



# CONCEPTUAL WORKSESSION SUBMITTAL 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 1/3/2020

**The Planning & Development Service Department is here to assist you with your conceptual worksession request pursuant to the Community Development Code (CDC).**

**This publication outlines the Conceptual Worksession process of the CDC and also provides the submittal requirements for such development applications.**

### Contents of the Publication

This publication is intended to address the submittal requirements for a worksession consistent with the Conceptual Worksession Process, which is a required process for certain development applications, such as a rezoning or PUD applications. However, it is each developer's responsibility to review the CDC and any associated regulations to ensure a full understanding of the conceptual worksession process.

### Development Review Process

Conceptual worksession submittals shall follow the process and procedures set forth in Chapter 17.4 of the CDC. The worksession process generally consists of the following steps:

- Step 1:** Pre-submittal Meeting
- Step 2:** Conceptual Worksession Submittal
- Step 3:** Planning Division Completeness Check
- Step 4:** Referral and Review
- Step 5:** Planning Division Follow-up Communication
- Step 6:** Plan Revisions
- Step 7:** Schedule DRB and, if applicable, Town Council Public Meeting(s)
- Step 8:** Publish Review Authority Agenda; and
- Step 9:** Conduct Public Conceptual Worksession

### Conceptual Worksession Submittal Requirements:

The following forms, information and plans will need to be submitted in order to have a complete conceptual worksession submittal. 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 proposed development. The Planning Division is therefore authorized to determine, based on the nature of a proposed development, whether to waive submittal requirements or require additional submittal requirements.

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Worksession Submission Form.</b> Completed; form (Attached).
	2.	<b>Fees.</b> \$1,000 (Credit for any future development submittals).



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		The agent 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 process submission, and shall be paid prior to the Town issuing the final approval.
	<b>3.</b>	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	<b>4.</b>	<b>Agency Letter.</b> If conceptual worksession request 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). A conceptual worksession for a PUD may be filed only by the owner(s) of fee title to all land to be included within such PUD or other person holding written consent thereto from the owner(s) of all land to be included in such PUD, or any combination thereof. No PUD may be approved without the written consent of the landowner(s) whose property is included in the PUD.
	<b>5.</b>	<b>HOA Letter.</b> For proposed development on property that is owned in common by a homeowners association, the conceptual worksession submittal shall include: <ul style="list-style-type: none"> <li><b>A.</b> A letter from the Homeowner’s Association (HOA) board giving permission for the request (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.</li> <li><b>B.</b> A copy of the HOA governing documents, including bylaws and declaration.</li> </ul>
	<b>6.</b>	<b>Title Report.</b> Copy of current title report for the property listing all encumbrances.
	<b>7.</b>	<b>Development Narrative.</b> A written narrative of the proposed development that outlines the request. The narrative should include a summary of how the proposed development meets the key requirements of the CDC, such as the applicable criteria for decision.
	<b>8.</b>	<b>Existing Condition Plan.</b> 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: <ul style="list-style-type: none"> <li><b>A. Lot Size.</b> Lot size needs to be shown.</li> <li><b>B. Existing Lot Lines.</b> 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.</li> <li><b>C. Existing Topography.</b> 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.</li> <li><b>D. Steep Slopes.</b> Any slopes that are 30% or greater shall be mapped with a shaded or hatched pattern.</li> <li><b>E. Wetlands, Ponds, Streams or Drainages (if any).</b> Wetlands, ponds, streams and drainages need to be shown. Recent wetland delineation by qualified consultant</li> </ul>



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		must be surveyed and shown on proposed site plan for United States Army Corps of Engineers approval. If wetlands are located adjacent to the development site, such wetland area also needs to be shown.
		<b>F. Easements.</b> Indicated all easements shown on the governing plats and recorded against the property.
		<b>G. Utilities.</b> All underground and above ground utilities and pedestals or transformers need to be shown.
		<b>H. Existing Improvements.</b> Any existing site improvements need to be shown, such as 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.
		<b>I. Fire Mitigation/Forestry Management.</b> A tree survey of all trees with a diameter at breast height of four inches (4") or greater shall be shown to ensure compliance with the fire mitigation and forestry management requirements.
	<b>9.</b>	<b>Proposed Development Plan.</b> The following information shall be submitted for the conceptual worksession:
		<b>A. Conceptual Site Plan.</b> A conceptual site plan prepared by a qualified consultant (architect, engineer, planner, etc.) in accordance with the applicable regulations of the CDC (unless a variation is requested pursuant to the PUD Regulations) shall be submitted to show the proposed location of any roads, driveways, buildings, sidewalks, trails, parking areas, amenity areas, plaza areas, or other intended or required development.
		<b>B. Conceptual Grading Plan.</b> A conceptual grading plan prepared by a qualified consultant showing how the project can meet the CDC roadway and driveway standards, grading and drainage design requirements and pedestrian connections, as applicable, with proposed grading shown with a solid line and spot elevations as needed.
		<b>C. Conceptual Building Elevations and Floorplans:</b> Conceptual architectural plans prepared by a qualified consultant designed in accordance with the applicable regulations of the CDC (unless a variation is requested pursuant to the PUD Regulations) including but not limited to building elevations and floorplans with a scale of ¼" = 1' to 1/16" = 1' for larger scale projects.
		<b>D. Conceptual Landscaping Plan.</b> A conceptual landscaping plan in accordance with the Landscaping Regulations shall be designed and prepared by a qualified consultant with experience in creating and planting landscape plans in montane and subalpine life zones.
	<b>10</b>	<b>Practicable Alternatives Analysis:</b> For development proposing disturbance to wetlands, the general easement or slopes greater than 30%, the Town may require an applicant prepare a practicable alternatives analysis to demonstrate why it is not practicable to avoid such areas.



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	11.	<b>Plan Set Sheet Requirements.</b> 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. <b>A.</b> 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.
	12.	<b>ePlan Submittal.</b> All conceptual worksession requests shall be submitted pursuant to the ePlans submittal as outlined in the following publication: <a href="https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf">https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf</a>

Questions and/or comments on ePlans Process can be directed to [cd@mtnvillage.org](mailto:cd@mtnvillage.org) or call 970-728-1392.



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## TOWN OF MOUNTAIN VILLAGE FEE REQUIREMENTS ACKNOWLEDGEMENT

The Town of Mountain Village requires specific fees to be paid with a development application including legal and attorney fees associated with processing land development applications, inquiries and review. Please read and acknowledge the below fee requirement which are found at Community Development Code Section 17.4.4. General Provisions Applicable to All Development Application Classes, Section L. Fees.

### L. Fees

**1. Fee Schedule.** The Town Council shall, from time to time, adopt a fee resolution setting forth all development application fees and associated permit fees. Fees for submittals not listed in the fee schedule resolution shall be determined by the Director of Community Development on a case-by-case basis determined by the similarity between the submittal and the development applications listed on the fee schedule together with the estimated number of hours of staff time the review of the submittal will require. No development application shall be processed, nor any development or building permits shall be issued until all outstanding fees or moneys owed by the applicant, lot owner, developer or related entity, as defined by the Municipal Code, to the Town, in any amount for any purpose, including but not limited to any fees, delinquent taxes, required Town licenses, permit fees, court fines, costs, judgments, surcharges, assessments, parking fines or attorney's fees are paid to the Town.

**2. Town Attorney Fees.** The applicant shall be responsible for all legal fees incurred by the Town in the processing and review of any development application or other submittal, including but not limited to any Town Attorney fees and expenses incurred by the Town in the legal review of a development application together with the legal review of any associated legal documents or issues. Legal expenses so incurred shall be paid for by the applicant prior to the issuance of any permits.

**3. Property or Development Inquiries.** The Town requires that Town Attorney legal fees and expenses be paid for all development or property inquiries where a legal review is deemed necessary by the Town. The developer or person making the inquiry, whichever the case may be, shall be informed of this obligation and execute a written agreement to pay such legal expenses prior to the Town Attorney conducting any legal review. A deposit may be required by the Director of Community Development prior to the commencement of the legal review.

**4. Other Fees.** The applicant shall be responsible for all other fees associated with the review of a development application or other submittal conducted by any outside professional consultant, engineer, agency or organization and which are deemed necessary by the Town for a proper review.

**5. Recordation Fees.** The Community Development Department will record all final plats, development agreements and other legal instruments. The applicant shall be responsible for the fees associated with the recording of all legal instruments.

I have read and acknowledge the fee requirements associated with my application.

\_\_\_\_\_

(signature required)

(date)



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WORKSESSION SUBMISSION PROCESS			
APPLICANT INFORMATION			
<b>Name:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Mountain Village Business License Number:</b>			
PROPERTY INFORMATION			
<b>Physical Address:</b>		<b>Acreage:</b>	
<b>Zone District:</b>	<b>Zoning Designations:</b>	<b>Density Assigned to the Lot or Site:</b>	
<b>Legal Description:</b>			
<b>Existing Land Uses:</b>			
<b>Proposed Land Uses:</b>			
OWNER INFORMATION			
<b>Property Owner:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
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 submittal are true and correct. I acknowledge that any misrepresentation of any information on the submittal may be grounds for denial of the development worksession 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 submission request. We agree to allow access to the proposed development site at all times by member 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 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 /Agent

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Fee Paid:**

**By:**

**Planner:**



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## OWNER AGENT AUTHORIZATION FORM

I have reviewed the development submission request and hereby authorize \_\_\_\_\_  
of \_\_\_\_\_ to be and to act as my designated representative and represent  
the development request 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 Service 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)