

## DRC Guidelines For Star Canyon Homeowners on the Process of:

### Adding or Replacing Decks Adding or Replacing Plants and Bushes/Shrubs

Dear Homeowners,

This document is provided to you as a guide to the process for getting changes approved to the exterior of your house by the Star Canyon Design Review Committee (DRC). It explains the steps required and how to go through the process in the most orderly way. As a reminder, you DO need to get Star Canyon DRC approval for ANY change to the exterior of your house, whether it be planting or plant removal, lights, garage, driveways, or front doors or any other change to the exterior of your home.

#### Decks:

If you are thinking about adding, modifying or replacing a deck, you need to know the following: First get a good copy of your "Plot Plan" from the City of Littleton. The City of Littleton (not Jefferson County) issues and approves Work Permits for Star Canyon. Before you can start a deck project, the City of Littleton Permit Desk will require the following from you:

- 1) **2 (TWO) sets/copies of plans:** One set of the site Plan – or "Plot Plan" of your property
- 2) One set of plans of the "Construction" plans your contractor provides on work to be done
- 3) The name of the contractor doing the work so the city can check to verify that he is licensed for the type of work to be done, and lastly
- 4) The letter of approval from your Star Canyon DRC saying we approve your plans

Here is the contact information for the City of Littleton Permits:

- a) Office is located at 2255 Westbury Ave, Littleton Co
- b) Permit Counter – Denise – 303-795-3748, or 303-795-3751
- c) Permit Specialist – Ernie Rose – 303-795-3752
- d) Chief Building Official – Steven Hinkley – 303-795-3761

The recommended approach to take is as follows:

- 1) Review your site plan to insure your deck is on your property without infringing on the "Set Back" allowance shown on your Plot Plan. Most "set-backs" are 15', meaning you can't have a permanent structure within that 15 foot area from the end of your property line. Additionally, there are "Utility Easements" (shown as 10' – UE ) on your plot plan. This means there are 10 feet of Utility Easement (UE), that you are not supposed to encroach on, but may be able to procure a "variance" for from Denver Water, Xcel or Comcast.
- 2) You may want to run your plot plan by the Littleton City Permit department first to get a verbal okay from them and/or guidance – BEFORE submitting your formal permit request. Then submit your plans to the Star Canyon DRC.
- 3) The DRC will review your plot plan and proposed construction.
- 4) Once you receive approval from the Star Canyon DRC, Associa will issue you a formal letter of approval.
- 5) You will then need to take that formal letter of approval to the City of Littleton Permit Desk, along with the sets of plans described above, and pay a fee to get the permit process going.
- 6) Once your permit is received, you need to provide the DRC with the documentation of your permit approval, and then you can begin construction.

#### Specific Star Canyon Deck Requirements

1. Decking material needs to be made of composite decking ( i.e. Trex), and typically grey or beige in tone, to stay in keeping with the color tones of the house.

2. Railings need to be made of PVC or similar material and covered in white plastic-like material.
3. If a home currently has stone pillars as part of its design, they should be appropriately placed to complement the design of the deck and home. Homes that do not currently have stone pillars will not be required to add them.
4. Egress steps must not extend beyond the end of your house.
5. Any landscaping which needs to be removed is at the homeowner's expense.
6. Any modifications or repairs/replacement to the sprinkler system is at the homeowner's expense.
7. If plants/bushes are removed from the area under the new deck, there should be a layer of filter cloth laid down to control growth of weeds, covered by rock matching the other rock in the yard.

### Bushes and Plants

Please remember that removal or addition of shrubs or trees around your house must be approved **before** removing or installing them. The HOA maintains a list of approved Plant Materials (trees, shrubs, and grasses) for our community. This list was created based on the experience of landscaping companies who have advised which species of bushes and plants tend to thrive in our high altitude environment and which also take into consideration the ease or ability to trim and maintain them. Again, any damage to your landscaping or sprinkler system is at the homeowner's expense. Additionally, rock bedding to match the rest of your house is required.

Should you have any further questions about your project and would like guidance, please feel free to contact any of the three current members of your DRC.