ACC QUICK REFERENCE GUIDE for use with the WIA PDSM

START HERE ↓ Find Your Project Type	Is a meeting with the ACC Admin[1] (initial meeting) REQUIRED before I start my project?	Is ACC approval required for my project?	What form(s) must I submit?[2]	What are the Administrative Fees? (Non-Refundable)	What is the Compliance Fee? (Refundable)	What Section of the PDSM[3] should I read, AT A MINIMUM?[4]	What other information may apply to my project?
NEW CONSTRUCTION PROJECT							
This includes the following project type: *Build a new home on an undeveloped lot*	Yes	Yes	1. App for New Constr Proj (Appendix A) 2. Constr Compliance Agrmnt (Appendix E) 3. App for Landscaping (Appendix F)	$1,500	$7,500	Chapter 3 - New Constr Chapter 7 - Des/Constr Req	1. Change Application (Appendix D) 2. Tree Eval/Remov Req
MAJOR MODIFICATION PROJECT							
This includes the following project types: *Add Square Footage to Existing Residence* *Create an Exterior Enclosure* *Add/Alter Existing Roofline* *Add an Ancillary Building (121 sf - 530 sf)*	Yes	Yes	1. App for Major Mod Proj (Appendix B) 2. Constr Compliance Agrmnt (Appendix E) 3. App for Landscaping (Appendix F)	$1,000	$2,500	Chapter 4 - Maj Mod Chapter 7 - Des/Constr Req	1. Change Application (Appendix D) 2. Tree Eval/Remov Req
MISCELLANEOUS PROJECT[5]							
This includes the following projects (these MAY require ACC approval): Re-paint house or trim with exist or new color Re-roof house with exist or new material Replace windows/doors - same size/location Perform maintenance on exist fence Perform maintenance on exist deck Re-surface exist driveway - same ft print Install a new flag pole Install a basketball hoop Erect a seasonal fence Install or relocate playground equip Install a hot tub/spa w/ conc pad Place a pod or dumpster (temp use) Install seasonal equipment Perform maint on exist retaining wall Install antenna or satellite dish Replace exterior finish material with new	Yes	**Maybe** *(the ACC Admin will determine whether or not ACC approval is required at the initial meeting with the owner/owner's agent)* [5]	1. App for Misc Proj (Appendix C) 2. Constr Compliance Agrmnt (Appendix E) 3. Any additional submittal requirements shall be determined by ACC Admin at initial meeting	$0	$250	Chapter 5 - Misc Proj Chapter 7 - Des/Constr Req	1. Change Agreement (Appendix D) 2. Tree Removal Permit
This includes the following projects (these DO require ACC approval): Install new windows/doors in new locations Alter an exist or install a new driveway Alter drainage/grading of property Construct a new shed Install new awnings Install a permanent greenhouse Construct a roof over an existing element Install a new fence Install a new deck Install a tree house Install a new retaining wall	Yes	Yes	1. App for Misc Proj (Appendix C) 2. Constr Compliance Agrmnt (Appendix E) 3. Any additional submittal requirements shall be determined by ACC Admin at initial meeting Note: for an Antenna Installation, the Antenna Registration form is required (Appendix G)	$50	$500	Chapter 5 - Misc Proj Chapter 7 - Des/Constr Req	1. Change Agreement (Appendix D) 2. Tree Removal Permit
OTHER[6]							
Tree Removal	Yes	Maybe[5]	1. Tree Eval/Remov Req to Dir of Forest	N/A	N/A	Chapter 7 - Des/Constr Req	Contact WIA Forestry for more info
Landscaping *(assoc'd with current project)*	Yes	Yes	1. App for Landscaping (Appendix F)	$500 [7]	$2500 [7]	Chapter 7 - Des/Constr Req	1. Tree Eval/Remov Req to Dir of Forest
Multi-Family Home	Yes	Yes	see ACC Admin[8]	see ACC Admin[8]	see ACC Admin[8]	Chapter 8 - References	see ACC Admin[8]
Accessibility Considerations	Yes	N/A	N/A	N/A	N/A	Chapter 8 - References	See ADA & applicable CO/US statutes
Firewise Considerations	N/A	N/A	N/A	N/A	N/A	Chapter 8 - References Appendix H - Prepare a PWAP	Contact WIA Forestry for more info

Footnotes

[1] The Architectural Control Committee (ACC) Administrator can be reached at (719) 488-2693, email acc@woodmoor.org. The WIA office is located at 1691 Woodmoor Dr, Monument, Colorado 80132

[2] Completed Project Applications must be submitted to the ACC Admin no later than two weeks prior to the next scheduled ACC meeting to be considered during that meeting. ACC meetings are held on the 2nd and 4th Tues. of each month (except holidays)

[3] The WIA's Project Design Standards Manual (PDSM) can be found online at http://woodmoor.org; hardcopies can also be obtained from the ACC Admin

[4] This section refers to those pages in the PDSM that **primarily** discuss your type of project. Please note that the property owner/owner's agent is responsible for all information in the PDSM that is relevant to their project

[5] The ACC Admin may, at his/her discretion, choose to submit any project in this category to the ACC for approval

[6] Please contact the ACC Admin with questions regarding projects not included on this list

[7] Landscaping Fees may be paid separately, or may be rolled over from current New Construction, Major Modification, or Misc Project Application Admin/Compliance Fees

[8] See ACC Admin for separate "Project Design Standards Manual for Multi-Family Homes" for more information regarding requirements and fees