



THE KEEP

Home Builder Check List and Quick Start Guide:

Submittals, Meetings, and Timeline

You will need to submit your design for approval from the Design Review Committee.

- The Committee meets every 2nd and 4th Thursday of every month.
- Documents must be submitted a minimum of 7 days or more prior to the next meeting will be on the next agenda, submittals within 7 days of a meeting will be the following meeting.
- Documents can be submitted in person at The Keep Sales office and via the online submittal system Dropbox
- Fees: \$1000

There are three meetings:

Meeting One: PRE-DESIGN (if necessary to confirm existing features this will be on-site)

Please provide the following items to the DRC a minimum of 7 days prior to your meeting date. These are in person meetings unless other arrangements have been made. You will receive a letter summarizing the items discussed at this meeting 72 hours after the meeting.

- Attendees: Homeowner (Required/Preferred), Architect (Required), Builder (Preferred), Landscape Architect, Engineer, any other members of your design team which you think would be beneficial to the meeting.
- Design Review Fee: \$ 1000 payable to The Keep LLC
- Inspirational Photos showing style and desired features of the home.
- Architectural and Site Surveys (see survey Check List)
- Google Earth image showing existing homes. (if possible)
- Conceptual Design Plan including the conceptual layout of the home and driveways and initial grading concepts.
- Photos of the lot showing the views from the home as well as existing conditions.
- Conceptual Elevations (hand sketches are acceptable) Floor plans (as available), any information available on building height and materials.
- Any questions you have for the DRC

Meeting Two: PRELIMINARY PLANS (95% SET)

- Attendees: Full design and build team should be in attendance. At a minimum Homeowner, Architect, and Builder are required to attend. We encourage you to bring any other professionals you think would be beneficial to the meeting.
- Survey with any additional requested information from Step one (see survey Check list and meeting 1 notes)
- Grading Plan- Please note that grading must stay within the building envelope excepted when associated with driveways. Retaining walls should be used to preserve existing vegetation and limit grading.
- Site Plan with walks, patios, driveway, parking, retaining walls, septic field, Accessory Buildings
- Conceptual landscape plan, with particular focus on outdoor spaces including proposed types of vegetation.
- Building Floor Plan at ¼ scale
- Building Elevations at ¼ scale
- Estimated construction time line
- Materials Board (see materials board check list)

Step Three: FINAL MEETING WITH REVIZED PLANS

- Attendees: Homeowner, Architect, Builder(s), Engineer, and any other member of the design team that you think would be beneficial to the meeting.
- Engineered/DESC grading plans for home and site, responding to comments per previous Design Review Meetings. Topography proposed at 1' contour intervals.
- Landscape Plans showing all plant materials, hardscape materials, retaining walls, existing vegetation, details of features (ie water features, fire pits, outside kitchen areas) Seeding mixes, plant table with names and sizes and any notes and planting details that are pertinent to the site and construction.
- Architectural drawings (should be a 95% or greater set) ¼ scale responding to comments including Floor plans, Roof Plans, Elevations and Site plan.
- Materials Board with samples of all materials for the home. (See Materials Board Check List)
- Color Rendering or 3D model of the home and how it will sit on the site

Final Approval Check List (needed to get your building permit from Douglas County)

Approved Final Architecture Plans

Approved Final Landscape Plans

Approved Final Grading Plans

Approved Materials Board

Payment for water tap fee \$35,000 payable to Solitude Metropolitan District

Water Meter Pit Fee \$5000 payable to Solitude Metropolitan District

Copy of the Builders General Liability Policy naming The Keep, LLC as additionally insured

Architectural and Site Survey Check List

- Topography at 1' Intervals
- Existing Vegetation including tree sizes and scrub oak – from satellite view
- Contours at 1' intervals – 20 scale
- Property Lines
- Lot Corners
- Survey Pins
- Building Envelope
- Utilities
- Easements
- adjacent paved surfaces and edges
- Drainage Features
- Views
- Access Easements
- Location of any known planned or existing structures
- Extend topographic and vegetation information at least 50' beyond the building envelope including the entire access path from the public road
- overlay with recent aerial photo background or satellite view from Google maps

Landscape Plan Check List

Plant materials

hardscape materials

retaining walls

existing vegetation

details of features (ie water features, fire pits, outside kitchen areas)

Seeding mixes

Plant table with names and sizes and any notes and planting details that are pertinent to the site and construction.

Landscape Lighting

Materials Board Check List

Materials Board must include samples of actual materials where practical. Pictures may be used in addition to materials to give more information and context to the materials.

Materials must depict actual color to be used

Siding

Stucco

Stone/Brick

Exterior Trim

Roofing Material

Gutters and Downspouts

Paint/Stain color samples

Pavers

Exterior lighting (as available)

Materials Notes:

- 1) No more than 30% stucco including trim and walls.
- 2) Must use real stone and/or brick, not a veneer
- 3) Roof must be concrete, tile, or metal
- 4) All materials must meet the rural site plan guidelines for color and type
- 5) All buildings must be 4 sided design incorporating multiple materials on each side.

Primary Design Considerations and Constraining Factors

- Minimum Square footage: 2400 square feet above grade not including garages, exterior areas, accessory buildings, and basements.
- Garages, including RV garage areas, are to be screened and situated in a fashion that minimizes their appearance from the street and neighboring properties
- Night sky county requirements must be met for all exterior lighting
- Materials are to be natural colors and be a compliment to the surrounding landscape
- Colors must meet the Rural Site plan requirements of a light reflective value (LRV) of 40% or less. Colors are to be in natural and muted tones, whites and primary colors are to be avoided or used as accent colors only.
- No accessory buildings can be used as an additional dwelling unit
- All buildings must be four sided design and meet or exceed the requirements in the design guidelines.

Accessory Buildings details:

- Accessory Buildings (garage, greenhouse, pool house, shed, etc) of a maximum of 1000 square feet per building may be constructed on the property given they follow the below guidelines
- All Accessory Buildings must fit within the building envelope
- All Accessory Buildings must match in both design and materials with the main house
- No Accessory Buildings may be an additional dwelling unit/mother-in-law suite. A refrigerator, sink, microwave is permitted in Accessory Buildings given they are not used as a primary kitchen.
- No livestock may be housed in Accessory Buildings
- All Accessory Buildings must be situated to mitigate view interruption of both the main house and adjacent homes.
- Any garages, whether Accessory Buildings or attached to the house, should be situation to minimize the visual appearance from the road and adjacent properties.

Sign Guidelines

Sign size: 2'x2' or 2'x4'

Color: Background Pantone 4625

Lettering: White

Posts: 4x4 in Pantone Color 4625

May not be installed in the right of way or obscure any view.

Must include:

- Keep Logo (file available from sales team)
- Contractor Name
- Contractor Phone Number

May include:

- Renderings
- Price
- QR Codes
- Website

Rural Site Plan Guidelines:

1. Statement of Purpose:

The vision for The Keep is an engaging, residential community that responds to and respects its spectacular natural setting. It is the intent to preserve this natural setting that will promote and maintain a lifestyle that is based on dramatic views, varying landscapes, natural drainageways, expansive slopes and most importantly stewardship. This goal can best be implemented by ensuring that buildings and improvements are respectful of the natural attributes that exist on the site. The guidelines and standards have been prepared to serve as a guide for creative and sensitive design. Specific design standards and guidelines have been established for parcels 30 and 53. The Keep Colorado Design Standards will be enforced by the HOA through the covenants.

Site Development:

- a. The siting and design of residential structures shall be designed to blend with the natural terrain in an attempt to minimize grading operations and avoid dominating the land form as viewed from valley floors.
 - b. Building siting shall consider the preservation of privacy of open space, natural amenities, grade differentials and steep slopes of 20% or greater.
 - c. Structures should be oriented to maximize view potential from the site and minimize visual impacts when viewing the site from a distance.
 - d. The building envelopes will serve as the limit of all improvements including structures and proposed landscaping. All driveways and entry/address monuments, utility connections and facilities/septic tanks shall be excluded from this limitation.
- ### 2. Maximum Height of Structures
- a. The building height shall not exceed thirty-five (35) feet. The base elevation for the height restriction shall be the average elevation of the four main corners of the proposed structure prior to any natural grade disturbance. No portion of any structure, including walls, parapets, cornices, etc. may exceed the height limit. Chimneys and vents are excluded from this height limitation. Parcel 53 shall have additional building height restrictions of 22 feet.
- ### 3. Site Grading and Drainage
- a. Contour grading should be utilized to blend with natural grades. Both blended and variable slopes (3:1 and 4:1) should be employed where possible to restore a natural appearance to the transition between open space and graded areas.
 - b. Grading requirements for any slope should not exceed that of 3:1 slope, except for critical roadway conditions where other choices do not exist.
 - c. All grade slopes shall be "rolled back" into existing slopes, so that after revegetation, no sharp contrasts exist between existing and disturbed slopes.
 - d. Driveway alignments shall be considered that minimize the visual and physical impact of the home site by following existing contours and reducing the amount of required grading.

- e. Grading for septic drain fields shall conform to the natural terrain and may be allowed beyond the building envelope. Finished grades should blend with the natural terrain as soon as possible.
 - f. Natural drainage patterns and features of the property shall be maintained as much as possible.
4. Landscaping and Open Space
- a. The natural vegetation of the parcels and “no build areas” shall be protected and retained to the maximum extent possible.
 - b. All areas disturbed during construction of private drives, structures, trails and other disturbances shall be revegetated with native grasses and/or a wildflowers seed mix within 6 months after completion of construction, weather permitting.
 - c. Landscaping of each parcel and residence shall be the responsibility of the homeowner. The use of indigenous plant materials shall be used where possible
 - d. Native landscape shall be maintained outside the building envelope
 - e. The Keep Colorado Homeowners Association, Inc will be established for ownership and maintenance of common property including open space, trails and include common private drives. The owner shall maintain these areas until they are accepted by The Keep Colorado Homeowners Association, Inc.
5. Parking
- a. A minimum of two off street parking spaces, including covered parking within garages or carports shall be provided per dwelling unit.

Site Elements

6. Walls
- a. Retaining walls shall be comprised of natural stone and/or veneered with split face block or wood.
7. Lighting
- a. Lighting of structures and grounds shall be permitted for safety, identification, beautification, and security purposes only.
 - b. Lighting must be downward directed and shall not cast glare on adjacent properties or roadways.
 - c. Lighting to be used around residences, must be directed onto vegetation, or prominent site features and not upon the building.
 - d. With the exception of main drive and entry monuments, no lighting will be permitted beyond the limits of the building envelope for safe passage.
8. Signage
- a. Signs, with the exception of traffic control signs, shall be constructed of natural materials such as wood, masonry, stone, or other similar materials
 - b. Signs will be placed to comply with visual clearance standards.
 - c. Signs, when illuminated, will be from externally mounted or concealed light sources, with no flashing or moving parts. Lights shall not cast glare on adjacent properties or roadways.
9. Storage and Trash

- a. Storage of boats, campers and other recreational vehicles at residential units is not permitted, with the exception of those stored within a garage or enclosed structure.
- b. Trash containers shall be kept within an enclosed structure.

Architecture Treatment

The architectural character of the structures shall be harmonious with the surrounding environment. To accomplish this goal, the following minimum architecture standards and design guidelines have been developed.

10. Architectural Design

- a. The architectural design of buildings should consider the site, relationship to other structures, scenic views and climatic orientation.
- b. Structures with long uninterrupted exterior walls should be avoided. Walls should have varied forms to create shadows, providing relief that can “soften” the architecture.
- c. Buildings along community edges should provide variety in elevations with differing setbacks and varied orientation.
- d. Architectural solutions such as terraced or downhill unit designs should be encouraged to minimize the amount of grading.

11. Building Massing and Forms

- a. The form of the roof and the materials used on it create a significant part of the visual impact of a structure. Roof flashing, rain gutters, downspouts, vents and other roof protrusions should be finished to compliment the adjacent materials, colors and textures.
- b. All buildings should project a minimum of three (3) distinct masses on each elevation. The horizontal and vertical offsets should be no less than two (2) feet.

12. Building Materials

- a. The predominant material used on each house shall be noncombustible
- b. All façade materials may be natural wood siding (treated, masonry, stone, synthetic stucco, or similar materials).

13. Colors

- a. Predominant exterior finishes shall be in warm earth tones such as grey, green, brown, beige, muted blues or reds, or other similar colors. White, primary colors, and other bright colors shall be permitted as accent colors only.
- b. Predominant building colors shall have a light reflective value of 40% or less regardless of the material type.