

# The Wellington Neighborhood Design Standards

September 1, 2010

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## 1. Statement of Intent

It is the intent of these standards to provide direction to owners for the improvement of their properties, to establish thresholds for design quality and the suitable application of materials, and to insure sensitivity to Wellington Neighborhood residents. Compliance with the spirit of these standards is crucial in maintaining quality of life, property values, and visual effectiveness of the neighborhood.

The standards have been written to encourage a variety and diversity of thoughtful design within the neighborhood while at the same time respecting certain existing design patterns that: a) maintain the sense of community and place; b) establish and preserve a harmonious design for the Project; c) protect and enhance the value of the Property, Lots and Units; d) respect the environment. It is not the intent of these standards to burden owners when they chose to improve their property; these standards should guide owners through the design review process to ensure a successful project for you and the neighborhood.

These standards may be amended from time to time and it is the responsibility of the owner to obtain and review all changes. Current copies may be obtained from the Neighborhood Administrator, [administrator@twna.net](mailto:administrator@twna.net), and on The Wellington Neighborhood Association website, [www.twna.net](http://www.twna.net).

## 2. Design Review Procedures

- 2.1 Step One: Determine if your project requires approval from the Design Review Committee (DRC) and the Town of Breckenridge (TOB). (This may require a visit or phone call to the Town Planning Department, 970-453-5303 x704, before your submittal to the DRC.) Please see Appendix 5.6 for TOB rules.

Changes Requiring Approval: Any and all "Exterior Modifications" to your home and/or property, including landscaping. Essentially, this includes construction, installation or placement of any improvements of a permanent nature on your property.

Please note: Interior Modifications to your home, although not requiring DRC approval, may require TOB Planning and/or Building Department approvals. Call or meet with a planner to be sure.

### Examples of improvements that require DRC review and approval:\*

- Building a garage, shed, fence, or deck or patio.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is a different material, size, shape, and/or color than that of the existing material (i.e. other than normal maintenance).
- Planting or removing trees (see suggested trees species in Appendix 5.5).
- Adding a parking pad. (Parking pad must meet TOB standards.)
- Adding solar panels to a roof.
- Adding underground sprinkler systems.
- Replacing or adding exterior lighting fixtures.

### Examples of improvements that do not require DRC review and approval:\*

- Interior modifications to your home.
- Planting or hanging annual flowers.
- Planting perennial plants
- Temporary holiday decorations.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is *exactly* the same material, size, shape, or color of the existing (i.e. normal maintenance).
- Laying sod
- Installing rain gutters and downspouts when they meet the requirements of section 4.19

\*The lists above only provide examples of improvements; exclusion from this list does not mean your improvement does not require DRC approval. Please contact the Neighborhood Administrator if you are unsure whether or not your improvement requires DRC approval. Also, please note that many improvements may also be subject to Town of Breckenridge approval and may also require a building permit.

- 2.2 Step Two: Prepare required materials to submit to the DRC for review

Your application to the DRC must include: 1. Standard Cover Letter (see appendix 5.2 and 5.3 for copy) and 2. appropriate drawings (site plan and/or elevations) as described below.

The Standard Cover Letter (appendices 5.2 and 5.3) includes all of the following:

1. Description of your proposed exterior improvements for review by the DRC and, if required, initial review by the TOB Planning Department.
2. Location of your improvements. Copies of your property's Improvement Location Certificate (ILC) or platted site plan can be obtained from the TOB Planning Department. Also, any recorded property easements can be obtained.
3. Proposed materials
4. Proposed colors
5. Construction schedule
6. Phasing plan (if applicable)

The Standard Cover Letter shall include a site plan and elevations, if appropriate. These plans must meet all of the following requirements:

1. Plans must be presented in a legible format, be scalable and accurate.
2. Plans must be to scale. The site plan shall be drawn at a scale of one inch equals twenty feet (1" = 20') or one inch equals ten feet (1" = 10'). 1" = 10' is preferred.
3. Site plans should include as needed:
  - a. Your name, property address, and legal description of your property.
  - b. Property lines.
  - c. Dimensions.
  - d. Structures, existing and proposed.
  - e. Existing natural features.
  - f. Grading plan with existing and proposed topography (if applicable).
  - g. Location of landscape materials to be planted or removed.
  - h. Description of how any material to be removed is being disposed.
  - i. Any existing public utility pedestal or easements.
4. Elevations should be provided for any proposed improvement that is not at grade level.
5. Plans for lots that are not yet landscaped should include all details for the proposed landscaping and irrigation.
6. Photographs (if applicable) are helpful to present proposed improvements such as picket design or to show neighbors' fences to be matched.
7. Before you begin any Improvements, any plans for accessory buildings, sheds, fences, trees, etc., subject to TOB approval must include your approved Development Permit and/or Building Permit from the TOB.

### 2.3 Step Three: Submit your application to the DRC

Mail your application to the Wellington Neighborhood Administrator at PO Box 4622, Breckenridge, CO 80424, or preferably via PDF to the email provided below, before close of business on the second Friday before a Design Review Committee meeting; meetings are currently held on Mondays. For a schedule of when the Design Committee meets, consult the Wellington Neighborhood Association website, <http://www.twna.net/>, or contact the Neighborhood Administrator, 970-453-5303 x 704, [administrator@twna.net](mailto:administrator@twna.net).

## 2.4 Step Four: Await a decision from the DRC

The standard of review for your application shall be as set forth in 1.0 Statement of Intent (above). A practical time limit may be subject to the number of applications to be reviewed. Additional time may be applied due to the volume of applications received and their complexity. You may contact the Neighborhood Administrator, 970-453-5303 x704, [administrator@twna.net](mailto:administrator@twna.net), to check the status of your submittal after 30 days.

The DRC meets every 3 weeks during May-October (see <http://www.twna.net/> for the scheduled dates). Applicants are encouraged to attend DRC meetings to answer any questions that the DRC may have re: their application. During these meetings, the DRC will choose to

1. Preliminarily approve your application as submitted or
2. request further information on your application or
3. preliminarily approve your application with conditions.

A written Final Approval with Conditions will be issued by the Neighborhood Administrator within five business days of approval by the DRC. You will be required to meet the terms of the Conditions set forth in the Final Approval to commence work on your improvement, or you may choose to modify the initial improvement proposal and resubmit an application to the DRC following the same procedure as the original submittal.

Remember, in addition to DRC approval, the Town of Breckenridge (TOB) may have codes that need to be adhered to and additional permits may be required before beginning any work. The TOB should be consulted as part of the planning process. (See Appendix 5.6)

## 2.5 Step Five: Commencement and Completion of Construction

Upon receipt of approval from the DRC, you shall obtain any required permits from the Town of Breckenridge and then begin construction/alteration pursuant to the approved DRC application. If you fail to commence construction/alteration within the same building season of your approval or fail to communicate a change in your construction schedule to the DRC, your DRC approval shall be deemed automatically revoked and new approval must again be obtained prior to the commencement of any improvement.

Your improvements must be completed within the time approved on your application or you must communicate a change in construction schedule to the DRC within 2 weeks of the approved schedule to avoid penalty.

Please notify the DRC or administrator upon completion of your improvement. The DRC will verify that your improvement is consistent with the approved plans.

## 3. Definitions

- 3.1 "Front Wall": The "Front Wall" shall be any wall (and a building may have more than one "Front Wall") facing a sidewalk, green, public road and/or alley.
- 3.2 "Front Yard": A yard extending between the side lot lines across the full width of the lot and lying between the front lot line and any portion of any structure on the lot. In those instances where a lot abuts two (2) streets, such as a corner lot or a double frontage lot, the DRC shall designate which yard constitutes the front yard, based on existing development patterns within the neighborhood.
- 3.3 "Side Yard": A yard extending between the front and rear lot lines along the full width of the lot and lying between any side lot line that does not abut a public way and any portion of any structure on the lot.
- 3.4 "Back Alley": A yard extending between the side lot lines across the full width of the lot and lying between the rear lot line or alley and any portion of any structure on the lot.
- 3.5 Site plan: A scalable drawing of your property with existing and proposed improvements, your address and the legal description of the lot. The site plan shall include labeled property boundaries, any easements, buildings, landscaping and utility structures. Lot plans are available (at no charge for deed restricted properties) from the TOB Planning Office in Town Hall or for a fee from Tetra Tech.

#### 4. Standards

##### 4.1 Governing Documents

The Governing Documents can be found at <http://twna.net/documents>. If conflict occurs between this document and the Governing Documents, then the provisions of the Governing Documents shall prevail.

##### 4.2 Patios

Patios are prohibited in any Front Yard. Patios are also prohibited in any area ten feet (10') behind the plane formed by the Front Wall of the house; however, the Design Review Committee may approve patios located in such areas if the patio is: i) designed to be consistent with neighborhood architectural character; ii) located behind an adequate landscape buffer so it is well screened and not readily visible from the adjoining green and/or street; and, iii) located so as to protect the privacy of immediately adjoining neighbors and so as to not be directly visible from an immediately adjoining front porch; or iv) is proposed on a double home lot where the "Front Yard" may also be considered the "Side Yard".

##### 4.3 Landscaping

DRC approval is required for landscaping that involves change in grade, elevation or drainage, especially landscaping beyond plantings in the "Front Yard" (as defined in section 3.2). Approval is needed for walkways, patios, retaining walls, and rock placement. Approval is NOT required for simple laying of sod nor for planting annual or perennial plants. A list of suggested native plantings can be found in Appendix 5.5. (See Appendix 5.6 re: TOB rules.)

## 4.4 Fences

### 4.4.1 Construction

Material: Fence pickets may be made of natural wood (cedar, etc) or a plastic with wood texture.

Color: The fences shall be painted or stained to match Burbury Beige #8671W – Kwal Liquid Vinyl as closely as possible. Materials that do not require painting will match Burbury Beige #8671W – Kwal Liquid Vinyl as closely as possible.

Pickets styles: Picket style must be approved by the DRC. Picket style must be consistent within a fenced in area (i.e. you may only use 1 picket style in your fenced-in area). The DRC will consider adjacent fencing picket styles when approving the proposed style. 6" wide pickets are permitted in side and back yards only. 4" wide pickets must be used in front yards.

Gates: Gates must be constructed with the same materials as the fence, remain the same height as the fence, and maintain the same picket spacing as the fence. Double-door gates are subject to approval by the DRC.

Other guidelines:

1. The depth at which posts are seated should be appropriate for the fence post height, with concrete footing preferred. The commonly accepted standard is one-third (1/3) of the height of the post should be underground and placed in concrete; i.e., a post thirty inches (30") above ground should have fifteen inches (15") in the ground with concrete poured around the base.
2. Fence lines must be aligned in a straight line.
3. Picket tops must line up appropriately. Also, lower edges of pickets should not be at ground level, rather up to a few inches above ground to prevent rotting of lower picket edges.
4. All jogs, corners, turns of fence must be explicitly delineated on the site plan drawing plus the objects/reasons for the jogs should be delineated or described.
5. The outside face of the pickets must face outward toward alleys, streets, parking spaces and neighbor's property as applicable.

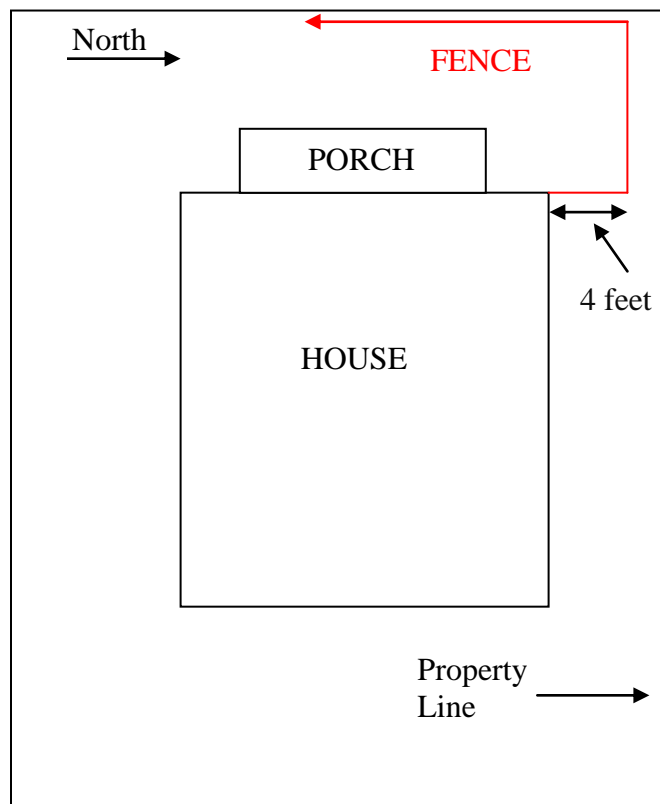
### 4.4.2 Front Yard Fence

The fence shall be placed on the front property line, abutting the green where applicable. Any fence that defines the front yard property lines shall be no taller than thirty-six inches (36") high. Front yard picket spacing can be no less than 25%\* of the picket width. For example four-inch (4") pickets would be spaced not less than one inch (1") apart. "Front yard property lines" shall be deemed to include all property lines (front or side) that are in the Front Yard defined above (in section 3.2).

A fence that separates the front yard from the back yard: i) may be not more than fifty-six inches (56") high with picket spacing no less than 25%\* of the picket width; ii) shall begin at least at, if not behind the plane formed by the Front Wall of the house (as defined in section 3.1). Fences of more than thirty-six inches (36") height must be at least ten feet (10') or more behind the front plane of the house; and iii) in no event shall the fence dissect any porch or window on any property.

The portion of the fence forward of the Front Wall of the house (excluding the porch) must be on your property line or four feet (4') from the side wall of your house, whichever is less. (See illustration below.)

\*The DRC may approve spacing less than 25% when the intent is to match an existing fence with spacing less than 25%.



#### 4.4.3 Fences Abutting Roads

In cases where owners choose to install fences with frontage on a private road, neighborhood open space or Town Right of Way, picket fencing is required; i.e. a privacy fence is not permitted. The fence shall be placed on the property line abutting the road; however, the DRC in conjunction with the Town of Breckenridge may on a case by case basis approve fence locations closer to the road and within the Town right of way; however, in such event, the applicant shall maintain the property within the fenced area, obtain an Encroachment License Agreement from the Town, and assume all risk for any damage to Homeowner Association irrigation systems. A fence adjoining a road that defines the side yard property lines or utilizes Town of Breckenridge right of way shall be no taller than thirty-six inches (36") high with picket spacing can be no less than 25% of the picket width. The fence must terminate not less than 7' from the edge of the alley.

#### 4.4.4 Side Yard Privacy Fence

A fence that provides privacy between two homes (including double houses) and which runs parallel to the side yards of the homes may be no more than seventy-two (72") high; provided that the fence does not extend into the Front Yard. This is the only place where fence pickets may be flush to one another without any spacing between pickets. The Side Yard Privacy Fence shall not be less than seven feet (7') from the edge of the alley and must be outside the seven foot (7') snow stacking easement. (See Appendix 5.6 re: TOB rules.)

#### 4.4.5 Back Yard Fence

A fence that defines the back yard, running parallel to the alley and perpendicular to the side yards of the property may be no more than 56" high. Back Yard picket spacing can be no less than 25% of the picket width. All Back Yard Fences shall not be less than seven feet (7') from the edge of the alley and must be outside the seven foot (7') snow stacking easement.

#### 4.4.6 Existing Easements

Town ordinances and landowner's rights must be respected. If an application for a new fence proposes the south-facing fence to be attached to the neighboring house, the following steps are required by the DRC:

- a) The DRC application must include a signed letter from the neighbor whose easement is being used.
- b) The TOB may require that both the Applicant and the Neighbor sign the TOB Class D application or submit separate Class D applications to the Planning Department.

- c) A separate, private encroachment easement, granting access and allowing the fence on the neighboring property, should be drawn and recorded at the County with a copy filed at the Town of Breckenridge. This new recorded easement would run with the property in perpetuity until it is mutually abandoned.

#### 4.5 Decks

Decks are only permitted behind the Front Wall of a home. In those instances where a lot abuts two (2) streets, such as a corner lot or a double frontage lot, the DRC shall designate which wall constitutes the Front Wall, based on existing development patterns within the neighborhood.

Materials and colors should be selected to match existing porches and railings and are subject to DRC approval. The DRC may request material samples when an applicant is proposing a synthetic deck material.

Lattice is required to be installed on the perimeter of a deck when the deck is greater than one foot (1') above grade. Decks may be subject to TOB Building Department approval. (See Appendix 5.6 re: TOB rules.)

#### 4.6 Parking Pads

All parking pads must be paved and may be constructed with paving materials approved by the TOB. All materials are subject to DRC approval. Two (2) strips of paving material no less than twenty-four inches (24") wide each are acceptable. Gravel parking pads are prohibited. Parking pads shall be no less than nine feet (9') wide by eighteen feet (18') deep. Parking pads must be placed outside the seven foot (7') snow stack easement. The size and location of a parking pad is subject to DRC approval. Snow storage, landscaping, and drainage should be carefully considered when designing a parking pad. (See Appendix 5.6re: TOB rules.)

#### 4.7 Accessory Buildings

All accessory buildings, including but not limited to, sheds, Garages, Garage with Bonus Rooms and Carriage Houses shall be located at the rear of the lot not less than seven feet off of the alley and will require TOB approval. The Wellington Neighborhood Master Plan (on file at the TOB) dictates the allowed width, depth and height of garages, garages with bonus rooms, and carriage houses.

#### 4.8 Garages

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house. Garage doors and garage man-doors must be painted the primary or "body" color of the house and garage (i.e. garage doors may not be painted the color of the trim).

#### 4.8.1 Standard Garage

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house.

#### 4.8.2 Garage with Bonus Room

The Garage with Bonus Room shall: a) be built consistent with the specifications shown below, unless otherwise approved by the DRC; b) shall not have a kitchen (a kitchen shall be defined as a space used for food preparation that has either a full size refrigerator or a range – i.e. no gas line or 220 V utility feeds are allowed in Bonus Rooms); c) the main house plus the garage with bonus room shall not be occupied by more than three (3) unrelated persons; d) the finishes for a Garage with Bonus Room shall use siding, trim, colors and roofing material identical to the main house; and e) the Garage with Bonus Room shall not be rented for less than six months as provided in the Declaration.

#### 4.8.3 Carriage Houses (market rate lots only)

Carriage Houses are allowed a full kitchen, and are permitted on those market rate lots where there is sufficient space for one additional parking space beyond what is required for the main house; b) the maximum size of a Carriage House shall be 550 square feet; and c) the Carriage house shall not be subdivided from the main house; d) the finishes for a Carriage House shall use siding, trim, colors and roofing material identical to the main house; and, e) the Carriage House shall not be rented for less than six months as provided in the Declaration.

### 4.9 Exterior Colors and Materials

#### 4.9.1 Exterior colors

A homeowner must submit an application to the DRC to change the color scheme of their property. No more than 3 different colors may be used on a property. The DRC will consider: a) adjacent property color schemes, and b) increased or decreased maintenance resulting from the color change while reviewing applications.

Applicants must provide color swatches with their application for all proposed colors. (See Appendix 5.6 re: TOB rules.)

#### 4.9.2 Exterior Materials

All building and/or improvement materials exposed to weather shall be of: brick, stone, stucco, hardboard, smooth cedar, smooth redwood, pressure treated pine, alternative eco-friendly materials (i.e. Trex™), or other materials approved by the DRC. (See Appendix 5.6 re: TOB rules.)

#### 4.10 Exterior Lighting

All exterior lighting, including porch and garage lights, must meet the following requirements:

1. Only fully shielded, downcast, opaque fixtures with no portion of bulb visible are permitted.
2. Patio lights are permitted to be illuminated at an outdoor dining/sitting area from May 1 through October 31 of the same year.
3. Lamp type: The lamp shall be Energy Star rated fluorescent with adequate cold rating, induction, high-pressure sodium, LED or low-pressure sodium. Incandescent lamps are permitted on building mounted fixtures at a maximum wattage of 60 watts. Energy Star rated compact fluorescent lamps are encouraged. Fluorescent fixtures are permitted at 15 watts or no greater than 950 lumens.

#### 4.11 Roof Materials

Asphalt shingles are the preferred roofing material for all structures in the Wellington Neighborhood. Alternative roofing materials are subject to DRC approval and shall be considered on individual merit with particular consideration given to the quality of materials, color, pattern, and warranty. (See Appendix 5.6 re: TOB rules.)

#### 4.12 Windows and Doors

Window and door style and size are subject to DRC approval when replacement is not an exact duplicate of the existing windows and doors.

Window frames must be factory standard "white" color. Operable windows are recommended.

Front/Entry-way doors are required to be solid wood. Only back, side, and garage man-doors may be made from metal and must be painted to match the primary or "body" color of the home.

Storm Doors: The following storm doors have been pre-approved by the DRC and do not require further approval:

Storm and screen doors may be wood Vintage Woodworks ([www.vintagewoodworks.com](http://www.vintagewoodworks.com)) style #7151, 7190 or 7123. Vintage Woodworks doors come unfinished and without hardware. These storm and screen doors must be stained to match existing front door stain

color. Screens and screen frames must be charcoal color. Screens must be maintained, free from rips and tears.

Prefinished aluminum storm doors that are "E-Star" rated and qualify for Federal Income Tax Energy Credit are acceptable if a) the door is over 75% glass allowing clear sight of the main stained wood door; b) that the frame is white; and c) the door is of high quality, dent resistant construction. Exterior sliding glass doors are not permitted. Aluminum doors that have been approved based on the criteria above are the Andersen Series 3000, the Andersen Series 2000, and EMCO 300 Series Triple-Track. The Andersen Series 4000 would also meet the criteria above.

Any storm door not included on the list above requires DRC approval. A cut sheet, brochure, or similar document of the exact door proposed is required for DRC approval.

#### 4.13 Solar Applications

While approval from the DRC and the TOB is required, energy-saving features and active solar applications are encouraged whenever possible. Solar panels, when used, shall be integrated with the roof form to be as unobtrusive as possible. Solar panels must be roof mounted and shall be flat glass with frames colored to match adjacent surfaces and shall be installed flush with the roof line. Special consideration shall be given to color, finishes, and reflective aspects of solar panels as they may affect neighboring homes. (See Appendix 5.6 re: TOB rules.)

#### 4.14 Wind Turbines

No ground supported wind turbines may be erected or maintained on any property. Wind turbines are permissible when mounted on a garage roof only with the DRC and the TOB approval. Turbines mounting hardware should be colored to match the color of the roof shingles whenever possible. Noise levels from the wind turbine may not exceed ambient noise levels of the site; applicants may be required to provide noise level data measured from areas around the site and from the turbine itself.

#### 4.15 Satellite Dishes

Satellite dishes and high-speed internet antennas shall be mounted on the rear, alley side of structures so as to not be visible from a street or a green and to minimize visual impact to adjoining property owners whenever possible. Installation of satellite dishes and high-speed internet antennas shall be approved by the DRC and the TOB. It is the homeowners responsibility to demonstrate that such positioning is not possible in order to receive a variance from the DRC. Any satellite dish installed prior to May 15, 2002, shall be exempt from the above.

#### 4.16 Hot Tubs

Hot Tub style, size, and placement are subject to DRC approval. Hot tubs with a capacity greater than 6-people or 450 gallons (whichever is greater) are prohibited. The DRC may require the applicant to shield a proposed hot tub from neighboring homes and streets or alleys with a permanent structure or landscaping. (See Appendix 5.6 re: TOB rules.)

#### 4.17 Outdoor Play Structures

Outdoor play structures taller than 9' tall require DRC approval. Such structures must be constructed primarily from natural materials and colored to compliment the surrounding natural environment or built environment. The DRC may require approved structures taller than 9' tall be fenced in to protect the safety of all neighbors.

#### 4.18 Exterior Speakers

Exterior speakers should be recessed or installed so they are not highly visible to pedestrians from the property line. Surface-mounted speakers or grills should be white or colored to match the trim on the house.

#### 4.19 Gutters

Gutters must be colored white or colored to match the trim of the house where installed, in which case they do not require DRC approval.

#### 4.20 Miscellaneous

##### 4.20.1 Trash/Recycle Receptacles

It shall be the duty of all homeowners and all tenants producing or having garbage, to provide and keep watertight garbage cans of galvanized metal or other nonabsorbent material in which all garbage shall be kept. All garbage shall be placed and kept in such cans until it is hauled away.

All garbage cans and similar refuse receptacles that do not have a latching mechanism which keeps the lid tightly closed against the can or receptacle and which prevents access to the contents of the can or receptacle by wildlife shall be stored inside a home, garage, building or shed. In addition, garbage cans can only be placed at curbside after 6:00 am on the day of pickup and must be removed from the curb by 10:00 pm that day. The TOB also has specific requirements for trash/recycle receptacles.

#### 4.20.2 Real Estate Signs

A homeowner may have one real estate 'for sale' sign in the back yard at the alley or a custom sign with the following guidelines can also be used:

- Wood sign 24" w x 18" h (not to exceed four(4) square feet)
- Wood to be ½" thick
- Lettering shall be "Times New Roman" font, black or dark blue and not exceed 1" w x 2"h.
- Any other colors or logo artwork subject to architectural review committee approval.
- Sign shall be mounted on house railing or on a white post.
- Sign to be on homeowner's property only.
- Only one open house sign can be posted on homeowner's property.
- No open house signs can be posted on association property.
- The sign must be removed within five (5) days after the sale of the property.

#### 4.20.3 Other Signs

All other signs must be approved by the DRC. (See Appendix 5.6 re: TOB rules.) Homeowners may have political signs in their yard, not to be posted on structures or trees. Temporary construction signs are permitted when approved by the DRC. No signs may be displayed on association property or Town rights of ways. No signs shall be displayed on association property or Town right-of-ways.

#### 4.20.4 Clotheslines

DRC approval is required for placement of exterior clotheslines. It is preferred that these lines be located to be visually unobtrusive as possible and also be retractable or removable. They must be placed only in the backyard of the house, facing the alley. For lots abutting a street on the side of the property, it is preferred that clotheslines be placed on the half of the lot farthest away from the street.

## Appendix 5.1

### Design Review Application Checklist

#### 5.1 Design Review Application Checklist

- Determine if your project requires approval from the DRC and TOB.
- If approval is required, prepare required materials to submit to the DRC for review:
  - \_\_\_ Standard Cover Letter
  - \_\_\_ Appropriate drawings, photos, site plan and/or elevations
  - \_\_\_ If a neighbor's easement is being used for a fence, obtain a signed letter of permission from the affected neighbor to submit to the DRC with your application.
- Submit your application to the DRC.
- Upon receipt of approval from the DRC, obtain any required permits from the TOB, then begin your planned construction/alteration observing any conditions set forth in the Final Approval.
- Complete your improvements within the time approved on your application or communicate a change in schedule to the DRC.
- Notify the DRC or administrator upon completion of your improvement.

APPENDIX 5.2

COVER LETTER--GENERAL

**WELLINGTON NEIGHBORHOOD  
APPLICATION FOR DESIGN REVIEW**

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the project. Please be sure to provide a phone number or an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, application shall have attached a site plan of your lot and elevations (if applicable to the improvement).

DATE SUBMITTED: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

- 1. Description of the improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. Description of materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3. Colors to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 4. Anticipated start and Completion date: \_\_\_\_\_  
\_\_\_\_\_

Location on property and dimensions: (show on site plan) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX 5.3

COVER LETTER--FENCES ONLY

**WELLINGTON NEIGHBORHOOD  
APPLICATION FOR DESIGN REVIEW – FENCES ONLY**

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the new fence. Please be sure to provide a phone number or an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, application shall have attached a site plan of your lot.

DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

5. Location and orientation of rail and picket sides on property (also show on site plan) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Picket style: \_\_\_\_\_

7. Picket spacing: \_\_\_\_\_

8. Picket size: \_\_\_\_\_

9. Picket material: \_\_\_\_\_

10. Color: \_\_\_\_\_

11. # of gates: \_\_\_\_\_

12. Gate location(s): \_\_\_\_\_

13. Gate style: \_\_\_\_\_  
\_\_\_\_\_

Appendix 5.4

Sample Approval Letter

Wellington Neighborhood Association  
P. O. Box 4626  
Breckenridge, CO 80424  
970-453-5303  
administrator@twna.net

August 26, 2010

Mr. Chris Neubecker  
Community Development  
Town of Breckenridge  
150 Ski Hill Road  
Breckenridge, CO 80424

RE: Fence  
Jane and Barry Whoville  
100 Queen of the West  
Breckenridge, CO 80424

Dear Mr. Neubecker:

The Wellington Neighborhood Association has approved the attached plans for the above mentioned fence to be built subject to the following:

- A. Must be built substantial compliance to the plans
- B. Fence must be painted Kwal Liquid Vinyl, Burbury Beige # 8671W, any other color approved by the Design Review Committee. It must also comply with all fence guidelines of picket style, width, material and spacing provided by the DRC.
- C. To be completed within 90 days of commencement.
- D. Maintain clean and order work site during construction.
- E. The DRC is not responsible for any defects in plans and specifications or construction. The Owner is responsible for complying with all applicable government laws and regulations.
- F. It is recommended that Owners locate the exterior boundaries of all Lots, Easements and Common Elements affected by the proposed improvements prior to construction.
- G. Make sure you call Xcel Energy and Qwest to mark any power and phone lines before you begin digging.
- H. Upon completion of the project please notify the association administrator at [administrator@twna.net](mailto:administrator@twna.net) for a final review and inspection of your project by the Design Review Committee.

Sincerely,

Wellington Neighborhood Association

*Design Review Committee*

Design Review Committee

Doug Briggs      David O'Neil  
Dave Watson     Sandy Hahn  
Chris Egan

APPENDIX 5.5

SUGGESTED NATIVE PLANT LIST

See

<http://www.twna.net/documents/index.asp#resources>

for a copy of the Neils Lunceford High Altitude Plant List

## APPENDIX 5.6

### TOWN OF BRECKENRIDGE RULES

The Town of Breckenridge requires a Development Permit for any and all improvements that are not normal maintenance. Most of these permits are approved "over the counter" as you wait. Any planner can tell you which permit you will need. Owners of deed restricted properties pay no permit fees.

The following notes refer to the numbered and indexed sections of the preceding text:

#### 2.1 Step One: Determine if your project requires approval....

At the time of this August 2010 revision, The Town of Breckenridge requires a Development Permit for any and all improvements that are not normal maintenance. Most of these permits are approved "over the counter" as you wait. Any planner can tell you which permit you will need. Owners of deed restricted properties pay no permit fees.

#### 2.4 Step Four: Await a decision from the DRC

In addition to DRC approval, most changes will require Town approval. For additional information about whether a permit is required, the type of permit and the permit process, visit [www.townofbreckenridge.com](http://www.townofbreckenridge.com), click on the *Government* button, then select *Home Improvements & Construction*. The Building Division phone number is 970-453-3180, for Planning Division 970-453-3160. A Notice of Approval will be required by the Town in order to receive a development or building permit.

#### 4.3 Landscaping

TOB approval may be required for landscaping other than laying sod, planting annual or perennial plants. Retaining walls above a certain height may require TOB building permits.

##### 4.4.4 Side Yard Privacy Fence

The TOB may require a building permit and inspections from the Building Department for fences of certain heights in addition to a development permit. Be sure to check with the Town to understand what permit your fence will require.

#### 4.5 Decks

Check with The Town of Breckenridge for requirements for raised deck plans.

#### 4.6 Parking Pads

Check with the Town of Breckenridge for requirements for parking pads.

##### 4.9.1 Exterior colors

Check with the Town of Breckenrdige for requirements in changing the exterior color. TOB Planning can provide exterior color guidelines.

##### 4.9.2 Exterior Materials

Check TOB approval requirements re: building and/or improvement materials exposed to weather

#### 4.11 Roof Materials

Check with TOB for permit requirements for roofing projects.

#### 4.13 Solar Applications

Check with TOB for approval requirements for solar applications.

#### 4.16 Hot Tubs

Check with TOB for approval requirements for hot tubs. At the time of this writing, August, 2010, hot tubs require a Class D Development Permit and a Building permit from the TOB.

##### 4.20.3 Other Signs

Check with the Town Planning Department for approval requirements for signs.