

Applicant Submittal Checklist

The following list has been compiled to assist applicants with preparing the appropriate information needed for a complete submittal of their building or signage project for architectural review by the Colorado Technical Center Owners Association (CTCOA). Projects will be assessed for compliance with the applicable portions of the CTCOA Protective Covenants, dated October 24, 1979, including Article II, Performance Standards and Permitted Uses; Article III, Regulation of Improvements; and, Article IV, Architectural Control:

Architectural Plans and Specifications including:

- Type of materials
- _____ Colors
- _____ Building height (including mechanical units)
- _____ Mechanical systems
- _____ Structural systems

Site Plan including:

- Location and design of all improvements
- _____ Setbacks
- _____ Easements
- _____ Utilities
- _____ Fences
- _____ Retaining walls
- _____ Landscaping
- Streets and Roadways
- Parking areas, driveways and curb cuts
- Number, size and layout of parking spaces
- _____ Loading areas
- _____ Sidewalks
- _____ Signage

Grading and Drainage Plans including:

- _____ Relevant elevations
- _____ Drainage and retention areas
- _____ Point flows