

# Poncha Meadows Subdivision - Filing 2 Procedures & Application for Design Review

First Edition - May 15, 2025

## Design Review Procedures

### **Step One: Determine if your project requires approval from the Design Review Committee (DRC)**

All new construction and changes require DRC review and approval: Any and all new construction within Poncha Meadows Filing 2, any and all exterior modifications, additions, landscaping, or other instruction or installation or placement of improvements *of a permanent nature* within Poncha Meadows Filing 2 shall be subject to review and consent of the DRC.

*Examples of improvements that require DRC review and approval\*:*

- Building a home, garage, shed, fence, or deck
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is a different material, size, shape, and/or color than that of the existing material
- Planting trees
- Adding a parking pad
- Adding solar panels to a roof
- Replacing or adding exterior lighting fixtures (exterior lighting dark sky compliant)

*Examples of improvements that do not require DRC review and approval\*:*

- Planting or hanging annual flowers
- Temporary holiday decorations
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is exactly the same material, size, shape, or color of the existing
- Planting perennial plants
- Laying sod
- Installing gutters when they meet the requirements

*\*The lists above only provide examples of improvements. Exclusion from this list does not mean your project does not require DRC approval. If you are unsure whether or not your project requires approval, Contact DRC Committee Member, Carrie Mesch @ [fullviewsmatter@gmail.com](mailto:fullviewsmatter@gmail.com) .*

**Step Two: Prepare required materials to submit to the DRC for review.**

Your application to the DRC must include a standard cover letter (see appendix 1.1 and 1.2) and appropriate drawings (site plan and/or elevations) as described below.

The standard cover letter includes all of the following:

1. Description of the building or exterior modification plans being submitted to the town of Poncha Springs and/or Chaffee County Building Department.
2. Location of improvement - Site Plan
3. Exterior Materials/ Roofing to be used
4. Exterior Colors to be used
5. Construction schedule
6. Landscaping Plan

The standard cover letter shall have attached a site plan, building plans, and elevations, if appropriate. These plans must meet all of the following requirements:

1. Plans must be presented in a legible format and accurate.
2. Plans must be to scale. Scale should be no greater than 1" = 20' (1" = 10' is preferred).
3. Property lines must be included in site plans.
4. The proposed improvement must be included in site plans.
5. Any public utility pedestal or hydrant must be included in the plans.
6. Plans must reflect the actual lot that the project is proposed for.
7. Elevations should be provided for all structures.
8. Plans for lots that are not landscaped should include details for the landscaping.
9. Plans for accessory buildings, sheds, fences, trees, etc., must include documentation from the City of Town of Poncha Springs that indicates the placement is within an envelope approved by the Town.

**Step Three: Submit your application to the DRC**

Please email your application to a DRC member in preferably .pdf format. The Design Review Committee will review at its earliest scheduled meeting. If you have questions or a special request please contact a DRC member prior to submission. The review process cannot begin until all required documents have been received.

**Step Four: Await a decision from the DRC**

The standard of review shall be as set forth in the Design Review Guidelines. A practical limit on the number of applications to be reviewed may be applied due to the volume of applications and their complexity.

*The DRC will choose to either:*

1. approve your application as submitted
2. request further information or recommended revisions on your application
3. approve your application with conditions

A written Notice of Approval will be issued by the Poncha Meadows 2 DRC within five days of approval by the DRC.

A written Approval with Conditions will be issued by the River Ridge DRC within five days of approval by the DRC. The applicant will be required to meet the terms of the Conditions set forth in the letter to commence work on their improvement, or the applicant may choose to resubmit an application to the DRC following the same procedure as the original submittal.

**Step Five: Commencement and Completion of Construction**

Upon receipt of approval from the DRC, the applicant shall obtain any required permit from the Town of Poncha Springs and/or Chaffee County and commence construction/alteration pursuant to the approved DRC application. If the applicant fails to commence construction/alteration within 12 months of approval or fails to communicate a change in construction schedule to the DRC, the DRC approval shall be deemed automatically revoked and approval must again be obtained prior to the commencement of construction or any exterior alteration.

Construction must be completed within the time approved on the homeowners' application or the homeowner must communicate a change in construction schedule to the DRC within 2 weeks of the approved schedule to avoid penalty.

Appendix 1.1

# Poncha Meadows 2 New Construction

## Application For Design Review

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the project.

Please be sure to provide a phone number and an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, the application shall have attached a site plan of your lot(s), plans, and elevations (if applicable to the improvement).

DATE SUBMITTED:

NAME:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

Description of the new construction building and garage :

Description of the exterior materials to be used:

Exterior Colors to be used (including accents, doors, trim, etc.):

Anticipated start and completion dates:

Location on the property and dimensions: (please show on site plan):

Do you have a Landscape plan?

Where will the construction crew be parking and how many vehicles are anticipated?

Appendix 1.2

# Poncha Meadows 2 Improvements

## Application For Design Review

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the project.

Please be sure to provide a phone number and an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, the application shall have attached a site plan of your lot(s), plans, and elevations (if applicable to the improvement).

DATE SUBMITTED:

NAME:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

Description of the improvement:

Description of materials to be used:

Exterior Colors to be used (including accents, doors, trim, etc.):

Anticipated start and completion date:

Location on the property and dimensions: (please show on site plan):

Where will the construction crew be parking and how many vehicles are anticipated?