



# CLASS 1 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

Revised 01.10.24

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**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 Class 1 Design Review Process Development Application process and also provides the submittal requirements for such development application.**

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### **Contents of the Publication**

This publication is intended to address the submittal requirements for a Class 1 Design Review Development Application. 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.

### **What qualifies as a Class 1 Design Review Application?**

*The following types of Design Review Process development applications shall be processed as class 1 applications:*

1. Design revisions or remodeling that are minor in nature, does not alter the massing of the structure and does not compromise the intent of the Design Regulations or approved plans provided the developer provides a courtesy notice to all property owners within 400 feet of the lot affected by the redevelopment;
2. Painting or staining of an existing home or structure that is different than the existing paint or stain;
3. Roofing replacement that is different than the existing roof material;
4. Insubstantial landscaping and grading development applications;
5. Sign permits;
6. Bridges for recreational or pedestrian paths;
7. Fire mitigation and forestry management projects;
8. New or modified lighting on all buildings and structures;
9. The replacement of a lift with a new lift provided the capacity of the lift is not changing;
10. Minor golf course improvements or landscaping, such green or tee replacements; and
11. Minor ski resort improvements such as replacing or installing a snowmaking line.



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### Class 1 Design Review Application Process

The Class 1 Design Review Process generally consists of the following steps:

#### Step 1: Application Submittal

Application, plan sets, and other materials can all be submitted through [electronic submittal](#).

After submittal, planning staff will create the Class 1 Application on CommunityCore, the Town's permitting program. If the applicant has not used CommunityCore before, planning staff will create them as a new user and email them a link to finalize their profile.

#### Step 2: Pay Application Fees

Class 1 Design Review Applications cost \$250 (fees are waived for deed-restricted properties). These fees will be assessed in CommunityCore and an invoice will be sent to the applicant. Fees can be paid online on CommunityCore, or via a check mailed or delivered to:

*Town of Mountain Village  
455 Mountain Village Blvd, Suite A  
Mountain Village, CO 81435*

#### Step 3: Planning Division Application Review

Planning staff will review the submitted application and may request revisions or additional materials from the applicant as needed. Additional materials and revisions can be uploaded via [electronic submittal](#).

#### Step 4: Planning Division Provides Notice of Action

Planning staff will create and issue a Notice of Action for the application, which will be sent to the applicant via email. The Notice of Action will list all conditions of approval and provide a date of expiration for the approval (18 months from the issue date of the Notice of Action).



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### **Class 1 Development Application Submittal Requirements:**

Below outlines the necessary materials for a Class 1 Design Review. If you are lacking materials in your application, planning staff will reach out and ask for additional submissions. Please email [cd@mtnvillage.org](mailto:cd@mtnvillage.org) with any questions regarding necessary materials.

#### **Application Materials (Pages 4 – 8 of this document)**

Pages 4 – 6 are required for all Class 1 applications.

Page 7 (Owner Agent Authorization) is required if a contractor, architect, or any person other than the owner is submitting the application.

Page 8 (HOA Approval Form) is required if the property is part of an HOA (*TMVOA not included*)

#### **Design Plans**

The scope of necessary plans is highly dependent on the nature of the application. However, it should be clear to planning staff what is existing and what is changing. Below are examples of what is needed for common types of Class 1 Design Review Applications:

**Roofing** – Description and specs of new roofing material and any downspouts or gutters, indication of where snow fences, downspouts and gutters will be placed (roof plan). See [CDC Section 17.5.6\(C\)](#) for roofing regulations.

**Lighting** – Clearly indicate placement of new lighting fixtures (location and mounting height). Include specs and cut sheets for all lighting fixtures (this must include lumen output and color in kelvin). See [CDC Section 17.5.12](#) for lighting regulations.

**Landscaping** – Landscape plan that includes lot lines and any setbacks or general easements detailing all plans to grade, create hardscaping, and remove/add any trees (with species). A fifteen-foot offset of the roof dripline of the home should be shown so staff can determine whether the plan meets fire mitigation requirements. List and location of all perennials and shrubs to be added (with species). Locations and type of any proposed irrigation. See [CDC Section 17.5.9](#) for landscaping regulations and [CDC Section 17.6.1\(A\)](#) for fire mitigation regulations.

**Remodel** – Scope will vary greatly depending on complexity of remodel. Professional architectural drawings may be needed for larger scale remodels. Please reach out to Town staff if necessary to better understand the submittal requirements based on the scope of your project.



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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.

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(signature required)

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(date)



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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

[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



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## DESIGN REVIEW PROCESS APPLICATION

**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 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 (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)