

Town of Mountain Village Planning and Development Services Review

CHECK LIST

To be submitted prior to any meeting for which consideration of any application is to be scheduled.

General

The following general requirements have been submitted within this application:

<input type="checkbox"/>	Summary of Unit(s)								
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Type of Unit</th> <th style="text-align: left; border-bottom: 1px solid black;">Number of Units</th> </tr> </thead> <tbody> <tr> <td>Single Family Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Detached Condo</td> <td><input type="text"/></td> </tr> <tr> <td>Accessory Dwelling</td> <td><input type="text"/></td> </tr> </tbody> </table>	Type of Unit	Number of Units	Single Family Unit	<input type="text"/>	Detached Condo	<input type="text"/>	Accessory Dwelling	<input type="text"/>
Type of Unit	Number of Units								
Single Family Unit	<input type="text"/>								
Detached Condo	<input type="text"/>								
Accessory Dwelling	<input type="text"/>								

<input type="checkbox"/>	Summary of Square Footage										
	<p>Calculated in "Livable Area". Space in a structure for living, sleeping, eating, cooking, to include bathrooms, toilet compartments, closets, and halls as measured from exterior wall to exterior wall. Storage areas, utility areas, garages and similar areas are not considered.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Type of Unit</th> <th style="text-align: left; border-bottom: 1px solid black;">Total Square Footage</th> </tr> </thead> <tbody> <tr> <td>Single Family Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Accessory Dwelling</td> <td><input type="text"/></td> </tr> <tr> <td>% of Accessory to Single Family</td> <td><input type="text"/></td> </tr> <tr> <td>Total</td> <td><input type="text"/></td> </tr> </tbody> </table>	Type of Unit	Total Square Footage	Single Family Unit	<input type="text"/>	Accessory Dwelling	<input type="text"/>	% of Accessory to Single Family	<input type="text"/>	Total	<input type="text"/>
Type of Unit	Total Square Footage										
Single Family Unit	<input type="text"/>										
Accessory Dwelling	<input type="text"/>										
% of Accessory to Single Family	<input type="text"/>										
Total	<input type="text"/>										

<input type="checkbox"/>	Wood Burning Device Permit
	If a wood burning fireplace is proposed, a copy of the Wood Burning Device Permit must be included with this application.

Proof of Ownership (Reference for Item 3)

Please submit complete copies of the following stamped by an architect or engineer licensed in the state of Colorado, except the model, along with a completed application form, completed checklist, and appropriate fees. Within the checklist below, please place a checkmark beside the information submitted, and indicate where the information can be found (i.e. Plan A.1) If not applicable (N/A) is entered in a box, please explain:

<input type="checkbox"/>	Application Form, Development Checklist and Fees.
--------------------------	---

Proof of ownership of subject property. Demonstration of ownership shall be constituted by current written proof of who or what entity holds title to all the land(s) depicted on any plat or plan filed with the County, with the minimum proof of ownership consisting of certification by a title company authorized to conduct business in the State of Colorado. The certification shall be issued not more than thirty (30) days prior to the date of submittal of the application. If the land is owned by a third-party, corporation or similar legal entity designating an individual or entity to act in the Corporation's or similar legal entity's behalf, a proof of agency shall be required and consist of a Corporate Resolution, or similar legal document, designating the individual or entity to act as agent. The application must be signed by the property owner or an officer of the Corporation or legal entity.

Vicinity Map: A Vicinity Map indicating the location of the subject property and other properties within four hundred feet (400') or one hundred fifty feet (150') if located within the Village Core.

Existing Conditions Plan (Reference for Item 8)

Survey: A topographic survey stamped by a surveyor licensed within the State at a **minimum scale of one-inch equals twenty feet (1"=20')**. The survey should be representative of existing conditions of the site and shall have minimum contour intervals of no greater than two-feet (2').

- Existing trees or groups of trees having trunks with diameters of four inches (4") or more at one foot (1') above natural grade.
- Rock outcroppings.
- Wetlands.
- Other significant natural features
- Slopes of thirty percent (30%) or more shall be specifically identified.
- Footprint of all existing structures.
- The survey shall include ties to an established vertical datum (to be obtained from the department of planning and design review), property lines showing distances and basis of bearing, and all easements and setbacks.
- Easements and setbacks.
- Locations of all utilities, including existing sources and proposed service lines from sources to the structures.

Proposed Development Plan (Reference for Item 9)

Site Plan: A site plan, drawn at a minimum scale of one inch to twenty feet (1"=20') (unless otherwise approved by staff).

- Existing and proposed building footprints and all other structures, including decks, patios, canopies, walls, hot tubs, pools, etc.
- Showing existing and finished grades at two-foot (2') contours.
- Rock outcroppings and other significant features
- Locations of landscaped areas.
- Service areas and storage areas.
- Pedestrian walks, driveways with proposed grades, parking spaces.
- Address monument location.
- All retaining structures.
- Existing and proposed elevations of the top of roof ridges.
- Locations of ingress and egress, and the directions of traffic flow into and out of as well as within parking and loading areas, the location of loading berth(s) (where applicable), and areas for turning and maneuvering vehicles.

Grading and Drainage Plan: A grading and drainage plan at a minimum scale of one inch equals twenty feet (1"=20') (unless otherwise approved by staff).

- Showing existing and finished grades at two-foot (2') contours.
- Areas proposed for cuts or fill, and projections of the volumes of materials.
- Proposed Erosion and Sediment Control features including drainage swales.
- Any proposed slopes greater than 3:1.
- Locations of any existing natural surface drainage patterns.
- All proposed building footprints and other structures including decks, patios, walls, hot tubs, pools and retaining structures.
- A clear and detailed demonstration of the existing drainage on the subject property and the proposed drainage after development.
- Multi-Family, Mixed-use or Commercial projects are required to submit a drainage study prepared by a Colorado Professional Engineer with storm-water calculations for a 25-year storm event.

Phasing Plan: A phasing plan is required for any development that will not complete the entire proposed project in one phase. A complete master site plan, grading plan, utility plan, landscape plan, and parking plan for the entire project must be submitted which clearly indicates what will be completed in each phase in its entirety.

Lighting Plan: An outdoor lighting plan, drawn at a minimum scale of one inch equals twenty feet (1"=20') (unless otherwise approved by staff). In addition to locating this information graphically on a plan, the applicant shall provide the information on the application form and provide manufacturer's cut-sheets for the DRB file.

- Location, height above grade, type of illumination (such as incandescent, halogen, etc.)
- Source lumens.
- Luminous area for each light source which is proposed.

Architectural Requirements

The following statements, representative elevations and details have been submitted within this application:

Statement of Building Height

	Proposed	Required By Zone
Maximum Height Limit	<input type="text"/>	<input type="text"/>
Maximum Average Height	<input type="text"/>	<input type="text"/>

Architectural Feature(s) which exceeds Maximum Height Limit
Requires specific DRB approval

Statement of Stone Area and Stone Area Calculations

Exterior wall material percentages

Percentage of stone	<input type="text"/>
Percentage of stucco	<input type="text"/>
Percentage of wood	<input type="text"/>
Percentage of accent material	<input type="text"/>
Percentage of fenestration	<input type="text"/>

North Elevation

Total sq. ft. of exterior wall	<input type="text"/>	
Total sq. ft. of stone		<input type="text"/>
Total sq. ft. of stucco		<input type="text"/>
Total sq. ft. of wood		<input type="text"/>
Total sq. ft. of accent material		<input type="text"/>
Total sq. ft. of fenestration		<input type="text"/>

East Elevation

Total sq. ft. of exterior wall	<input type="text"/>	
Total sq. ft. of stone		<input type="text"/>
Total sq. ft. of stucco		<input type="text"/>
Total sq. ft. of wood		<input type="text"/>
Total sq. ft. of accent material		<input type="text"/>
Total sq. ft. of fenestration		<input type="text"/>

South Elevation

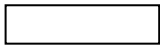
Total sq. ft. of exterior wall	
Total sq. ft. of stone	
Total sq. ft. of stucco	
Total sq. ft. of wood	
Total sq. ft. of accent material	
Total sq. ft. of fenestration	

West Elevation

Total sq. ft. of exterior wall	
Total sq. ft. of stone	
Total sq. ft. of stucco	
Total sq. ft. of wood	
Total sq. ft. of accent material	
Total sq. ft. of fenestration	

Total Building

Total sq. ft. of exterior wall	
Total sq. ft. of stone	
Total sq. ft. of stucco	
Total sq. ft. of wood	
Total sq. ft. of accent material	
Total sq. ft. of fenestration	



Architectural Plans: Architectural plans drawn at a minimum scale of 1/8" = 1' (unless otherwise approved by staff).

- Floor plans labeled and dimensioned and drawn in sufficient detail.
- All elevations of proposed structures.
- Existing and finished grades a minimum of five (5) feet out from the building or to the property line.
- Building height.
- Roof forms and pitch (primary and secondary).
- Location and type of all doors and windows.
- Details of recess of windows and doors within stucco or stone walls.
- Exterior surfacing materials.
- Snow and ice shed prevention devices.
- Exterior lighting detail.
- Colored rendering or two-colored elevations.
- Statement of building height and elevations supporting the calculations.
- Statement of stone area and stone calculations and elevations supporting the calculations.

- Scale model illustrating building mass and proportion in relationship to development on adjacent parcels, existing vegetation and site contours.
- Color and material sample board. (to include windows, doors and exterior lighting.) Provide photos, brochures and cut sheets.
- Address monument design to include lighting.

Landscape Plan: A detailed landscape plan at a minimum scale of one inch equals twenty feet (1"=20') (unless otherwise approved by staff), with two foot contours.

- Showing existing and proposed grading.
- Existing vegetation.
- Limits of tree removal, locations of all new tree plantings.
- Ground cover.
- Revegetation and proposed treatments.
- Plant schedule identifying all plant material by type (scientific nomenclature, quantity and size).
- Seeding (type, varieties, mixes, rates).
- Soil preparation specifications.
- Turf areas.
- Special landscape features.
- Retaining structures, to include type of wall, grades, elevations of top and bottom of wall every twenty (20') feet, footings and facing materials.
- Irrigation Schedule demonstrating the type and size of all pipes, heads, valves and controllers; Location and description of connection to plumbing; and, Location of water sensors.

Construction Staging Plan: A construction staging plan, drawn at a minimum scale of one inch equals twenty feet (1"=20') (unless otherwise approved by staff).

- The limits of construction activity.
- Limits of excavation.
- Limits of tree removal.
- Identification of trees to remain within the limits of construction.
- Location of construction fencing and detail of methods to protect the remaining trees and any other vegetation.
- Location of building material storage areas, cut and slash storage and route of removal.

- Construction parking (location and amount).
- Locations of portable washrooms.
- Construction trailer (location and size).
- Location of a trash container and route of removal.
- Bear-proof container for all food waste.
- A detailed construction staging manual, if determined to be necessary by DRB at Initial Architectural Site Review, containing all information requested by the DRB at Initial Architectural Site review.**

n) **Photographs:** Photographs of the subject site from the access road or tract, and if applicable, from any adjacent golf course and/or ski run, and any specific features of the site which may impact or be impacted by the proposed project.

o) Any additional material or information as deemed necessary by the Planning Department for proper review of the application. If applicable, please list this information that has been submitted.

Engineered Infrastructure Plan (Referenced for Item 10)

Signed Landscape, Paving and Construction Staging Agreement

Wetlands Consultant Report (if required)

Soils Investigation and Foundation Recommendations

A utility plan, drawn at a minimum scale of one inch equals twenty feet (1"=20') (unless otherwise approved by staff).

Design Variation (Referenced for Item 12)

The following area requested Variance to the Community Development Code (CDC) for DRB consideration (such consideration may require the final approval of the Town Council of the Town of Mountain Village).

Please submit appropriate Variance application and checklist along with this application.

<input type="text"/>	Section:	Requirement:	Variance Request:

I hereby certify that all information contained within this application and all plans required as a part of this Final Plan Application are accurate.

Owner/Owner Agent

Date