

## ECIA – Architectural Plan Submission

### **ECIA Architectural Plan Submission Process**

1. Construction of *any structure* above natural grade requires review and approval by the ECIA. This includes: New Homes, Additions, Large and Small Accessory Buildings, Enclosed Fences and Walls, Portals, Ramadas, Screening Fences and Walls, Cisterns, Solar Energy Assemblies and Stucco Color, Wind Energy Assemblies, Re-Stucco of Home as well as any exterior building changes or renovations. *All changes must receive architectural approval.*
2. Property owners and contractors should review the current ECIA Covenants and Guidelines for Eldorado and submit a project plan with all required information and drawings to the ECIA office and/or the Covenant Compliance Representative (CCR) for review.
3. Include the name, address and telephone number of the contractor and owner on all plans. If you are not the property owner, written permission from the property owner to perform the work must be attached to the application (see application submission cover sheet).
4. All documentation shall include 2 sets of plans and shall be clear, concise and legible.
5. Deadline for submission is Friday 12:00 Noon (Friday before the meeting) (Meetings are 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of month).

1. **Name**
2. **Unit, Block, Lot (Legal Description)**
3. **Project Street Address**
4. **Description of the project: Materials, colors, and intended use of structure**
5. **Drawing: Site Plan (Plat Survey)**
  - a. Property line setback distances to existing and proposed structure(s).
  - b. Location of adjacent streets (all adjoining road frontage(s) setbacks are 50 feet).
  - c. Location of driveway, septic and well (if applicable).
  - d. Location and type of trash container to be on site until project is completed.

*Note 1: A current site improvement survey may be needed to determine property lines and setbacks.*

6. **Drawing: Building (structure) with Elevation Views (facades)**
  - a. Depict the structure in sufficient detail and scale to understand the proposed project.
  - b. Depict all pertinent existing structures and relationship to the proposed structure(s).
  - c. Depict the style, material, colors and all dimensions (width, length, height, square footage).
  - d. Depict the view of the East, West, North and South facades(s) (as applicable).
  - e. Depict all roof styles including the required pitch, roofing material and color.
  - f. Include all Portals and Ramadas (style, height, length and square footage).
  - g. Include all Enclosed Walls and Fences (height and length dimensions and enclosed square footage).
  - h. Include all Screening Walls and Fences (height and length).

*Note 2: All height dimensions shall be measured from the lowest point where the natural grade of the lot meets the structure to the highest point of the structure. (See Height Chart.)*

7. **Exterior lighting (all) must be included on the plans.**
  - a. Fixture Style shall be fully shielded downward (bulb not visible on or off). *Bulbs not to exceed 75 watts.*
  - b. Landscape lighting low wattage and fully shielded downward.
  - c. Security lighting must be fully shielded and switched by motion or photo sensor and turn off by timer in 2 minutes or less.

### **ECIA – Architectural Submission Plan Review and Approval Process**

1. The Covenant Compliance Representative (CCR) will facilitate and assist the submission process and will clarify and review the submitted plan to assure it is clear, concise, legible and accurate.
2. The Architectural Committee will review, approve, disapprove or request more information. *Note: Some projects may require a site visit by the ECIA.*
3. The ECIA CCR notifies the resident of the AC decision
4. If the project is “Approved”, the property owner has 60 days to **begin** project and 6 months to **complete** the project.
5. If the project is “Disapproved”, the property owner should review, revise and re-submit a corrected plan or appeal the AC decision by submitting a request to the ECIA Board to be placed on the Board agenda for the next Board meeting. *Note: All variance requests must be reviewed by the AC.*

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Project Address:				UBL:	
Description of Project: (Please attach drawings.) <i>Are there mixed styles: Is a variance request required?</i>					
New Home		Property Line Setbacks		Fence/Wall Material	
New Addition		Driveway		Enclosed Area (SqFt)	
Large Accessory		Trash Container		Length Screened	
Small Accessory		Well/Utility		Fence/Wall Height	
Garage		Project Square Feet		Gate Height	
Studio		Stucco Color		Lighting Fully Shielded	
Ramadas/Portal		Structure Height		Lighting Less Than 75W	
Enclosed Fence/Wall		Checklist for Site Plan Survey & Structure Drawings: Architectural Style, Stucco Color, Building Materials, Dimensions of Structure, Elevation Views with Natural Grade Depicted, Shielded Lighting to include Security and Landscape Lighting.			
Screen Fence/Wall					
Other					

Contractor Name:		Phone #1:	
Mailing Address:		Phone #2:	
City, State, Zip:			

Owner Name:		Phone #1:	
Mailing Address:		Phone #2:	
City, State, Zip:			

*I have read the Plan Submission and Policy Guidelines and Architectural Guidelines published by the ECIA. I confirm that the drawings and all dimensions are accurate and correct. Additionally, I understand that the lot corners and project must be staked and checked by the ECIA.*

Signature of Owner or Applicant:		Date:	
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Appendix: Height Chart

An exception to the (dwelling) eighteen foot restriction language will be considered in the event a basement is initially proposed in the design of the structure provided the building profile, as intended, does not exceed eighteen feet above the grade level as specified in the Covenants. (Section 5g)

***Elevation/Height Chart for Structures***

<i>Antenna/Dish (Roof)</i>	<i>39 inches above</i>	<i>Roof Line</i>	<i>Dish 1 meter in diameter</i>
<i>Antenna/Dish (Ground)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Screen Ground Installations</i>
<i>Cistern (Water Catchment)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Top of Cistern Screening required</i>
<i>Driveway Liner (Solid)</i>	<i>2 feet above</i>	<i>Natural Grade</i>	<i>Solid (Stone or Wood)</i>
<i>Driveway Liner (Open)</i>	<i>4 feet above</i>	<i>Natural Grade</i>	<i>Open (Split Rail)</i>
<i>Driveway Monument(s)</i>	<i>4 feet above</i>	<i>Natural Grade</i>	<i>10 feet long; 10 feet from property line</i>
<i>Fence (Enclosed)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Top of Fence; enclose up to 4000 Sq Ft</i>
<i>Fence (Screen)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Top of Fence; two 50 ft sections max</i>
<i>Gate</i>	<i>8 feet above</i>	<i>Natural Grade</i>	<i>Top of gate structure (adjacent)</i>
<i>Garden Enclosure</i>	<i>3 feet above</i>	<i>Natural Grade</i>	<i>Enclose “garden area” only</i>
<i>Large Accessory</i>	<i>0 inches above</i>	<i>Roof Line</i>	<i>Not to exceed height of house</i>
<i>Propane Tank (Screen)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Enclose/Screen 100%</i>
<i>Residence</i>	<i>18 feet above</i>	<i>Natural Grade</i>	<i>Additional Screening required</i>
<i>Small Accessory</i>	<i>8 feet above</i>	<i>Natural Grade</i>	<i>Additional Screening required</i>
<i>Wall (Enclosed)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Top of wall; enclose up to 4000 sq ft</i>
<i>Wall (Screen)</i>	<i>6 feet above</i>	<i>Natural Grade</i>	<i>Top of wall; two 50 ft sections max</i>