

## APPENDIX 7.3 NEW CONSTRUCTION & REMODEL SUBMITTAL REQUIREMENTS

Submittal documents shall be of good quality, accurate, concise. When/where appropriate, existing versus proposed conditions shall be clearly delineated. Plan orientation shall be consistent throughout. North arrows shall be included on all plan views.

Certain submittal requirements may be waived by the DRC depending upon project complexity, scope or size.

### **Pre-Application Meeting**

The following materials are recommended to be provided to the DRC at time of meeting:

Topographic Survey, 1"=20' minimum scale

- Dated within last three years
- Site contours at two foot (2') intervals
- Property boundaries and area of property
- Building setbacks
- Easements
- Existing buildings, structures, if any
- Significant natural features such as a rock outcroppings, drainage paths and mature stands of trees

Preliminary Site Plan, 1" = 20' minimum scale

- Property boundaries
- Building setbacks
- Existing (if any) and proposed buildings, structures or other improvements

Preliminary Landscape Plan, scale same as Site Plan

- Existing landscaping to remain
- Existing landscaping to be removed

Preliminary Floor Plans, Roof Plan, and Elevations 1/8" = 1' minimum scale  
Site Photos

### **Conceptual Review**

The following materials shall be submitted to the DRC a minimum of 2 weeks prior to the meeting.

Completed application form

Topographic Survey, 1"=20' minimum scale

- Dated within last three years
- Site contours at two foot (2') intervals
- Property boundaries and area of property
- Building setbacks
- Easements
- Existing buildings, structures, if any
- Significant natural features such as a rock outcroppings, drainage paths and mature stands of trees

Preliminary Site Plan, 1" = 20' minimum scale

- Property boundaries
- Building setbacks
- Existing (if any) and proposed buildings, structures or other improvements

Preliminary Landscape Plan, scale same as Site Plan

- Existing landscaping to remain
- Existing landscaping to be removed

Preliminary Floor Plans, Roof Plan, and Elevations 1/8" = 1' minimum scale

Site Photos

### **Sketch Plan Review**

The following materials shall be provided to the DRC a minimum of three weeks prior to the meeting.

Completed application form

Application Fee

Submit 1 full size (24"x36") set and 7 reduced sets (11"x17") of the following:

Topographic Survey, 1"=20' minimum scale

- Dated within last three years
- Site contours at two foot (2') intervals
- Property boundaries and area of property
- Building setbacks
- Easements
- Existing buildings, structures, if any
- Significant natural features such as a rock outcroppings, drainage paths and mature stands of trees

Site Plan, 1" = 20' minimum scale

- Property boundaries
- Location of building setbacks
- Existing (if any) and proposed buildings, structures or other improvements
- Driveway parking areas with grades
- Snow storage areas
- Existing and proposed grades and drainage
- Building coverage calculations - on a site plan.
  - Refer to Section 3.3
- Impervious coverage calculations - on a site plan.
  - Refer to Section 3.4

Landscape Plan, scale same as Site Plan

- Location of building setbacks
- Existing landscaping to remain
- Existing landscaping to be removed
- Type, location and size of proposed landscape materials
- Other proposed improvements – Refer to Section 2
- Temporary and permanent measures for slope stabilization and erosion control.

Floor Plans, 1/8" = 1' minimum scale

- Location of building setbacks
- General layout of rooms, spaces, garages, exterior living areas
- Approximate size and total area of enclosed space for each floor level

Roof Plan, scale same as floor plans

- Location of building setbacks
- Roof pitches
- Overhang dimensions
- Chimney and flue locations
- Finish roof materials
- Elevations of major ridges and eaves

Exterior Elevations, scale same as floor plans

- Façade definition and detail sufficient to describe architectural character
- Fenestration
- Existing and proposed grades
- Annotation of exterior materials and colors

Building height calculations – on a site plan

- Location of building setbacks
- Roof configuration
- Annotate all ridge lines in roof plan with associative respective elevations to the top of finished roof system, and relative to existing topography
- Existing and proposed grade (existing grade shall be represented completely beneath the Roof Plan and building footprint background). Contour lines shall be shown at a minimum two foot (2') interval.

Preliminary digital model, if available

### **Final Plan Review**

The following materials shall be provided to the DRC a minimum of three weeks prior to the meeting.

Completed application form  
Application Fee

Submit 1 full size (24"x36") set and 7 reduced sets (11"x17") of the following:

Topographic Survey, 1"=20' minimum scale

- Dated within last three years
- Site contours at two foot (2') intervals
- Property boundaries and area of property
- Building setbacks
- Easements
- Existing buildings, structures, if any
- Significant natural features such as a rock outcroppings, drainage paths and mature stands of trees

Site Plan, 1" = 20' minimum scale

- Property boundaries
- Location of building setbacks
- Existing (if any) and proposed buildings, structures or other improvements
- Driveway parking areas with grades
- Snow storage areas
- Existing and proposed grades and drainage
- Soil and erosion control measures
- Building coverage calculations - on a site plan.
  - Refer to Section 3.3
- Impervious coverage calculations - on a site plan.
  - Refer to Section 3.4

Landscape Plan, scale same as Site Plan

- Location of building setbacks
- Existing landscaping to remain
- Existing landscaping to be removed
- Type, location and size of proposed landscape materials
- Other proposed improvements – Refer to Section 2
- Temporary and permanent measures for slope stabilization and erosion control.
- Irrigation Plan
- Other proposed improvements such as patios, decks, walkways, retaining walls, landscape walls, fences, artwork, firepits, outdoor cooking facilities, hot tubs, pools, water features, play courts, etc.

- Temporary and permanent measures for slope stabilization and erosion control.
- Specifications for seeded areas including seed mix, mulch and fertilizer type. The area of land covered by spray irrigation shall be calculated and listed, by square foot

Lighting Plan, scale same as Site Plan

- Location of exterior and building light fixtures
- Cut sheets or specifications demonstrating compliance with lighting requirements.

Floor Plans, 1/8" = 1' minimum scale

- Roof pitches
- Location of building setbacks
- Dimensioned rooms with names
- Location of doors and windows
- Roof overhangs
- Location of mechanical and electrical rooms, systems
- Total area by floor level

Roof Plan, scale same as floor plans

- Location of building setbacks
- Roof pitches
- Overhang dimensions
- Chimney and flue locations, and other structures, projections or penetrations located above roof
- Finish roof materials
- Elevations of major ridges and eaves
- Gutter and downspout locations

Exterior Elevations, scale same as floor plans

- Façade definition and detail sufficient to describe architectural character
- Fenestration
- Existing and proposed grades
- Annotation of exterior materials and colors

- Architectural details
- Existing and proposed grades
- Floor and ridge elevations
- Annotation of exterior materials, textures, colors
- Exterior light fixtures
- Chimney heights and cap enclosure details
- Mechanical penetrations through walls, roofs
- Shadow patterns

#### Building height calculations – on a site plan

- Location of building setbacks
- Roof configuration
- Annotate all ridge lines in roof plan with associative respective elevations to the top of finished roof system, and relative to existing topography
- Existing and proposed grade (existing grade shall be represented completely beneath the Roof Plan and building footprint background). Contour lines shall be shown at a minimum two foot (2') interval.

#### Model

- Digital or physical, to be presented at meeting

#### Architectural Details, appropriate scale

- Graphic descriptions and drawings in sufficient detail to demonstrate the architectural character of the building, including rakes and eaves, windows and doors, material transitions, vertical and horizontal layers, exposed structural connections, etc.

#### Exterior Finishes

- Physical samples or quality photographs, indicating type, color and texture of all exterior materials, to be presented at meeting.

#### Specifications, written specifications and/or cut sheets for the following:

- Fireplace and flue caps

- Exterior light fixtures.

Erosion Control Stabilization & Revegetation Plan, same scale as Site Plan.

- Means and schedule for prevention of soil erosion, during and after construction
- Revegetation of cut and fill slopes
- Methods of controlling surface water
- Siltation control devices
- Vehicular access points
- Location of soil storage areas and stabilization measures

#### **Technical Plan Review**

The following materials shall be provided upon completion.

- Final construction drawings, including all requirements for final plan review, stamped by an architect licensed in the State of Colorado
- Structural drawings stamped by the structural engineer



## **APPENDIX 7.4**

### **MINOR IMPROVEMENT SUBMITTAL REQUIREMENTS**

Certain submittal requirements may be waived by the DRC, depending upon project complexity, scope or size.

### **SATELLITE DISH SUBMITTAL REQUIREMENTS**

#### **REFER TO PARAGRAPH 5.4**

- Completed application form
- Application fee
- If duplex, letter or email of written approval from adjacent or attached neighbor
- Drawing or photo defining proposed location for satellite dish
- Details for screening satellite dish from off-site view

### **HOT TUB SUBMITTAL REQUIREMENTS**

#### **REFER TO PARAGRAPH 3.18**

- Completed application form
- Application fee
- If duplex, letter or email of written approval from adjacent or attached neighbor
- Cut sheet of proposed hot tub – manufacturer’s specification/brochure with colors, finishes
- Site/Landscape Plan at 1” = 20’ scale, indicating the following (if hot tub is proposed on an existing balcony, this requirement is waived and a photo or drawing shall be provided defining proposed location):
  - Proposed location for the hot tub
  - Property boundaries
  - Building setbacks
  - All easements of record
  - Existing conditions
  - Proposed landscape improvements, including any trees or shrubs to be removed or added
  - Common name, location and size of all proposed landscape materials
  - Revised grading, if any

## LANDSCAPE REMODEL

### REFER TO SECTION 3 – SITE & LANDSCAPE DESIGN

- Completed application form
- Application fees
- If duplex, letter or email of written approval from the adjacent or attached neighbor
- Landscape Plan at 1" = 20' minimum scale, indicating the following:
  - Location of building setbacks
  - Existing landscaping to remain
  - Existing landscaping to be removed
  - Type, location and size of proposed landscape materials
  - Irrigation Plan
  - Other proposed improvements such as patios, decks, walkways, retaining walls, landscape walls, fences, artwork, firepits, outdoor cooking facilities, hot tubs, pools, water features, play courts, etc.
  - Specifications for seeded areas including seed mix, mulch and fertilizer type.
- Erosion Control, Stabilization & Revegetation Plan at 1" = 20' minimum scale
  - Means and schedule for prevention of soil erosion, during and after construction
  - Revegetation of cut and fill slopes
  - Methods of controlling surface water
  - Siltation control devices
  - Vehicular access points
  - Location of soil storage areas and stabilization measures