

**ST. MARY'S / WINTERLAND  
ACC BUILDING SUBMITTAL FORM  
New construction, additions, outbuildings**

**Owner Name:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

- All requests *must* conform to the submittal requirements of the Covenants governing the subdivision unit
- Proposed building **must include a site plan clearly illustrating the proposed improvement(s) and the placement of such**
- Please contact Fred Rollenhagen at Clear Creek County Planning Department for permit requirements, [frollenhagen@co.clear-creek.co.us](mailto:frollenhagen@co.clear-creek.co.us)
- Please contact Stan Myers at St. Mary's Glacier Water & Sanitation District for connection requirements, [stanm@pinnacleconsultinggroupinc.com](mailto:stanm@pinnacleconsultinggroupinc.com)
- Please submit completed form and building plans to St. Mary's POA, [poa-acc@stmarysglacier.com](mailto:poa-acc@stmarysglacier.com)
- Please allow up to 21 days for review
- Additional photo or image support, where needed, must be submitted in .jpg or .png file format
- **Incomplete submittals will not be reviewed**

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*By signing below, I agree to receive approval from the ACC before proceeding with any proposed building. ACC approval is limited to the attached submittal. Any changes will require that such changes be submitted to the ACC for approval. ACC approval does not constitute legal opinion. I understand that all improvements shall be completed in accordance with the laws and codes of St. Mary's Glacier Water & Sanitation District, Clear Creek County, or the State of Colorado, and I agree to obtain the proper permits prior to construction. Neither the ACC nor St. Mary's POA is responsible for evaluating the safety or soundness of the construction design, materials, or methods proposed. I agree to consult with an architect, engineer, surveyor, and/or hydrologist as necessary to review my proposed construction. I further understand that I am responsible for the timely completion of the proposed improvements once approved. I understand that my construction site must be kept clean, or cleanup will be performed by St. Mary's POA, and I will be billed for the costs.*

*I have read the Covenants, Water Rules and Regulations, and any other pertinent document provided by a State or local agency which might pertain to this project.*

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**For ACC Use Only**

**Approved** \_\_\_\_\_ **Approved subject to conditions** \_\_\_\_\_ **Denied** \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACC Signature** \_\_\_\_\_ **Date of Approval** \_\_\_\_\_

**CHECKLIST FOR SUBMITTALS:**

- \_\_\_\_\_ **SITE PLAN**
- \_\_\_\_\_ **ELEVATIONS**
- \_\_\_\_\_ **CONSTRUCTION DRAWINGS**
- \_\_\_\_\_ **DRIVEWAY PERMIT\***

**Colors are not required for initial submittal and may be submitted later when selected.**

**COLORS AND EXTERIOR FINISHES:**

- \_\_\_\_\_ Actual samples of exterior finishes and colors placed on 8 ½ x 11 Color Submittal Form (No photos will be accepted). Colors must be “earth tones,” as defined and approved by the ACC
- \_\_\_\_\_ Photo of roofing selection, along with warranty information and material details
- \_\_\_\_\_ No metal siding will be allowed

\*Driveways must be approved by Clear Creek County Planning as well as the ACC. Driveway culverts must be installed to the specifications of St. Mary’s Glacier Metropolitan District. Please contact Tom Meyers at [tmeyers79@yahoo.com](mailto:tmeyers79@yahoo.com) for more information.