

**Design Review Committee
Arrowhead Improvements Association, Inc.
c/o Assurance HOA Management
2121 Market Street, Montrose, CO 81401**

DRIVEWAY STANDARDS & PROCESS

DRIVEWAYS AND LOT Evaluation

1. Driveway design and layout is subject to review by the Committee
 1. To minimize costs for installation of driveways or connection to utilities located along them,
 2. To minimize the number of trees that need to be removed
 3. To permit a width that will allow passage of emergency vehicles,
 4. To allow for shared driveways where feasible and appropriate,
 5. To assure that the driveway is in character with the area, and to assure that a culvert is installed by the owner, if necessary, to prevent erosion of filing roads. (2) See the Fee Schedule, Section I: Article 2.5.
2. Permits Required.

The issuance of a driveway permit grants the Committee access to the driveway for final inspection.
3. The following driveway standards are consistent with the driveway standards established by Gunnison County for Arrowhead. Therefore, variances from these standards must be approved by both the Board and Gunnison County.
4. Driveway process
 - a. The following forms will be used to perform a driveway walk-in.
 1. Construction Agreement
 2. Plot Plan
 - b. Center pin location.
 1. Located and identified by rebar and tag with Lot, Block, and Filing. The center pin will be marked with red tape red tape placed in several trees surrounding the pin.
 2. Green tape markers or green flags will be placed at the 100 ft. measurement in filing 1 and 117ft in filing 2 and 3. Use as many points as needed to clearly identify the property line with respect to the driveway.
 3. The driveway should be should be marked on the lot survey form and the plot plan with utilities marked if present.
 4. Sufficient photos should be made to show exact location of the driveway, with the driveway drawn on the photo. Photo will include trees to be cut and trees to remain. Photo(s) will be printed and stored with the permanent file. All documents and photos will be uploaded to the database.
 5. The property owner has 2 years to complete the driveway. The Owner must notify Design Review and ask for an inspection and Final Drive Permit.
5. Driveway Standards
 - a. All driveways shall have a minimum surface width of fourteen (14) feet at the edge of the filing road, taper to a minimum surface width of twelve (12) feet at a distance of six (6) feet from the edge of the filing road and maintain this surface width to the end of the driveway. Additionally, on any driveway curve over forty-five(45) degrees, bordering trees should be at least fourteen (14) feet apart. Additional clearing may be required by the Committee to facilitate emergency vehicle access.

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- b. Since most of the surface is rock and it is generally dry when the roads are open, driveway surfaces may be of native material as long as they are sufficiently smooth to accommodate a two (2) wheel drive car. If a driveway passes through a boggy area, gravel will be required.
 - c. The maximum grades for driveways shall be fifteen (15) percent.
 - d. The horizontal axis of an approach to a filing road shall be at a right angle (90 degrees) to the center line of the roadway where possible. An angle between ninety (90) and forty-five (45) degrees shall be permitted if it can be shown that physical constraints exist that require an approach angle of less than ninety (90) degrees. Curved driveways will often be required to move from common land to private lots.
 - e. **No more than one driveway approach from a filing road shall be allowed on any lot.**
 - f. Driveways into a lot shall have a loop design or a “Y” or “T” turnaround adequate to accommodate emergency service vehicles. Turnarounds shall be a minimum of twenty (20) feet from any flammable structure.
 - g. No overhead entry structures are allowed.
 - h. Common driveways on common areas owned by the Association are encouraged. There is no limitation on the number of lots served by a common driveway.
 - i. A driveway is defined as a private vehicular access for the exclusive use of the owner-occupants and their guests and is not considered a road or highway.
 - j. Once the Committee approves the driveway plan, the owner has two (2) years to complete construction of the driveway, or the approval is void and the owner must reapply.
 - k. Upon completion of driveway construction, the owner should contact the Committee so that a final inspection can be completed. Upon final approval, the Committee will provide written documentation of approval for submission to the Gunnison County Building Inspector at the framing inspection.
 - l. Every address should reflect the filing road used to access the property. Property address numbers should be in sequence with the surrounding address numbers on the same filing road. When necessary, existing addresses will be changed by the Design Review Committee to indicate a change of access road, and this information will be provided to Gunnison County.
 - m. Driveway culverts shall be a minimum of 12 inches in diameter (or an equivalent cross-sectional area) and shall be constructed from corrugated steel 16 gauge or thicker or reinforced concrete. Culverts shall be bedded and backfilled with Class 6 road base gravel. Back fill will usually extend below the culvert to solid, undisturbed native soil, extend the full width of the pipe, and extend above the pipe to meet grade. Members of the Association road crew will provide installation advice and answer questions if needed.
6. Red backpack
- a. 300' tape measure
 - b. Roll of green tape and green flags
 - c. Roll of red tape
 - d. Can of red fluorescent paint
 - e. Map of Arrowhead
 - f. Pens and pencils
 - g. Compass
 - h. Insect spray