



DESIGN REVIEW SUBMITTAL & REQUIREMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

455 Mountain Village Blvd. Suite A

Mountain Village, CO 81435

970-708-8000

planning@mtnvillage.org

Required Submittal (RS*) for Initial Architecture and Site Review = ☐ Required Submittal (RS*) for Final Review = ☒

Submitted (Office Use)	RS*	Item No	Submittal Requirements
	<input type="checkbox"/>	1.	Fees. Class 3: \$3,500 plus per unit fee 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.
	<input type="checkbox"/>	2.	Proof of Ownership. Copy of current title report for the property listing all encumbrances.
	<input type="checkbox"/>	3.	Owner/Agent Authorization Form. 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.
	<input type="checkbox"/>	4.	Owner/Agent Acknowledgement of Responsibilities Form. Owner or applicant acknowledgment that their statements on the application are true and correct.
	<input type="checkbox"/>	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.
	<input type="checkbox"/> <input checked="" type="checkbox"/>	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.
	<input type="checkbox"/> <input checked="" type="checkbox"/>	7.	Existing Condition Plan. A stamped, monumented land survey prepared by a Colorado registered land surveyor showing the 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:
	<input type="checkbox"/> <input checked="" type="checkbox"/>		A. Lot Size. The lot size needs to be shown.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		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.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		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.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		D. Steep Slopes. Any slopes that are 30% or greater shall be mapped with a shaded or hatch pattern.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		E. Wetlands, Ponds, Streams, or Drainages (if any). Wetlands, ponds, streams, and drainages need to be shown. Recent wetland delineation by a qualified consultant must be surveyed and shown on the proposed site plan for United States Army Corps of Engineers approval. If wetlands are located adjacent to the development site, such wetland areas also needs to be shown (17.6.1 B).



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	<input type="checkbox"/> ◆		F. Easements. Indicate all easements shown on the governing plats and recorded against the property.
	<input type="checkbox"/> ◆		G. Utilities. All underground and above-ground utilities and pedestals or transformers need to be shown.
	<input type="checkbox"/> ◆		H. Existing Improvements. Any existing site improvements need to be shown, such as buildings (including drip lines), drainage systems, trails (if part of the official Town trails system as shown in the Comprehensive Plan), sidewalks, roadways, driveways, lite poles, and fences.
	<input type="checkbox"/> ◆		I. Fire Mitigation/Forestry Management. 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 (17.6.1 A)
	<input type="checkbox"/> ◆	8.	Proposed Development Plan. The following information needs to be submitted:
	<input type="checkbox"/> ◆		A. Site Plan. A site plan showing all proposed development improvements with an engineered scale of 1"=10' to a maximum of 1" =30' showing: <ul style="list-style-type: none"> i. Existing topography, existing utility pedestals, and transformers, proposed grading, wetlands, trees with a bdh of 4" or greater, ponds, streams, drainages, setbacks, and easements. ii. Proposed buildings, with roof drip lines clearly shown. iii. Composite utility plan including but not limited to proposed gas and electric meter locations and any new transformer locations. iv. Proposed parking areas and spaces, required signage (adaptable parking spaces, loading/unloading area, no parking, etc.), address monuments, sidewalks, lighting, trash/recycling enclosures, amenity area, patios, decks, and other proposed improvements clearly shown. v. Proposed landscaping. vi. Project summary that lists project data, including but not limited to lot size, zoning designations on the lot or site, building height, average building height, required parking, and maximum lot coverage.
	<input type="checkbox"/> ◆		B. Grading Plan. An access and grading plan prepared by a Colorado registered professional engineer showing how the project can meet the CDC roadway and driveway standards (17.6.6), grading and drainage design requirements (17.5.5 and 17.5.7) and pedestrian connections, as applicable, with existing grading in a dashed line, propose degrading shown with a solid line and spot elevations as needed.
	<input type="checkbox"/> ◆		C. Building Elevations and Floor Plans. Architectural plans prepared by a Colorado licensed architect designed in accordance with the applicable regulations of the CDEC (Design Regulations, Zoning Regulation, etc.) including but not limited to building elevations and floor plans with a scale of 1/4" = 1' to 1/16"= 1' for larger scale projects. <ul style="list-style-type: none"> i. Floor plans labeled, dimensions and drawn in sufficient detail ii. All elevations of proposed buildings with all exterior wall materials clearly labeled and calculated in a table format to comply with sections 17.5.6E



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		<p>and</p> <ul style="list-style-type: none"> iii. Maximum building height and maximum average height with plan submittal requirements pursuant to CDC section 17.3.11, including but not limited to a table calculating the maximum average building height. iv. Roof plan that meets the roof form Design Regulations in section 17.5.6.C, including but not limited to roof design, snow and ice shed prevention devices, pitch, eaves, fascia, drainage, and material. v. Roof plan overlaid on a topographic survey with all ridgeline heights labeled in USGS elevation vi. Window and door schedule to comply with CDC section 17.5.6.G-H Details of recess of windows and doors within stucco or stone walls. vii. Address monument design and lighting to comply with CDC section 17.5.13.E(4) and 17.5.13.F.
	<input type="checkbox"/> ◆	<p>D. Computer Massing Model. A computer massing model with interactive viewing capability (360-degree rotation, fly-by, etc.) showing the proposed buildings, including roof forms, illustrating building mass and proportion, site contours of 2' intervals, and surrounding development to scale so the building design can be evaluated pursuant to the Design Regulations.</p>
	◆	<p>E. Landscape Plan. A Landscape plan in accordance with the Landscaping Regulations (17.5.9) shall be designed and prepared by an American Society of Landscape Architecture certified designer or a landscape professional with experience in creating and planting landscape plans in montane and subalpine life zones.</p>
	◆	<p>F. Outdoor Lighting Plan. A conceptual outdoor lighting plan in accordance with the Lighting Regulations (17.5.12) include but are not limited to the need to provide full cut-off light fixtures.</p>
	◆	<p>G. Construction Mitigation Plan. Maps or plans and written narrative describing the layout of the construction site to show:</p> <ul style="list-style-type: none"> i. Limits of construction disturbance, including limits of excavation; ii. Location of cranes and crane radius (if applicable); iii. Limits of tree removal; iv. Identification of trees to remain within the limits of disturbance; v. Location of construction fencing and details of methods to protect the trees to be preserved on a site and any other vegetation; vi. Location of building materials storage areas, cut and slash storage, and route of removal; vii. Construction parking (location and amount); viii. Location of port-a-toilet; ix. Location and size of construction trailer; x. Location and methods of erosion control and methods to protect ponds, streams, and wetlands are applicable; xi. Location and size of trash container of enclosure and route of removal; and xii. location of a bear-proof container for all food waste.



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	<input type="checkbox"/> ◆		H. Material Board. The applicant shall submit photos of proposed materials and a 2'x3' materials board with samples of stone, siding material, colors, accent material, and roofing at the time of the DRB Review for Class 3 applications. A 4'x4' stone mockup shall be constructed on-site prior to the commencement of stonework.
	<input type="checkbox"/> ◆	9.	A. Engineered Infrastructure Plan. The development shall include sufficient infrastructure designed by a Colorado-registered professional engineer, including but not limited to vehicular and pedestrian access, mass transit connections, parking, traffic circulation, fire access, water, sewer, and other utilities. <ul style="list-style-type: none"> i. Utility Plan. A composite utility plan showing the intended routes for providing water, sewer, electric, cable, and telecommunications. ii. Availability of Water, Sewage Disposal, and Utilities. The applicant shall consult with the director of the Public Works Department, San Miguel Power Association, and Source Gas prior to the submission of a development application to include statements from such agencies in the application on the availability of utilities to serve the intended development. iii. Access Plan. An access plan providing access to and from the site of the development shall be provided, including any needed infrastructure improvements as may be required by the Subdivision Regulations and the Road and Driveway Standards.
	<input type="checkbox"/> ◆	10.	Practicable Alternatives Analysis: For development proposing disturbance to wetlands, the general easement, or slopes greater than 30%, the Town may require an applicant to prepare a practicable alternative to demonstrate why it is not practicable to avoid such areas.
	<input type="checkbox"/> ◆	11.	Design Variation. If a design variation is requested pursuant to the Design Variation Process in the CDC section 17.4.11.E(5), the application shall include a detailed narrative on how such variation meets the criteria in section 17.4.11.E(5)(e).
	◆	12.	Public Improvements Cost Spreadsheet. For multi-family, mixed-use, or commercial development, or as otherwise required by the CDC or a development agreement, the developer shall submit a spreadsheet breaking down the cost of the construction of any public facilities or improvements that are necessary for the development, with such spreadsheet providing the line-item total cost, unit type (EG. Lineal feet, cubic yards, sq. Ft.)
	<input type="checkbox"/> ◆	13.	Plan Set Sheet Requirements. All plan sets as set forth in these submittal requirements shall be formatted to have a sheet size of 24" x 36", with a 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 legends. <ul style="list-style-type: none"> 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.
	<input type="checkbox"/>	14.	Licensed Architect Required. All development applications for a structure or building to be constructed, altered, or modified within the town are required to be stamped by a



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	◆	Colorado licensed architect. If allowed by the CRS 12-25-301 et seq, the Director of Community Development may exempt a remodeling development application for this requirement, if he/she determines that such remodeling is minor in nature and without any modification to a building's mass, or for a remodeling that is simply proposing the replacement of exterior materials and associated minor alterations.
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Questions and/or comments on submittal process can be directed to cd@mtnvillage.org or call 970-708-8000.