following for on-site verifications if requested by the DRB, or if requested by an immediate neighbor:

- Stake out all corners of new development.
- Provide story pole(s) to indicate maximum height and extent of development.

I. Specifications (if requested by DRB)

Provide written specifications and color boards where necessary for the following items if requested:

- Exterior wall materials and colors;
- Location, type and size of all solar devices;
- Exterior lighting fixture cut sheets;
- Location and type of proposed chillers or air-conditioning units, including all sound specifications, that are required by the Pitkin County building permit process.

J. Design Review Board Application and Fee

Submit one copy of completed application and fee with drawings.

Final Design drawings must be approved by the DRB prior to submitting the plans to the Pitkin County Building Department for its plan check process in order to obtain a building permit. All subsequent changes, per the City or Owner must be approved by the DRB prior to construction.

III. Final Permit Drawing Submission

Prior to starting construction, the applicant/Owner shall provide a copy of the approved Permit Set of construction documents to the *DRB*. The contents of the final working drawings submission should be consistent with the approved Final Design Package, while responding to any conditions or revisions imposed by the *DRB and/or Pitkin County*. The final submission shall include the following:

- Final Permit Set of Drawings as approved by Pitkin County (Construction Set).
- Approved County Construction Management Plan (CMP).

Construction Regulations

The Construction Regulations consist of the general guidelines below as part of the construction process in Mountain Valley, and are in addition to the project Construction Management Plan requirements for Pitkin County. Once begun, construction must be completed expeditiously and strictly in accordance with the approved final permit drawings. The MV DRB has the right to inspect the project during construction to verify compliance with approvals granted.

Building Permits

All construction work must be performed under an approved Pitkin County permit. As stated above, approvals granted by the MV DRB do not represent nor are a substitute for required Pitkin County permit regulations and approvals.

Notification of Adjacent Property Owners

Prior to the start of construction, applicant shall notify adjacent neighbors and lot owners of the proposed plans and construction schedule. Names and addresses can be supplied by the Pitkin County Assessor's Office upon request.

Excavation and Grading

Extreme care must be taken during excavation to assure that trees not authorized for removal are not damaged. Also brush, surplus soil, and other excavated debris must promptly be removed from the building site. Blowing dust from grading must be controlled by watering. All site control shall be per Pitkin County Construction Management plan regulations.

Noise

Each Applicant shall use all reasonable efforts to minimize external noise resulting from its construction activity, including loud music, and shall be bound by all regulations governing construction noise.

Hours of Construction

The approved hours of construction are from 8:00 am till 6:00 pm Monday through Saturday. No work is to be performed on Sundays.

Parking

Parking shall be restricted to on-site only, and street parking is absolutely prohibited. The Applicant is to minimize impacts to vehicular circulation during temporary deliveries of materials or equipment. The applicant's contractor is to review with the DRB the Construction Management Plan submitted to the County to verify site management during construction. Trash dumpsters, portable toilets, construction trailers will be located on private land and indicated as such on submitted site plans.

If road closure (partial or complete) is required for utility placement, crane placement, trenching, concrete transport, etc. the submitter will notify the Mountain Valley Homeowners Association 24 hours in advance in order to inform the inconvenienced homeowners.

Project Identification

There is to be a posting of Owner, Architect, General Contractor, and Contact Person with addresses and contact phone numbers on file with the Mountain Valley Homeowners Association and also posted on site as per Pitkin County sign guidelines.

Protection of Property

All construction activity shall be contained on the home site for which a building permit has been issued unless specific authorization is received in writing from the *DRB*. In no event shall construction activity affect another *home site* without prior written approval from the *home site's owner*. Access to the home site shall be only from the approved road adjoining the site and from the approved final access point to the *home site*. Any common ground, adjacent home sites or roads damaged during construction shall be promptly restored to their original condition to the satisfaction of the *DRB*. If restoration is not accomplished by the end of the growing season following completion of construction, all required repairs will be performed by the Mountain Valley Homeowner's Association with all costs plus 50% thereof charged to the person in whose name the building permit was issued.

Temporary Structures

A small job office may be maintained on the site in accordance with Pitkin County regulations. Temporary living quarters for workmen or the owner will not be permitted. The job office shall be removed within 30 days after completion of the permanent building.

Tree Removal

An Owner who removes, destroys, or significantly damages a tree of 3 inches caliper or more beyond the approved limits of construction or disturbance shall be liable to the Mountain Valley *DRB* for the sum of up to \$5,000 or the full replacement cost of the tree for each tree destroyed, whichever is greater. The Mountain Valley *DRB* may authorize the removal of trees in the event a tree is disease bearing or poses a threat to health and safety, or direct any additional tree removal requests to Pitkin County.

Erosion and Sediment Control

During construction, erosion shall be minimized through proper soil stabilization, water control, and timely revegetation. The contractor shall implement all control techniques outlined in the applicant's approved Erosion Control and Revegetation Plans with the Construction Management Plan.

Construction Signs

One construction sign will be allowed for each project. The sign shall not exceed 8 square feet of total area, and shall be located within the project boundary and visible from an adjacent roadway and/or entry to the project.

Final inspection

To ensure that all portions of the construction activity including all landscaping and remedial work are fully complete according to the approved final working drawings, the *MV DRB* reserves the right to request a final inspection with the Owner. If any deficiencies or conflicts are discovered relative to the approved plans, the *MV DRB* has the right to schedule a follow up meeting with the Owner to review appropriate mitigation methods or approvals.

Application Fees

Mountain Valley Design Review Board Application Fee Schedule:

Schematic Design Review Fee: \$1,000.00

Final Design Review Fee: \$1,500.00

Total: \$2,500

Additional Clarifications:

- Minor** projects of under \$250,000 may be submitted and reviewed as an administrative process with no formal meeting, and will require a review submission fee of **\$250.00**.
- Modification to previously approved plans that require an additional DRB meeting or site meeting(s) will require of review submission fee of **\$150.00**.
- All design review fees are non-refundable.
- Make checks payable to the Mountain Valley Homeowner's Association. Mailing address:

Mountain Valley Homeowners Association

P.O. Box 11155
Aspen, CO 81612

Refundable Construction Compliance and Damage Fee Deposit

A deposit of \$10,000.00 shall be paid to an escrow account with the Mountain Valley Homeowners Association at the START OF CONSTRUCTION and returned to the Owner at the time of final approvals, provided no damage occurred requiring use of the monies, and to ensure the Landscaping Plan has been implemented as approved.

- Make check payable to the Mountain Valley Homeowner's Association and put note in description line indicating "Construction Escrow". Mailing address:

Mountain Valley Homeowners Association

P.O. Box 11155
Aspen, CO 81612

Single Family Residential Application

Application Date: _____

Date of *DRB* Meeting: _____

Type of Review

Schematic Design Review Final Design Review Modifications Review

1. Application will be accepted after all information and fees are provided. Please note that a complete application will streamline the approval process.

2. Fee must be submitted at time of application; please note that there is a fee required for Schematic Design Review and Final Design Review. No meeting will be scheduled until fees are received and drawings are submitted in accordance with the process.

3. Please contact the *DRB* staff regarding application questions.

Section I: Project Information

A. Name of Project or LLC:

Project Description: _____

B. Location of Project:

Legal Description: _____

Street Address: _____

C. Name of Owner (not LLC):

Mailing Address: _____

Email: _____

Telephone: _____

Authorized Representative of Owner: _____

Email: _____

Telephone: _____

D. Name of Architect: _____

Firm: _____

Mailing Address: _____

Telephone: _____

Email: _____

I have read and fully understand this document, and I agree to comply with the Mountain Valley Design Guidelines, the DRB Submission Requirements, and the Construction Regulations concerning construction activities and development within Mountain Valley. I understand that if a violation of the documents aforementioned occurs, I may be subject to a fine.

Printed Name of Owner: _____

Signature of Owner: _____ Date: _____

Printed Name of *General Contractor*: _____

Signature of *General Contractor*: _____ Date: _____

General Contractor phone: Office: _____ Mobile: _____

General Contractor email: _____

Section II - Project Data

A. Total Home site Acreage: _____

B. Maximum Allowable Building Height: _____

C. Maximum Allowable Gross Floor Area: _____

D. Proposed Maximum Gross Floor Area:
Residence _____ sq. ft.

Decks/Patios: _____ sq. ft.
Garages: _____ sq. ft.
Total: _____ sq. ft.

E. Number of Bedrooms: _____

F. Number of Parking Spaces: Covered: _____ Uncovered: _____
Total: _____

G. Primary Exterior Materials (material and color):

Primary Siding: _____

Secondary Siding: _____

Stone: _____

Roofing: _____

Window Color: _____

Other Exterior Materials:

H. Estimated Start Date: _____

I. Estimated Date of Completion: _____