RENEWALS APPLICATION

Planning & Development Services Department
Planning Division
455 Mountain Village Blvd.
Mountain Village, CO 81435

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 Renewals 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 Renewals Development Application consistent with the Renewal Process. 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.	**Title Report.** Copy of current title report for the property listing all encumbrances.
	7.	**Approved Development Plans.** A complete set of the approved development plans.
	8.	**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.
	9.	**Effective Legal Instruments:** A copy of currently effective HOA documents (bylaws, general declaration, etc), easements, development agreements or other legal instruments.
	10.	**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.
	11.	**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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RENEWAL 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)

_____
(Title)