

## CTC OWNERS' ASSOCIATION ARCHITECTURAL REVIEW PROCESS

The Declaration of Protective Covenants for the Colorado Technological Center states that no improvement shall be commenced, constructed, placed, erected or maintained upon any Building Site, nor shall any exterior addition to or change or alteration thereof be made, unless and until complete construction plans and specifications have first been submitted to and approved in writing by the appropriate property owners' association and the City of Louisville.

In order to comply with this requirement and enforce the covenants, the CTC Owners' Association ("CTCOA") has appointed an Architectural Control Committee (the "ACC") and has established the following procedures.

1. The architectural review ~~is by the ACC will be~~ limited to that required by the ~~covenants for the~~ Colorado Technological Center Covenants.
2. Property Owners shall submit three complete set of plans and an electronic plan set, your checklist (page 2 of this document), and pay fees for CTCOA review, as follows:
  - **New ~~d~~Development:** within 30 days of submittal to the City of Louisville.
  - **Significant Modifications to existing buildings:** building plans for exterior modifications shall be submitted to the CTCOA at the time of building permit application to the City of Louisville.
  - **Minor Modification (~~generally to existing landscaping and/or signage~~):** ~~landscaping~~ plans shall be submitted ~~to the CTCOA prior to commencing the~~. ~~The ACC will set the fee based on the size of the project~~ modification and/or concurrent with application to Louisville.

A checklist for submission to CTCOA is found on the next page.

3. The plans and plan review fee are submitted to, c/o Chuck Reid, CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 500, Greenwood Village, CO 80111; [chuck.reid@claconnect.com](mailto:chuck.reid@claconnect.com). Plans will then be forwarded to the architect and ACC for review and action.

~~4. The plan review fee schedule is as follows:~~

**4. For New Development and/or Significant Modifications:**

- ~~\$300 if complete plans are provided within thirty (30) days of the submittal date to the City of Louisville.~~
- ~~The fee will increase by \$300 for each additional thirty days past the initial date the submittal was provided to the City of Louisville.~~
- ~~The maximum fee will be \$3,000 at which time the fee will convert to a lien against the property.~~

~~The fee will be calculated based on the date of the complete submittal to CTCOA. Use the checklist to ensure all documents are submitted and to ensure that a higher fee is not incurred due to the submittal of an incomplete package. The definition of "Significant Modification" shall be determined by CTCOA's Manager. New Development and Significant Modifications shall be reviewed by McMEnamin Design Associates. MDA will review the plans in accordance with the Covenants and consult with the ACC, negotiate with the applicant as needed, and issue a letter regarding the proposed project's compliance with the Covenants. The letter will indicate one of the following:~~

- ~~i) No objections to the project as submitted or~~
- ~~ii) Objections to the project, with details noted.~~

~~The ACC's goal is to ensure compliance with the Covenants and to submit a letter of approval, and support of the project, to the Louisville.~~

Fees:

- \$500 if complete plans are provided within thirty (30) days of the submittal date to Louisville.

- The fee will increase to \$800 if the application is received more than thirty (30) days after the submittal was provided to the City of Louisville.
- Applications which require extraordinary input and/or review from the reviewing architect may require a cash deposit to CTCOA to cover costs of the extraordinary review. The maximum fee will be \$3,000 which, if not paid, will convert to a lien against the property.
- The fee will be calculated based on the date of the complete submittal to CTCOA.

**5. For Minor Modifications (generally landscape modifications and/or signage):**

- The definition of “minor improvements” shall be determined by CTCOA’s Manager. No fees will be charged for this review which is expected to take less than two hours including negotiating modifications and providing a letter of approval. The CTCOA Manager has the authorization to review and approve applications for minor improvements.

**The applicant shall have the right to appeal the CTCOA Manager’s decision, about whether or not an application is a significant or minor improvement, to the CTCOA Board of Directors.**

5.6. Applicant will receive an email confirmation that a complete set of plans and all fees have been paid, at which time the application will be forwarded to the review architect. Applicant will be copied on referral documents sent to the City of Louisville.

~~6. — The review architect is McMenemy Design Associates (“McMenamin”). McMenemy will review the plans in accordance with the Covenants and consult with the ACC, which shall issue a letter to the City of Louisville approving or disapproving the proposed project’s architecture and site plan compliance with the Covenants. The letter will indicate one of the following: i) no objections to the project as submitted or ii) objections to the project with details noted. In addition, the ACC will return the plans to the applicant with a letter indicating approval of the plans or denial with specific details. The ACC will contact the applicant prior to the response to the City if the plans are denied as submitted.~~

## Colorado Tech Center Architectural Review Applicant Submittal Checklist

The following ~~will list has been compiled to~~ assist applicants ~~with~~ preparing ~~the appropriate~~ information needed for a complete submittal of their ~~building or signage~~ project for architectural review by the ~~Colorado Technical Center Owners Association (“CTCOA”)~~. Projects will be assessed for compliance with the applicable portions of the CTCOA Protective Covenants, dated October 24, 1979, including Article II, Performance Standards and Permitted Uses; Article III, Regulation of Improvements; and, Article IV, Architectural Control.;

### Architectural Plans and Specifications including:

- Type of materials
- Colors
- Building height (including mechanical units)
- Mechanical systems
- Structural systems

### Site Plan including:

- Location and design of all improvements
- Setbacks
- Easements
- Utilities
- Fences
- Retaining walls
- Landscaping
- Streets and Roadways
- Parking areas, driveways and curb cuts
- Number, size and layout of parking spaces
- Loading areas
- Sidewalks
- Signage

### Grading and Drainage Plans including:

- Relevant elevations
- Drainage and retention areas
- Point flows

### Fees:

- \$~~5~~300 due within 30 days of submittal to the City of Louisville, and based on a **complete** Architectural Review submittal to CTCOA. The fee increases by \$300 for each additional thirty days past the submittal date to the City of Louisville. and other fees may apply, pursuant to section 4, above.