



APPENDIX 8

**BATTLEMENT MESA SERVICE ASSOCIATION
ARCHITECTURAL COMMITTEE APPLICATION SUBMITTAL FORM
(For New Home Construction)**

INSTRUCTIONS:

This Application & Checklist is to be used for all project submittals to the Battlement Mesa Service Association Architectural Committee (BMSA/AC). This form is intended to assist in ensuring that the application's submittal is complete. This will help provide a quicker, more thorough review process.

It is recommended that each Applicant thoroughly review the requirements of the current Architectural Standards, the Amended and Restated Declaration of Covenants (including Resolutions) and the recorded Final Plat for their respective neighborhood prior to preparing a submittal.

Applicants preparing a submittal should compare the information they are about to submit with the requirements of this form and "check off" each required item on the form. If any item is not checked, the Application submittal is not complete and should not be submitted. Incomplete Applications will not be processed and will be returned to the Applicant.

In addition to the checklist, Applicants should fill in all of the places on the Application Form where information is requested. The Architectural Committee will use this information in evaluating your application. If information is requested but is not applicable to your specific project submittal, write "N/A" in the space provided. If some required information is yet to be determined (such as exterior paint colors, you may not have yet selected) write "TBD" in the appropriated space provided. You will then be required to make a follow-up submittal with these selections at a later date but before installation in the home.

DO NOT fill in any information in the "Conditions for Approval" section of this form. This portion of the form is for Architectural Committee use only.

When an application is complete, please mail or deliver it to the following address:

Battlement Mesa Service Association
Architectural Committee Application
401 Arroyo Drive
Battlement Mesa, Colorado 81636

The Architectural Committee meets twice monthly on the 1st and 3rd Wednesday. If there are not any applications, the committee does not meet. Applications are due one week prior to the scheduled meeting dates for prior review by committee members. Please contact Bill Middleton at (970) 285-9432 to confirm the next scheduled meeting date or to request further information.

We thank you in advance for your cooperation and in complying with the Architectural Standards of the Battlement Mesa Service Association.

Revised 02/27/2026
BATTLEMENT MESA
ARCHITECTURAL REVIEW COMMITTEE

The Colorado Dream

401 Arroyo Drive · Battlement Mesa, Colorado 81635

PHONE: 970.285.9432 FAX: 970.285.9631 EMAIL: BMSA@BattlementMesaColorado.com WEB: www.BattlementMesaColorado.com



**ARCHITECTURAL REVIEW COMMITTEE (ARC)
NEW HOME CONSTRUCTION APPLICATION**

Date: _____ Village: _____
Lot #: _____ Street Address: _____
Block #: _____

Owner: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax Number: _____
Cell Phone: _____
E-mail: _____

General Contractor: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax Number: _____
Cell Phone: _____
E-mail: _____

Architect Or Draftsman: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax Number: _____
Cell Phone: _____
E-mail: _____

Section I. As the Architectural Standards are modified periodically and these modifications may not be listed on this Application, it is the responsibility of the owner or his authorized agent(s) to ensure that the design and construction of a project conform to the requirements of the Architectural Standards. The intent of this application is to provide a guide for an owner or the architect to ensure a complete submittal. However, this application shall be signed, dated and submitted with the plans package in order for the preliminary submittal to be deemed complete by the Architectural Review Committee. Failure to do so may delay review of the proposal. The Architectural Standards are comprehensive in scope for designing homes within Battlement Mesa. Please review the Architectural Standards carefully prior to presenting a submittal to the Architectural Review Committee.

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Excavation at site may not commence until the ARC has approved construction and foundation plans.

The Preliminary Plan submittal package shall consist of the following. Please complete any additional information that is required in the spaces provided below.

- A. Site plan at an appropriate scale (not less than 1/20" =1') showing the location of buildings, building envelope, building setback dimensions, the residence and all buildings or other structures, driveway, parking areas and a grading plan and drainage plan, including existing and proposed topography and preliminary landscape plan. Preliminary landscape plan may be combined on Site Plan.
- B. Roof plan and floor plan at no less than 1/8" =1'.
- C. Exterior elevations (all) with both existing and final grade lines at same scale as floor plans. At ARC's discretion, additional materials may be required.

Note: A, B, C above shall consist of two (2) complete full-size sets, and four (4) reduced size 8½" by 11" sets. An electronic file in PDF format may also be sent to the Architectural Review Committee of the site plan indicating the location of all proposed improvements, landscape plan and all exterior elevations.

- D. Statement of building height: Maximum Height Limit _____ Actual Building Height _____ Building height shall be clearly indicated on the architectural plans and be tied to undisturbed site grade. Actual reference grade on site must be shown along with the height calculation.
- E. Indication of materials and colors.

Roof _____ Siding _____
 Stone _____ Stucco _____
 Cladding _____ Fascia _____
 Soffit _____ Other _____

Note color sample needs to be at least 5" x 6". Stucco color should be on stucco sample with texture.

- F. A site plan that clearly indicates undisturbed site grade contours (2-foot intervals) and proposed finished grade contours. Undisturbed site grade contours and a reference benchmark tied to absolute elevations shall be established. The site plans shall clearly indicate proposed drainage paths and collection points for the completed site.
- G. Any drawings, materials or samples requested by the ARC.
- H. Staking: The applicant shall provide preliminary staking at the corners of the residence or other major improvement and at such other locations as requested by the ARC.
- I. Landscape plans shall include the identical final grade contours as the site plan along with elevations and locations of all berms.



- J. An ARC Fee, in the amount of \$300, is payable to the Battlement Mesa Service Association. This fee will cover the ARC Meeting time and on-site inspections. This fee assumes up to three (3) hours of meeting time. Additional fees may be required for extended meeting times.
- K. Builder's Completion Deposit is payable to the Battlement Mesa Service Association. The minimum amount of this deposit is \$3,500. Structures with floor area as in Architectural Standards encompassing more than 1,200 square feet of total enclosed space of Site Built Homes will be assessed at a rate of \$3,500 plus \$1 per square foot for each square foot over 1,200. This deposit will be held by the Association to guarantee that work will be completed according to the terms of the Battlement Mesa Architectural Standards and will help remedy any violations of said Standards. This deposit, less any penalties, will be returned to the Owner/Builder after the ARC receives a Certificate of Occupancy and after confirming that all improvements conform to the approved plans.

All necessary materials for the Preliminary Review must be submitted to the ARC six days prior to your scheduled meeting. To expedite the design review process, be sure that your Preliminary Submittal is complete according to the Architectural Standards. Incomplete submittals will cause delays in receiving approval. Please submit 2 copies of this application form with the Preliminary Review Packet.

Section II. The following questions must be answered in order for the ARC to deem this application complete:

Construction Methods:

1. Do you intend to use prefabricated wall systems?

Yes No

2. Do you intend to use prefabricated components as stated in Section 4.06 & 4.07 of the Standards, other than roof trusses, cabinetry, foundation panels, metal fireplace inserts, exterior or interior handrails, or prefabricated stairs?

Yes No

Note: This section must be signed in order for the application to be complete

Section III. I hereby certify that the building plans, site plan and landscape plans, as well as the information in this Preliminary Review Application, are all accurate and have been submitted to the Architectural Review Committee pursuant to the requirements of the **Architectural Standards**. As the owner or owner's agent, I agree that the ARC and the inspector shall not be held liable or responsible in any manner for any action or for any failure to act in the exercise of their responsibilities under the Battlement Mesa Service Association Covenant, Conditions and Restrictions for Battlement Mesa if the action or failure to act was in good faith and without malice.

Print Name

Owner/Owner Agent(s)

Date

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Section IV. Review the following checklist to assist you in preparing your plans for the ARC's preliminary review.

BUILDING PLAN

- All Exterior Elevations – Include exterior material indication (Section I, E)
- Roof Pitch – Primary and secondary.
- Gutter/Downspouts
- Neighbor Impacts – Exterior residence and landscape light, garage entry, refuse storage, pool decks air conditioning units, satellite dishes, irrigation pump and intake structure, etc.
- Construction Staging Issues, parking, access, etc.
- Scale & Relationship to Site – Include site contour.

SITE PLAN

- Property Boundaries & Building Envelope
- Easements & Setbacks – All easements and setbacks must be defined on the Site Plan
- Building, Driveway, Parking Areas & Walk Locations – Specify all proposed surface materials
- Existing & Finished Grading showing contours at ten-foot (10') intervals
- Excavation Limits
- Utility Service Line Routing, Tap Locations, Transformers, Fire Hydrants, etc.
- Topographic Survey
- Soil Investigation & Foundation Recommendation
- Storm Water/Runoff Control Methods & Locations
- All Other Site Improvements – Retaining walls, decks, etc.
- Parking Space Locations

LANDSCAPE PLAN

- Protection for Existing Trees & Vegetation
- General Massing of Proposed Evergreen & Deciduous Trees
- General Areas of Proposed Ground Cover
- Landscape Plan Submittal to Include Irrigation, Grading and Drainage Plans

CALCULATE FEES DUE

ARC Fee	\$ 300
Builder's Completion Deposit	
Minimum	\$ 3,500
Plus \$1.00 per square foot enclosed Space over 1,200 feet	\$ _____
Total Due	\$ _____

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This portion of the Application Form is to be completed by the Architectural Committee (not the Applicant)

CONTITIONS OF APPROVAL or DISAPPROVAL

1. No sitework or building construction may proceed on any Lot (including no preliminary site clearing, grubbing, grade alteration, storing of material, foundation excavation, extension of underground utilities, etc.) until the Project has received a Project approval from the Architectural Committee and has been issued a building permit (as required by Garfield county for new home or Renovation projects).
2. All general building, site improvements, landscaping and revegetation to specifically include the front, side and rear yard areas for any Project shall be completed and shall have passed a Final Compliance Inspection no later than eighteen (18) months after Project approval by the Architectural Committee. It is the responsibility of the owner or builder to furnish the Architectural Committee with a copy of the Certificate of Occupancy within one (1) week of issuance of the Certificate of Occupancy.
3. If the selections of colors and/or landscaping plans are not included with this application, they must be submitted for approval before any action is taken to install the missing items.
4. _____

5. _____

6. _____

Application Approval (Initials of Architectural Committee Members):

By: _____

Application Approved for Construction subject to the above conditions:

By Chairman: _____ Date: _____

Application Denied (Initials of Architectural Committee Members):

By: _____

Application Denied for reason(s) stated above:

By Chairman: _____ Date: _____

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APPENDIX 7

BATTLEMENT MESA CONSTRUCTION PROCEDURES AND GENERAL INFORMATION

All owners, contractors and subcontractors must strictly abide by and adhere to the Master Declaration of Covenants, Conditions and Restrictions for Battlement Mesa and the Construction Regulations contained in the Battlement Mesa Architectural Standards.

ARC INSPECTIONS & REQUIREMENTS

Construction Procedure Meeting – Prior to commencing construction, contractors are required to meet with the Battlement Mesa Architectural Committee, to review construction procedures.

Listed below are the ARC Review Procedures that take place after you receive final approval from the Architectural Review Committee.

1. **Certificate of Occupancy** – The owner/builder shall provide the ARC with a copy of Certificate of Occupancy prior to the return of deposits.
2. **Final Compliance Inspection** – Owner/builder must notify ARC to schedule a final walk-around of the exterior. ARC will provide notice of satisfactory completion or noncompliance based upon approved plans. The owner/builder must notify ARC to schedule a landscape inspection once all required landscaping is in place in order for the ARC to review satisfactory completion and conformity with submitted and approved plans. Any noncompliance must be satisfied before the return of the Builder's Completion Fee.

Amended February 2026