

Used  
Manufacture  
Mobile

Pagosa Lakes Property Owners Association, Inc.  
**APPLICATION FOR PROJECT PLAN APPROVAL**  
*THIS APPLICATION IS FOR USED MANUFACTURE HOME ONLY*

**Property Information:**

Owner's Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Alternate Contact Person – Yes / No** If yes, the property owner authorizes the following person to act on their behalf on this project:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor – Yes / No** If yes, the property owner authorizes the following person to act on their behalf on this project:

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Property:**

Street Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

**Scheduled Construction Dates:**

*Start date must be on or after the applicable ECC Meeting Date (Ref. section 13).*

Start: \_\_\_\_\_

**Project description:** \_\_\_\_\_

**USED MANUFACTURE (MOBILE) REQUIRES:**

- PLPOA Approval Inspection Sheet
- HUD Registration Number.
- HUD Data Sheet.
- Skirting Plans
- Set of Plans-Foundation / Set for Purging & Elevations
- Site Plan – See requirements listed in the section 4.8 of the Project Permit Process or see check list
- Grade changes – cut or fill in excess of one foot: Yes / No List change: \_\_\_\_\_
- Driveway / Parking Pad Details with dimensions
- County Access Permit Copy Included
- Landscape Plan Check List Included
- Color and Material Samples Included (Pictures)
- Mechanical Equipment & Propane Screening Details Included**
- Fully Shielded Exterior Lighting Required to meet section 3.1.16
- Tree Removal: Yes/No Show List number of trees and **MUST show on Site Plan**
- Covered Entry *minimum 32 Sq. Ft.*
- Shed Building Plans *minimum 60 sq. ft.*
- Covered Entry & Shed to match home in Color & Material
- Application pages 1-4 filled out and signed by Owner & Contractor Rev 5/2023

**FOR PLPOA USE ONLY**

**DATE APPLICATION AND PLANS RECEIVED & COMPLETE:** \_\_\_\_\_

**FEE AMOUNT AND TYPE:** \_\_\_\_\_ **ACCOUNT#** \_\_\_\_\_

**PERMIT #** \_\_\_\_\_

**APPROVED / DISAPPROVED IN VANTACA**

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**ARCHITECTURAL STANDARDS: (Exterior)**

*Note: Glossy finishes are not allowed.*

**Tree Removal:** Location: **Front / Right Side/ Left Side / Rear Yard** Specify number and species of trees to be removed: \_\_\_\_\_

**Siding:** Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Trim, Fascia, & Soffit:**

Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Skirting:**

Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Roof:** Architectural Grade Shingles / Metal

Pitch \_\_\_\_\_ in 12  
Color: \_\_\_\_\_

**Main Entry Door:** Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Other Exterior Doors:** Material \_\_\_\_\_  
Color: \_\_\_\_\_

**Window Frames:** Color: \_\_\_\_\_

**Covered Entry/ Deck / Porch /Patio Information:**

Material: \_\_\_\_\_  
Color: \_\_\_\_\_  
Railing: Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Shed Detail: Must match house**

Roof Material: \_\_\_\_\_  
Color: \_\_\_\_\_  
Siding Material: \_\_\_\_\_  
Color: \_\_\_\_\_  
Door Material: \_\_\_\_\_  
Color: \_\_\_\_\_

**Land Use Requirements:**

**Is construction location within three feet of set-back line?**

**Yes / No** - If yes, an "as-formed" foundation survey is required for DCS/ECC review and approval **prior** to constructing the foundation.  
**ALL foundations need a forms inspection.**

**Setbacks:**

Front: \_\_\_\_\_  
Back: \_\_\_\_\_  
Side: \_\_\_\_\_  
Street Side: \_\_\_\_\_  
Lake/ Highwater: \_\_\_\_\_  
Golf Course: \_\_\_\_\_

**Building Height:**

No. in Feet: \_\_\_\_\_  
No. of Stories: \_\_\_\_\_

**Square Feet of Building:**

**Total square footage of project:** \_\_\_\_\_  
Living Space: \_\_\_\_\_  
Shed (Min 60 sq. ft.): \_\_\_\_\_  
Covered Entry (Min 32 sq. ft.): \_\_\_\_\_

**Dimensions of:**

**Covered Entry:** \_\_\_\_\_  
**Decks:** \_\_\_\_\_  
**Patio:** \_\_\_\_\_  
**Porch:** \_\_\_\_\_  
**Driveway:** \_\_\_\_\_  
Material: Gravel / Asphalt /Concrete  
**Parking Pad:** \_\_\_\_\_  
Material: Gravel / Asphalt /Concrete  
**Hammerhead:** \_\_\_\_\_  
Material: Gravel / Asphalt /Concrete

**Other Details You Like to Include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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1. \_\_\_\_\_ (initial) I am the owner of the property identified in this application.
2. \_\_\_\_\_ (initial) I and my contractor are responsible for reading, meeting, and following the requirements of the Project Permit Process, Project Agreement and the Rules & Regulations.
3. \_\_\_\_\_ (initial) I have submitted all required documents. (see section 3 & 4)
4. \_\_\_\_\_ (initial) I have paid all the required fees.
5. \_\_\_\_\_ (initial) **I understand I need to call for a form inspection on my foundation before I pour concrete or a stop work order will be issued and fines may apply.**
6. \_\_\_\_\_ (initial) Project permits are valid for six (6) months from date of approval. An Extension is required if the work is not completed.
7. \_\_\_\_\_ (initial) Extension must be applied for and fees paid before the permit expires. There are penalties for working without a current permit. The fee for an extension is determined by the Board of Directors. (see Section 9)
8. \_\_\_\_\_ (initial) Project permit card will be posted before construction begins and must remain posted until construction is completed.
9. \_\_\_\_\_ (initial) All structures will be constructed in accordance with the Project Permit Application, plans and specifications as submitted to and approved by the Environmental Control Committee (ECC).
10. \_\_\_\_\_ (initial) Any changes to the approved plan must be reviewed and approved by the ECC. Any deviation from the approved plans will result in a penalty as outlined in the PLPOA Neighborhood Rules and Regulations.
11. \_\_\_\_\_ (initial) Permission is granted to the ECC and/or its representatives to access the property to assure that the building being constructed conforms to the project permit that was approved by the ECC. In verifying these details, the ECC assumes no responsibility whatsoever for the structural aspects of the improvement being installed or constructed. The number of spot checks conducted is entirely at the discretion of the ECC and/or its representatives, but it is anticipated they may occur as follows:
  - A. Prior to consideration by the ECC, the property and building foundation corners shall be staked to assure the structure will be sited in accordance with the Site Plan, and all trees to be cut down shall be flagged.
  - B. During construction at various intervals.
  - C. Upon completion of construction to assure that materials, architectural design, and colors of the exterior conform to the approved plans and application details. Driveway size and materials, Lighting and Drainage will be monitor closely.
12. \_\_\_\_\_ (Initial) The property boundary shall be adequately identified (i.e., tape, rope, construction fence) during construction so that all excavated materials, construction materials, tools, construction debris, and equipment, etc. shall be kept within the boundaries of the Property on which the contractor is working unless written permission is obtained from the adjacent affected Property Owner(s) and submitted to the ECC.
13. \_\_\_\_\_ (initial) **An “AS-formed” survey (see Section 4.8) that verifies the approved location may be required and the Department of Community Standards (DCS) must review and approve the survey results before the foundation is poured.**
14. \_\_\_\_\_ (initial) All structures built or placed on a lot shall comply with the current applicable Archuleta County Building Code, including electrical, plumbing and mechanical codes as may apply. *Owner and Contractor are responsible for ensuring compliance with the building code, not the PLPOA/ECC.*
15. \_\_\_\_\_ (Initial) All mechanicals (i.e., AC units, Heat Pumps, Propane Tanks, etc.) are to be screened as to not be visible from ANY neighbor, roadway, waterway, or golf course. Screening material shall match the main home in colors and materials and are to be constructed by the builder/contractor before the permit is to be closed.
16. \_\_\_\_\_ (Initial) No open burning by the contractor or others at the building site will be permitted.

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17. \_\_\_\_\_ (Initial) All contractors will be required to provide a trash receptacle/enclosure on site. All construction debris shall be removed from the building site and be disposed of properly at least monthly.
18. \_\_\_\_\_ (Initial) The project requirements of the PLPOA require the installation of an enclosed freestanding operating, self-contained portable toilet for use by anyone at the construction site. The portable toilets are required on all projects where there is not an existing working toilet facility. The facility shall be available from the date the excavation is started until such time as the indoor toilets are operational. This facility is for temporary use during the construction period only and shall be promptly removed upon the completion of the construction.
19. \_\_\_\_\_ (Initial) YOU (the current owner) have the primary responsibility to advise anyone to whom you convey the property to, of the permit status at the time of the conveyance and must notify PLPOA in writing in advance *if* the property is to be conveyed before construction is complete and the permit closed.
20. Road cut permits must be obtained from Archuleta County and submitted for approval of a project. The road must be restored to its original condition. *This includes going back one year after date of completion to make any required repairs.* The Owner does hereby promise and agree to install a storm culvert at the Driveway entrance in accordance with Archuleta County specifications. If damage to the road or drainage ditch occurs during installation, construction, and up to one year from the date of completion, the Property Owner is responsible for repairing damage and returning all aspects of the road to its original condition at the Property Owner's expense to the satisfaction of the appropriate road authority.
21. All construction work will take place between 7:00 a.m. and 7:00 p.m., local time, Monday through Friday; 8 a.m. to 7 p.m., local time, Saturday; and 9:00 a.m. and 7:00 p.m., local time, Sunday.
22. All trees will be protected throughout construction. It is agreed that neither the Contractor nor their subcontractors will drive, park vehicles or stack construction material within the drip line of the trees.
23. The property owner and contractor understand that, in the event that legal action is required to enforce the terms of this agreement or any of the terms contained in the PLPOA Project Permit Process, Declarations of Restrictions and/or Rules & Regulations affecting the Property Owner's property, that if the PLPOA prevails, the property owner will be required to pay reasonable attorney fees and costs incurred by the PLPOA.
24. All provisions in this agreement are binding upon the Owner and contractor and the initialing of certain provisions does not affect the validity or enforceability of any other provision.
25. Violation and Fine Schedule: **In consideration for obtaining a building permit, the property owner and contractor agree that they are subject to fines for violations identified in Sections D, E and F of the Neighborhood Rules and Regulations. They also acknowledge that they are familiar with and will comply with all provisions of the Project Permit Process. The contractor also acknowledges that he/she has no outstanding fines, violations or citations from PLPOA.** Delinquent fines will be subject to collection utilizing all remedies available to the Association, to the extent permitted by law, including reasonable legal fees and costs of collection.

The owner attests that the information above is complete, correct, and all documents needed for approval have been submitted. Owner has read and agrees to abide by the sections of the Project Permit Process that pertains to the project, the Declaration of Restrictions for this subdivision, Project Agreement, and the Rules and Regulations of the Association.

\_\_\_\_\_  
Property Owners Signature and Date

\_\_\_\_\_  
Contractor Signature and Date

\_\_\_\_\_  
Property Owners Name (Print)

\_\_\_\_\_  
Contractor/Construction Company Name (print)

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## LANDSCAPE PLAN COMPONENTS

### Tree Removal

- None
- Per Plans

### Grading

- House and lot surface drainage, including surface finishes, per plans
- Underground drainage systems, per plans
- Rough grade by mechanical equipment only
- Medium grade by mechanical equipment and handwork, ready for native restoration
- Fine grade by mechanical equipment and handwork, ready for lawn seeding

### Planting

- None
- Native Restoration
- Lawn, per plans
- Trees, shrubs or flower per plans

### Surface Finishes

- None
- Gravel, concrete, stone, rocks, pavers, woodchips or other surfacing materials, per plans
- Walkways, including material selections, per plans
- House perimeter for roof drip edge, per plans
- Specialized areas, per plans

### Planters, Walls, Retention or Other Landscape Features

- None
- Per plans

### Material Retention for On Site, Post Project Use

- None
- Soil
- Rocks

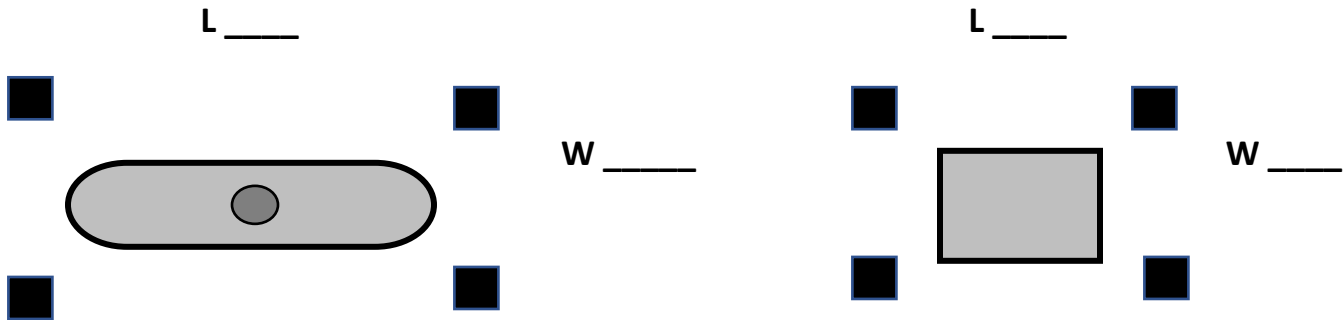
### Mechanical (HVAC) and Propane Tank

Location on Site Plan      Screening Material: \_\_\_\_\_

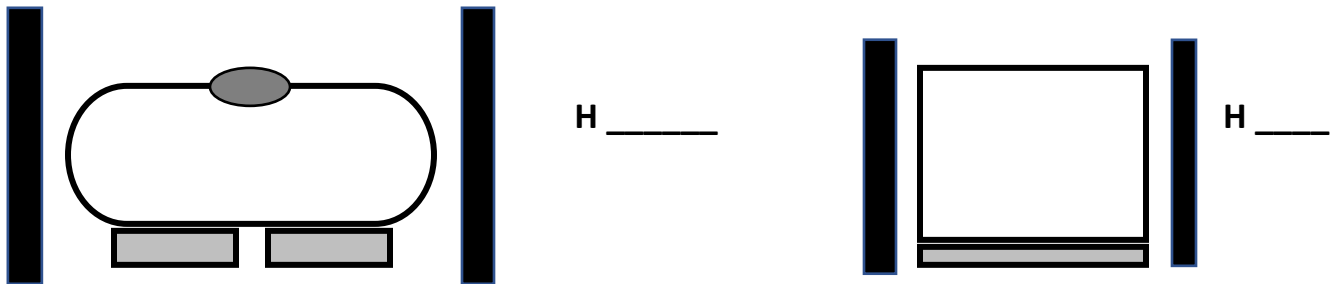
All mechanicals (i.e., AC units, Heat Pumps, Propane Tanks, etc.) are to be screened as to not be visible from ANY neighbor, roadway, waterway, or golf course. Screening material shall match the main home in colors **and** materials and are to be constructed by the builder/contractor before the permit is to be closed.

**Exterior Mechanical Screening  
Propane Tanks, AC units, Heat Pumps and Other Equipment**

**Top View:** Write in dimensions and indicate where the screening is located.  
Please indicate the location of the home side wall if not screening that specific side.



**Side View:** Draw what the screening will look like.



Screening Material \_\_\_\_\_ Color \_\_\_\_\_

Post Material \_\_\_\_\_ Color \_\_\_\_\_ Type post (4 X 4, round metal fence post, ect.).

Number of rails \_\_\_\_ Size \_\_\_\_\_ Spacing \_\_\_\_ Material \_\_\_\_\_ Color \_\_\_\_\_

***“Rusted” Metal treatments must be pre-rusted before delivery to the property for health and safety reasons. LATTICE NOT AN APPROVABLE MATERIAL FOR SCREENING***

All mechanicals (i.e., AC units, Heat Pumps, Propane Tanks, etc.) are to be screened on, no less than three (3) sides, as to not be visible from ANY neighbor, roadway, waterway, or golf course. **Screening material shall match** the main home in colors and materials and are to be constructed by the builder/contractor before the permit is to be closed.

Initial \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 4.8: PROPOSED SITE PLAN REQUIREMENTS

The following are minimum elements required by the ECC to be part of a Proposed Site Plan prepared by a Colorado registered professional land surveyor, which shall be titled Proposed Site Plan of lot, block, subdivision, street address Archuleta County, Colorado.

- 4.8.1 Property lines with boundary dimensions per the legal description of the Lot.
- 4.8.2 Located Property corners and the description of the corner pins.
- 4.8.3 Existing natural grade levels and existing slope direction indicators (as required by Archuleta County).
- 4.8.4 Setbacks and utility easements identified and drawn on the Proposed Site Plan.
  - a. For lake front lots, the first-floor elevation of all Structures and rear setback/high-water line. (The top of the spillway will be utilized to determine the high-water line.) For Lake Hatcher Park lots, provide surveyor's data that the first-floor elevation is higher than 7739 feet above sea level and that the structure is at least 25 feet from the high-water line (as per the Lake Hatcher Park Declarations of Restrictions).
  - b. For golf course lots, show any easements and the 50' golf course setback as measured from the property line adjacent to the golf course property.
- 4.8.5 Major Improvements proposed or existing Buildings or Structures (i.e., Home, garage); any platted easements across the property; identification of adjacent lakes, golf course property, open spaces, common space, green belts, and road right-of-ways. In any instance where the physical road leaves its platted right-of-way and encroaches onto an owner's property, a building set-back of no less than 30' from the edge of the driven surface of that road will be enforced.
- 4.8.6 Proposed Major Improvement location dimensions shown perpendicular from the nearest two (2) property lines to the foundation walls or corners. Mobile/Manufactured Homes on an MH50 Lot in Pagosa Vista similarly shown perpendicular from Property lines. These dimensions shall be clearly identified as being "to foundation wall forms to be placed" on the date the measurement was made.
- 4.8.7 Proposed Minor Improvements locations (example: outbuildings with concrete foundations or any other improvements involving concrete).
- 4.8.8 All Trees that are in excess 6" in diameter that are to be removed shall be identified (The owner and/or contractor are to identify on the permit application all trees in excess of 3" within the property borders that are to be removed, on the permit application).
- 4.8.9 Apparent encroachments shall be noted and shown in an obvious manner.
- 4.8.10 Other appropriate notes and disclaimers.
- 4.8.11 True North.
- 4.8.12 Statement of drawing scale (e.g., 1" = 20'-0").
- 4.8.13 Colorado registered professional land surveyor's stamp, signature and date.

**The PLPOA requires that a Colorado registered professional land surveyor install identifiable stakes or markers, flagged and clearly marked to indicate the recorded monuments (if located) at the Property corners (as visible from the road for larger or severe grade lots) as well as the corners of all proposed Structures to assist PLPOA staff in confirming the details presented in a Proposed Site Plan.**

### NOTE:

1. A Colorado registered professional land surveyor shall conduct an "As Formed" certificate or letter that verifies the previously submitted Proposed Site Plan if the proposed Improvement is within three (3) feet of the setback line, or if a setback Variance is granted (An "As Formed" certificate may also be required as deemed necessary by the ECC/DCS). Review and approval must be completed by the PLPOA Department of Community Standards prior to constructing the foundation. The surveyor shall verify the previously submitted dimensions on the Proposed Site Plan and then submit one of the following (which must be presented to PLPOA staff for review and approval before concrete is poured):
  - a. An "As Formed" certificate which contains the dimensions required in Section 4.8.6 that clearly identifies as being "to foundation forms in place" on the date the measurement was made, signed and sealed by the surveyor verifying the information. Or,
  - b. A signed, sealed, and dated "As Formed" letter from a surveyor verifying that the placements and information on the original Proposed Site Plan is accurate, stating the exact dimensions or that the "forms are substantially as shown on the Proposed Site Plan submitted with the application, but not beyond the set building envelope"
2. Once an "As Formed" certificate or letter has been completed, a PLPOA inspector will schedule to come out and inspect the project. At that time, the owner will be REQUIRED to submit to the inspector a copy of the "As Formed" certificate or letter (if it has not already been provided to the PLPOA by the surveyor) prior to pouring concrete. Once approved, permission to pour will be granted and a green permit card will be issued. Verbal approval to pour may be granted by the DCS Manager while green permit card is in transit. Any work done without the issuance of the green permit card will result in a violation for doing work without a valid permit and a STOP WORK ORDER will be immediately issued.