

Pagosa Lakes Property Owners Association

BUILDING PERMIT PROCESS

SECTION 1: OVERVIEW

1.1 The Pagosa Lakes Environmental Control Committee, hereinafter referred to as the Committee or ECC, was established to ensure that all structures and improvements built on property at Pagosa Lakes comply with the Declaration of Restrictions for their respective subdivisions.

1.1.1 Building permits are used to accomplish this task.

1.1.2 Definitions, architectural standards, environmental standards, application requirements, application forms, property owner and contractor building agreement forms, proposed improvement location certificates and other guidance are defined, established and otherwise developed, in this Building Permit Process document, to provide uniformity and consistency in interpreting the Declarations of Restrictions.

1.2 Building permits are required for:

1.2.1 The construction, alteration, revision, change and/or improvement of a property, including, but not limited to, a residence, commercial, multi-occupancy building, garage, barn, stable, guesthouse, cabanna, growing dome, sign, boat dock, fence, animal enclosure, deck, patio, shed and storage building.

1.2.2 The placing of modular and mobile/manufactured home on site.

1.2.3 Grade changes involving cutting and/or filling in excess of one foot (landscaping is excepted).

1.2.4 Altering an existing drainage pattern.

1.2.5 Exterior painting involving a change in color.

1.2.6 Removal of trees.

1.3 The Department of Covenant Compliance (DCC) maintains application forms and receives, reviews and processes all completed applications.

The Department of Covenant Compliance may be reached at:
Pagosa Lakes Property Owners Association
Attn: Department of Covenant Compliance
230 Port Avenue
Pagosa Springs, CO 81147

Phone – 970-731-5635
Fax – 970-731-5362
Toll Free – 888-467-5762
Email – plpoa@plpoa.com
Web site at www.plpoa.com

1.3.1 Properly completed applications that demonstrate compliance with *Section 1.1.2* shall be issued a building permit by the DCC.

1.3.1.1 The DCC will present the list of newly issued building permits to the Committee for ratification at its next regular meeting.

1.3.2 Completed applications that contain items of non-compliance with *Section 1.4* shall be discussed with the applicant by the DCC to effect revisions that will eliminate the non-complying items. Unresolved issues are then placed on the Committee's meeting agenda. (Refer to schedule - Section 16) Agendas are distributed to each ECC member, DCC staff, PLPOA Board Liaison, general manager, posted on the Administration bulletin board, and available in the DCC office.

1.4 Non-compliance may include, but not be limited to, any of the following:

1.4.1 Non-conformity with items in *Section 1.1.2*

1.4.2 The design or color scheme of the proposed building or other structure is not in harmony with the general surrounding of such lot or with the adjacent buildings or structures.

1.4.3 The plans and specifications are incomplete.

1.4.4 The plans, specifications, or details, or any part thereof contrary to the interests, welfare or rights of adjacent property owners.

1.5 Building Permit Monitoring:

1.5.1 When applications are approved, the DCC will issue a building permit and return an approved stamped set of plans to the applicant.

1.5.2 Compliance with the building permit shall be monitored by the DCC through the activities shown below and other actions deemed appropriate by the DCC:

1.5.2.1 Prior to commencement of construction, the PLPOA staff will confirm that:

1.5.2.1.1 A Colorado Registered professional land surveyor has marked the property corners with identifiable stakes, flagged and clearly marked as to what each stake represents. Stakes shall remain in position until construction is complete.

1.5.2.1.2 A Colorado registered professional land surveyor has also marked the corner of all major structures with clearly identifiable stakes clearly marked as to what each stake represents i.e. NW corner of house, etc.

1.5.3 During construction, the PLPOA staff will check approved plans for adherence to:

1.5.3.1 Grading – cutting and filling.

1.5.3.2 Drainage plan.

1.5.3.3 Septic system location.

1.5.3.4 Exterior materials and colors.

1.5.3.5 Driveway and other improvement locations.

1.5.3.6 Building plans and specifications.

1.5.3.7 Property owner and contractor building agreement (i.e. portable toilets, trash containers, encroachment, property line delineation).

1.5.3.8 Tree removal.

1.5.3.9 Other items deemed to be appropriate.

1.6 **After a permit is issued and at the discretion of the DCC:**

1.6.1 A minor revision, change or deviation may be handled by red-lining plans and completing a building application. (*see Section 4.6*)

1.6.2 A significant or major revision, change or deviation may require submittal of a new building application and plans.

1.6.3 Any unapproved revision, change or deviation discovered during an on site inspection, may result in a violation and fine.

1.7 **Building permits are valid for six (6) months** from the date of approval and expire at that time if construction has not commenced. If construction is started and work is progressing in a workmanlike manner, and the owner is a Member in Good Standing, written permit extensions may be requested and obtained in six (6) month increments from the DCC. Any permit request beyond twenty-four (24) months will be referred to the ECC for review. Written extension requests must specify rationale for non-completion, items to complete and time needed to complete the project. Permit extensions are subject to additional permit fees (refer to fee schedule – Section 10).