

**University Park Homeowners Association
New Home Approval Request**

Date _____ Homeowner _____

Address _____

Telephone _____ Email _____

Please submit 2 sets of documents to:

Z & R Property Management, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Tel: 719-594-0506, Fax: 719-594-0473, Email: Derek@zandrmgmt.com

Required Information:

- Architectural Plans** at a scale of 1/4"=1' to include the following:
 - Architectural elevations (front, side and rear)
 - Hillside submittal package showing typical proposed grade lines, finished floor elevations, top of slab elevations, building height calculations, and any other required submittals under the City of Colorado Springs hillside regulations.
 - Floor plans, including square footage for each floor
 - Roof plans indicating pitches, ridges, valleys and location of mounted equipment
 - Indication of all proposed exterior materials
 - Exterior details, including items such as chimneys, exterior stairs and decks, railings, and deck supports
 - Any other proposed improvements (decks, awnings, hot tubs, unique features, etc.).

- Site Plan** at a scale of 1"=10' or 1"=20' to include the following:
 - Lot lines and dimensions, building setbacks, street right of way, curblines, easements and preservation areas.
 - Existing and proposed contour lines at 2' intervals extending to all property lines, existing or proposed street elevations, finish grade at building corners, drainage swales.
 - Building footprint, main finish floor and garage slab elevations
 - Walks, driveways, decks, accessory structures, privacy fencing (no fencing on property lines permitted), retaining walls with top and bottom of wall elevations.
 - Any other required submittals under the hillside regulations of the City of Colorado Springs.

- Exterior colors, materials and finishing**, to include the following:
 - Schedule of all finished exterior materials and colors for roof, house body, decorative stone, window frames, sliding door frames, roofline trim, fascia, soffits, gutters, downspouts (downspouts must match house body color beneath downspouts), main entry door and surrounding trim, decorative timbers, shutters, other entry door and surrounding trim, garage doors and surrounding trim, deck, decking, deck railing,
 - Cut sheets for exterior lighting
 - Samples of materials at appropriate size may be required at the discretion of the ACC.

Comments:
