



DESIGN REVIEW PROCESS APPLICATION

PLANNING & DEVELOPMENT SERVICES
455 Mountain Village Blvd. Suite A
Mountain Village, CO 81435
970-728-1392
970-728-4342 Fax
cd@mtnvillage.org

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 requirements which are found in 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 money 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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APPLICANT INFORMATION

Name:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	

Mountain Village Business License Number:

PROPERTY INFORMATION

[San Miguel County Property Data Search](#)

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

[\(Brief description of project or request, please attach additional required documentation based on submittal requirements for application type.\)](#)



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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, and 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 acknowledgment, 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 (agent *name*) _____
of (agent's business name) _____ 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)

APPLICANT MODIFICATION ACKNOWLEDGEMENT

I, (*print name*) _____, the applicant for the property located at _____, acknowledge that I will submit any modifications to the plans dated _____ to the HOA during the course of the application process. I acknowledge that it is my responsibility to obtain any additional approvals for modifications from the HOA if necessary.

(Signature)

(Date)

(Printed name)