

READ THIS FIRST BEFORE SUBMITTING ACC REQUEST

HOA Guidelines

All ancillary structures, such as storage sheds, decks, greenhouses, playhouses, patio covers, arbors, cabanas, and gazebos require ACC approval. Homeowners who fail to gain ACC approval and proceed with work may be subject to fines as outlined in the [Governance Policies](#), 38-33.3-209.5 (1)(b)(IV). The HOA reserves the right to review and approve all requests by way of the [Revised and Consolidated Protective Covenants](#).

All Homes within CKSII Sections 1,2 and 3 are required to submit ACC Requests (even if you are a non-member).

ACC Recommendations

The Architectural Control Committee recommends all structures be designed with compatibility of the existing home, fences, and neighbor in mind. Construction materials should match those used on the home, including roofing materials, paint color, general style. The location of structures should be clearly outlined in the request and include the location of surrounding structures (e.g. home, fence, deck, etc.). The intention is to promote harmonious living and preserve the intended design of the community. Any structures, permanent or temporary, must adhere to Jefferson County's Building and zoning codes.

Please See Next Pages for Request Form Details, Site Plan and Structure Design

Request Form

Please provide details about your project: This will allow the ACC review process to move quickly. The Homeowner is responsible for providing samples, drawings, pictures, and other documentation as requested by the ACC.

- 1) **Structure Plan:** Clearly state the type of structure, materials, length, width, height, color of paint, roofing material, decking, etc. (*Jefferson County regulations and permitting can be found below*)

- 2) **Site Plan:** Provide a bird’s -eye view (site map) of the intended structure location. Please include any existing structures (home, fence, deck, pathway, etc.) in your drawing and clearly display the intended structure’s measurements with the distance from fence line, home, or any other permanent structure in the vicinity. ***A minimum setback of 5 feet at the side or rear property line is required by Jefferson County. Setback regulations are subject to change and must be verified by the homeowner.***

- 3) **Structure Design/Links:** Please provide a photo and/or weblink of the planned structure design.

Performance: If using a contractor, please include their contact information, indicate the timeline for when the project will start and be completed by and upload a bid with “scope of work” when available.

Sample ACC Request – Ancillary Structure:

The screenshot shows a web form with the following sections:

- Project Type:** A dropdown menu with 'Shed' selected.
- Project Description:** A text box containing 'Backyard Shed'. Below it is a smaller text box with the instruction: 'Describe Improvement in detail. Use the Drop Zone to attach if necessary paint samples, building materials, building or landscape plans, fence layouts, product brochures and other plans for structures.'
- Additional Details:** A text box containing: 'Tuff Shed - Premier Ranch', '8' W X 10' L X 8'10" H', 'Paint: Matching House Colors', 'Roof: Brown/Black asphalted shingles', and 'Link: https://www.tuffshed.com/products/#!/details/Premier%20Ranch'.
- Project Documents:** A dashed box labeled 'drop zone' and a separate box with the text 'Upload OR Mail a photo of your home.'

[ACC REQUEST FORM](#)

Online Form: <https://office.smartwebs.com/Arc//SWForms/index.cshhtml#/forms/10805f4c-10c3-eb11-811b-000c2903e046>

Compliance with Local Municipalities

Homeowners are responsible for any work, construction, or improvements to their property and must be entirely compliant with applicable building codes and zoning regulations. Approval by the Architectural Control Committee is not an endorsement of design, material, labor, or contractor, and any such approval shall not provide compliance with building codes, zoning codes, county ordinances, or any other regulation as set forth by local, state, or federal law makers. **Permits may be required for work.**

Jefferson County Websites for zoning reference:

<https://www.jeffco.us/> (Type in the search bar: SHEDS) >> <https://www.jeffco.us/3975/Outside-the-Home#sheds>

Site Plan and Structure Design Examples

The Homeowner is responsible for providing samples, drawings, and other documentation as necessary.

Shed:



Deck:

