

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, effective October 17, 2018.

1. The architectural review is limited to that required by 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 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 landscaping and/or signage):** plans shall be submitted prior to commencing the 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 Jordan Honea, CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 300, Greenwood Village, CO 80111; jordan.honea@claconnect.com. Plans will then be forwarded to the architect and ACC for review and action.

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

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. The ACC will 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 increases \$300 for each additional thirty (30) days past the submittal date 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.

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.

Colorado Tech Center Architectural Review Applicant Submittal Checklist

The following will assist applicants preparing information needed for a complete submittal of their project for architectural review by the 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:

- ___ \$500 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 (30) days past the submittal date to the City of Louisville., and other fees may apply, pursuant to section 4, above.