



Building Site Enlargement or Relocation (BSE/R) Review Checklist

This document is not a substitution for the AR Design Review Rules & Regulations. Owners and architects are responsible for reading and understanding all Design Review Rules & Regulations.

Lot #	Filing	Applicant	Design Firm
Address	Planning Meeting Date	Sketch Review Date	Final Review Date
Wildlife Habitat	Turn Out Lot	Height Restricted	Wetland Buffer
Deed Restricted	Other Conditions	Application Type	Staff Final Plan Approval Date

DRB Meeting Dates

Aldasoro Ranch DRB Meetings & Noticing Dates – See current calendar on the HOC website
<https://aldasororanch.net/meetings-2>

Aldasoro Ranch Fees

- *Aldasoro Ranch Homeowners Company Fee Schedule* – See current *Fee Schedule* on the HOC website
<https://aldasororanch.net/documents>
- Alpine Planning, LLC, the HOC consulting planner, charges \$140/hr.
- Cost reimbursement for any experts the HOC may require (not usually needed)

Communication

The Applicant and their design team will correspond only with the HOC staff and Alpine Planning. They shall not communicate with the Design Review Board or the Board of Directors.

Governing Documents:

5th Amended & Restated Design Review Regulations June 28, 2022

<https://aldasororanch.net/wp-content/uploads/2022/08/6.28.22-5th-DRB-Regulations-FINAL.pdf>

7.7 Review of Request for a Building Site Enlargement (BSE) or a Building Site Relocation (BSR).

7.7.1 The Building Site Boundary Covenant provides as follows:

“The Community wishes to preserve and enhance the views, privacy, visual impact, and values on the Lots located in The Aldasoro Ranch and mitigate the impacts on wildlife by restricting the location of Improvements on each Lot.

Improvements, including but not limited to excavations, buildings, decks, patios, roof overhangs, play areas, swimming pools, tennis courts, and enclosed parking areas may not be located or constructed on the Lot outside of the corresponding Building Site Boundary.

The DRB, in its sole discretion, may grant a limited exception to this covenant allowing driveways, underground utilities, limited surface parking and landscaping outside of the Building Site Boundary. The DRB shall exercise its discretion cautiously in granting such limited exceptions.”

Consistent with the Building Site Boundary Covenant, the DRB may consider an Applicant’s request to either enlarge a Building Site Boundary (Building Site Enlargement / BSE) or relocate a Building Site (Building Site Relocation / BSR).

Given the foregoing covenant, and because the Community was designed in such a manner that driveways and utilities connect at a street, it is expressly permitted for a driveway and utilities to be constructed in part outside the Building Site Boundary (BSB) on a Lot. No Limited Design Exception, Building Site Relocation, or Building Site Enlargement shall be necessary or required for the sole purpose of accommodating a driveway or utilities connecting a structure to a street.

- 7.7.2 Any request for BSE/R regarding the following will require extra scrutiny: (A) a relocation which would encroach upon San Miguel County's 100' Wetland Buffer Zone as identified as Lots 15, 23, 28, 48, 50, 51, and 52 in Filing 1, Lots 85, 86, 91 and 99 in Filing 2, and Lot 45 in Filing 3; (B) Lots which have been, designated in the Aldasoro Ranch PUD Agreement in paragraphs 11.1.7 and 11.2 by the Colorado Department of Wildlife (CDOW), and which may encroach on wildlife habitat patterns, would require approval from CDOW and San Miguel County, those being Lots 30, 31, 35, 36 and 37 in Filing 1, Lots 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 161, 162, 163 and 164 in Filing 2 and Lots 108, 109, 110, 111, 112 and 113 in Filing 3.
- A. The designated BSB on a designated Border/Wildlife Habitat Lots may not be moved in a northerly direction without the approval the Colorado Division of Wildlife. (PUD Agreement 11.1.7.1)
 - B. The designated BSB on a designated Wetlands Buffer Lots shall not be moved without the approval of San Miguel County.
- 7.7.3 DRB approval of a BSE/R shall be contingent on the Applicant developing only the Improvements reflected in the BSE/R Concept Plan.
- 7.7.4 Construction shall commence within the time frame for implementing Improvements. If construction has not commenced within the time frame, the approval of the BSR/E shall become null and void.
- 7.7.5 **Building Site Enlargement Area.** The BSE shall not increase the BSB by more than 5% of the area contained in a Lot’s originally platted BSB.
- A. Height Limitation Lots (75’ BSB radius) may enlarge the BSB area by 884 sf.
 - B. Non-Height Limitation Lots (60’ BSB radius) may enlarge the BSB area by 566 sf.



- C. Cumulative BSEs may not exceed 5% of the originally platted Building Site Boundary area.

7.7.6 **BSE/R Process.** The following procedural steps shall apply to a BSE/R Application:

- A. The Applicant shall schedule a Planning Meeting with the HOC to specifically address the BSE/R. The Owner or Contract Purchaser shall attend this meeting. The BSE/R Checklist shall be provided at the meeting explaining the submittal and Site Walk requirements.
- B. The HOC shall inform all Adjacent Property Owners (APO).
- C. The HOC shall host a BSE/R Site Walk presentation by the Applicant to the APO. The Owner or Contract Purchaser shall attend this meeting.
- D. The APO shall submit the Accepted Request or Opposed Request Form to HOC within seven (7) days of the presentation.
- E. **Accepted Request.** If all APOs submit an Accepted Request the BSE/R the Application shall be agendized for DRB review and the DRB shall act upon on the BSE/R.
- F. **Opposed Request.** If one or more APOs submits an Opposed Request, the Application will not be agendized for DRB review unless an arbitrator, following the Building Site Arbitration Rules and Procedures, issues an award determining that the requested BSE/R is necessary for the development of the Lot due to unanticipated and extraordinary conditions. See *7.7.8 Building Site Arbitration Rules and Procedures for BSE/BSR/BHI.*
- G. **Building Site Boundary Covenant Amendment.** If the BSE/R is approved by the DRB, the HOC shall prepare a revised Building Site Boundary Covenant (Building Site Boundary Covenant Amendment) reflecting the BSE/R which shall be executed by the BOD and the Applicant and recorded with San Miguel County immediately after the San Miguel County Building Permit has been acquired.

7.7.7 DRB Review Criteria and Standards for BSE/R

- A. A BSE/R Application on Wetland Buffer Lots or Border/Wildlife Habitat Lots will require extra scrutiny.
- B. The DRB shall consider the following when reviewing a BSR/E Application:
 - 1. The resulting impacts of the BSE/R on increased visibility, noise, and similar influences. The DRB may require the Applicant to make modifications to the mass/scale/height or placement of the proposed Improvements, add berms/landscaping, and other factors to reduce impacts.
 - 2. Prior modifications to BSBs and heights on the subject Lot and Adjacent Lots.
- C. The following conditions by themselves, shall not be considered unanticipated and extraordinary conditions such that a BSE/R is necessary;

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1. Increased costs to develop the Lot; or
2. Site conditions that were known by the Owner requesting the BSE/R at the time the Owner acquired the Lot and/or would have been known by a person exercising ordinary care, when acquiring the Lot.

Critical Path – See Section 7.7.6 BSE/R Process

Action	Timing	Date Completed
AR Cost Reimbursement Agreement		
Payment of BSE Fee		
Planning Meeting with HOC		
<p>Presentation to the Adjacent Property Owners The HOC will organize this presentation. Adjacent Property Owner (APO). <i>The Owner of a Lot whose Lot shares a common property line with the Applicant's Lot or is immediately adjacent to the Applicant's Lot separated only by a Community road right-of-way.</i> Applicant shall use the San Miguel County Noticing Map to determine APO. https://mapping.sanmiguelcountyco.gov/viewer/index.html?viewer=Noticing</p>		
<p>APOs accept or oppose the BSE request If one or more APOs submits an Opposed Request, the Application will not be agendized for DRB review unless an arbitrator, following the Building Site Arbitration Rules and Procedures, issues an award determining that the requested BSE/R is necessary for the development of the Lot due to unanticipated and extraordinary conditions. See 7.7.8 Building Site Arbitration Rules and Procedures for BSE/BSR/BHI.</p>		
<p>BSE Review Submittal to HOC Prior to submitting for Sketch Plan Review Application, or prior to submitting the required DRB application for alterations to existing structures</p>	40 days prior to BSE Review Meeting	
Alpine Planning conducts Completeness Review of Sketch Plan Review Submittal	10 days	
<p>Notice Adjacent Property Owners Shall be sent certified mail by Applicant HOC shall provide:</p> <ul style="list-style-type: none"> • Mailing Affidavit (must be notarized) • BSE Notice HOC shall email BSE Notice to APO	30 days prior to BSE Review Meeting	
HOC shall post BSE Review Submittal & Notice on the HOC website	30 days prior to BSE Review Meeting	
<p>Erect site visual aids Installation of Site Visual Aids for the Residence and Improvements showing:</p>	7 days prior to BSE Review Meeting	

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Action	Timing	Date Completed
<ul style="list-style-type: none"> • Area of the existing Building Site • Area of the proposed BSE • Locations of the corners of the Residence or major Improvement • Story poles with ropes and flagging demonstrating the main ridge height and highest point on each structure • Cut limits and retaining walls • All plants proposed for transplanting marked using blue flags and their respective locations for transplanting staked • Any trees to be removed are to be marked with red flagging • Additional information as requested by HOC 		
Staking Map to HOC <ul style="list-style-type: none"> • Clearly identify and label each of the Site Visual Aids • Shall be prepared and certified as being accurate by the project surveyor 	7 days prior to BSE Review Meeting	
BSE/BSR REVIEW MEETING Site walk and DRB BSE Review meeting		
Remove site visual aids	Within 3 days of Site Walk	
Building Site Boundary Covenant Amendment. If the BSE/R is approved by the DRB, the HOC shall prepare a revised Building Site Boundary Covenant (Building Site Boundary Covenant Amendment) reflecting the BSE/R which shall be executed by the BOD and the Applicant and recorded with San Miguel County immediately after the San Miguel County Building Permit has been acquired.		

BSE/BSR Application Submittal Requirements

Formatting

- Digital plans shall be prepared at 24" x 36" size
- Minimum of 1/8" scale
- Plan pages should retain same formatting and number/name throughout the submittal process

BSE/BSR Review Submittal Requirements	Submitted	Sheet #	Comments
DRB Review Application Form & Fees			
Narrative			
Grounds and rationale for the requested action			

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BSE/BSR Review Submittal Requirements	Submitted	Sheet #	Comments
Analysis concerning how and why the request complies with the Design Regulations specifically all review standards under this Section concerning the goals and objectives for a Building Site Enlargement or Relocation and the criteria to be considered when evaluating such an Application			
Existing Conditions Survey Signed and stamped by a Colorado licensed surveyor			
1. Topography of the Lot, including the proposed alignment of the access driveway and where it intersects with the Community road, the topography should be expressed using not more than two (2) foot contour intervals			
2. A tree survey showing trees with a caliper of 4 inches or more within thirty (30) feet of the proposed disturbance areas			
3. All easements located on the Property based upon a current title commitment			
4. Current Designated Building Site Boundary (Including survey tie in points with bearing and distance from existing conditions survey)			
5. Property boundaries and dimensions for the Lot			
6. Any above grade or below grade utilities located on the Lot			
7. Any existing above grade improvements			
8. Any existing natural features, including wetlands that are located on the Lot			
9. Any such other information as required to be submitted in connection with a BSE application			
10. Any information required by the HOC to assist in the review of the Application			
Conceptual Plans			
1. Existing and proposed grading plans for the development, including civil plans for access, utilities, retaining walls that are prepared by a Colorado Professional Engineer			
2. Conceptual drawings showing the siting, mass/scale/height of the proposed site Improvements, including the floorplans, elevations and conceptual materials prepared at a Schematic Design level by a Colorado licensed architect			
3. Existing Building Site and the proposed location of the BSE or BSR.			

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BSE/BSR Review Submittal Requirements	Submitted	Sheet #	Comments
The direction and distance of the BSE or BSR shall be prepared by a Colorado licensed surveyor and clearly shown on the site plan and tie into the point indicated for the Lot in the Building Site Covenant			
4. Any existing natural features, including wetlands, located on the Lot			
5. Any trees to be removed with caliper of 4 inches or more within thirty (30) feet of the proposed disturbance areas			
6. Any further information as required by HOC			