



PLAZA USE APPLICATION

Planning & Development Services
455 Mountain Village Blvd., Suite A
Mountain Village, CO 81435
970-728-1392
970-728-4342 Fax
cd@mtnvillage.org

Revised 2.26.18

The Planning & Development Services Department is here to assist you with your development application pursuant to the Community Development Code (CDC).

This publication outlines the Plaza Use Development Application process of the CDC and also provides the submittal requirements for such development application.

Contents of the Publication

This publication is intended to address the submittal requirements for a Plaza Use Development Application consistent with the Plaza Use Regulations and the Plaza Use Standards. However, it is each applicant's responsibility to review the CDC and any associated regulations to ensure a full understanding of the development application process.

Development Review Process

Renewal development applications shall be processed as a class 1 application as provided for in the CDC, with Planning Division administrative approval. The class 1 development application process generally consists of the following steps:

- Step 1: If required by the Planning Division, Pre-submittal Meeting with Applicant and Planning Division**
- Step 2: Applicant Development Application Submittal**
- Step 3: Planning Division Development Application Completeness Check**
- Step 4: Planning Division Development Application Referral and Review**
- Step 5: Planning Division Follow-up Communication**
- Step 6: Applicant Plan Revisions**
- Step 7: Planning Division Action**
- Step 8: Planning Division Provides Notice of Action**
- Step 9: Effective Date of Application Decision and Appeal**
- Step 10: Length of Validity (Generally 18 Months Unless Longer Vesting)**

Development Application Submittal Requirements:

The following forms, information and plans will need to be submitted in order to have a complete development application. Situations will occur when all of the listed submittal requirements will not be required and where items not listed as submittal requirements will be required in order for the Town to have sufficient information to fully evaluate the impacts of a development application. The Planning Division is therefore authorized to determine, based on the nature of a development application, whether to waive submittal requirements or require additional submittal requirements.



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Submitted (Office Use)	Item No	Submittal Requirements
	1.	Application Form. Completed application form (Attached).
	2.	Fees. \$250 for 2 hours; hourly rate thereafter The applicant and property owner are responsible for paying all Town fees as set forth in the fee resolution, and are also required by the CDC to pay for Town legal fees, the cost of special studies, and other fees as set forth in the CDC. Such fees are considered a condition precedent to having a complete development application, and shall be paid prior to the Town issuing the final approval.
	3.	Proof of Ownership. Copy of current deed or title report on the effected property.
	4.	Agency Letter. If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached).
	5.	HOA Letter. For development on property that is owned in common by a homeowners association, the development application shall include: A. A letter from the Homeowner’s Association (HOA) board giving permission for the application (Attached), and, where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote. B. A copy of the HOA governing documents, including bylaws and declaration.
	6.	Development Narrative. A written narrative of the development application that outlines the request. The narrative should include a summary of how the application meets the key requirements of the CDC, such as the applicable criteria for decision.
	7.	Existing Condition Plan. For simple plaza use applications, the Town may allow a Town provided base map to suffice as the existing conditions plan. For other plaza use applications, a stamped, monumented land survey prepared by a Colorado registered land surveyor showing existing site and surrounding access (driveway or roadway route, utility route, etc.) conditions drawn at a scale of 1” = 10’ to a maximum of 1” = 30’ showing the following information:
		A. Lot Size. Lot size needs to be shown.
		B. Existing Lot Lines. Existing platted lot lines need to be shown with distances, bearings and a basis of bearing. Existing property pins or monuments found and the relationship to the established corner also need to be shown.
		C. Existing Topography. Existing topography needs to be shown with two foot contour intervals, including spot elevations at the edge of asphalt along any roadway or driveway frontage for the intended accessway at 25 foot intervals.
		D. Easements. Indicated all easements shown on the governing plats and recorded against the property.
		E. Utilities. All underground and above ground utilities and pedestals or transformers need to be shown.
		F. Existing Improvements. Any existing site improvements need to be shown, such as



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		buildings (including driplines), drainage systems, trails (if part of official Town trail system as shown in the Comprehensive Plan), sidewalks, roadways, driveways, light poles and fences.
	8.	Proposed Development Plan. The following information needs to be submitted:
		A. Site Plan. A site plan showing all proposed plaza use improvements with an engineered scale of 1" = 10' to a maximum of 1" =30' showing the proposed plaza uses.
		B. Elevations of Proposed Plaza Uses. Elevations, plans and cut sheets of proposed plaza uses showing exterior materials, heights, and design consistent with the Plaza Use Regulations and the Plaza Use Standards.
		C. Outdoor Lighting Plan. A conceptual outdoor lighting plan in accordance with the Lighting Regulations (17.5.12) for any proposed exterior lighting including but not limited to the need to provide full cut-off light fixtures.
	9.	Plan Set Sheet Requirements. All plans sets as set forth in these submittal requirements shall be formatted to have a sheet size of 24" X 36", with cover sheet providing the contact information of all plan consultants, vicinity map, and sheet index; and all sheets showing date of original plan preparation and all revision dates, sheet labels and numbers, borders, title blocks, project name, lot number, address and legends. A. All plans submitted by a Colorado licensed architect, surveyor, geologist or interior designer shall be electronically stamped and signed without a locked signature to allow for commenting on the plan sets.
	10.	ePlan Submittal. All development applications shall be submitted pursuant to the ePlans submittal process as outlined in the following publication: https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf

Questions and/or comments on ePlans Process can be directed to cd@mtnvillage.org or call 970-728-1392.



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DESIGN REVIEW PROCESS APPLICATION		
APPLICANT INFORMATION		
Name:		E-mail Address:
Mailing Address:		Phone:
City:	State:	Zip Code:
Mountain Village Business License Number:		
PROPERTY INFORMATION		
Physical Address:		Acreage:
Zone District:	Zoning Designations:	Density Assigned to the Lot or Site:
Legal Description:		
Existing Land Uses:		
Proposed Land Uses:		
OWNER INFORMATION		
Property Owner:		E-mail Address:
Mailing Address:		Phone:
City:	State:	Zip Code:
DESCRIPTION OF REQUEST		



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**OWNER/APPLICANT
ACKNOWLEDGEMENT
OF RESPONSIBILITIES**

I, _____, the owner of Lot _____ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the development application or the imposition of penalties and/or fines pursuant to the Community Development Code. We have familiarized ourselves with the rules, regulations and procedures with respect to preparing and filing the development application. We agree to allow access to the proposed development site at all times by members of Town staff, DRB members and the Town Council. We agree that if this request is approved, it is issued on the representations made in the development application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, I understand and agree that I am responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan(s) (including but not limited to: landscaping, paving, lighting, etc.). We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

Signature of Owner

Date

Signature of Applicant/Agent

Date

OFFICE USE ONLY

Fee Paid:

By:

Planner:



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OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize _____ of
_____ to be and to act as my designated representative and represent the development
application through all aspects of the development review process with the Town of Mountain Village.

(Signature)

(Date)

(Printed name)



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HOA APPROVAL LETTER

I, (*print name*) _____, the HOA president of property located at _____, provide this letter as written approval of the plans dated _____ which have been submitted to the Town of Mountain Village Planning & Development Services Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include (*indicate below*):

(Signature)

(Date)

(Printed name)