



## Design Review Administration

### Air Conditioning Units and Mechanical Equipment Addition Submittal Requirements

All air conditioning units and mechanical equipment must be located within the Building Homesite. The placement of air conditioners or other mechanical equipment in Bachelor Gulch shall be located to minimize visual and auditory impacts from off-site. Specifically, such equipment shall not be located where noise will adversely affect neighboring properties. Air conditioning unit(s) or other mechanical equipment must have a noise rating of 55 decibels or less, when measured at the property line. It is preferred that boilers, pool equipment and other similar mechanical equipment be located within an underground or subterranean vault. However, when such equipment is not located in an underground vault, the DRB, at its sole discretion, may require construction of a barrier around such mechanical equipment to absorb, redirect and attenuate any potential sound of such equipment/units. This barrier may also require a partial, shed roof to attenuate the sound. Any such enclosure or barrier shall be consistent with the architecture and exterior finishes of the residence. When an enclosure is not required or used and an underground vault is not used, all mechanical equipment and air conditioning units must be screened from off-site views using vegetation.

#### Submittal Requirements:

- Completed, signed and dated application
- Design Review Fee (varies depending on project - see fee schedule) payable to **Bachelor Gulch Village Association**
- If the residence is within a multi-family complex or a development that has a Home Owners Association, then written approval from the Home Owners Association is required.
- (1) set full size and (7) reduced sets (11"x17")** of plans that include the proposed location of the equipment. The plans should indicate property boundaries, the building envelope, the Homesite, and all easements of record. If landscaping is proposed to screen the equipment, please indicate the details of the specific species and sizes to be planted as well as the location of each planting.
- Please submit a **cut-sheet (manufacturer's specification/brochure)** of the proposed equipment. Please ensure the specifications include dimensions as well as sound level.

**\*\*Please ensure that all of the above information is present when submitting for an A/C unit or mechanical equipment addition. Incomplete applications will not be accepted.**

Mailing Address: Post Office Box 1655 – Avon, CO 81620-1655  
Physical Address: 137 Benchmark Road – Avon, CO 81620  
Office 970-754-3147



**BACHELOR GULCH DESIGN REVIEW BOARD**  
**Single Family Residential Application Form**

Application Date \_\_\_\_\_ Date of DRB Meeting \_\_\_\_\_

Type of Review     Sketch Plan     Final Plan     Modification     Miscellaneous

1. Application will be accepted after all information is provided. Please note that a complete application will streamline the approval process by decreasing the number of conditions of approval that the DRB may stipulate.
2. Fee must be submitted at time of application (see attached Design Review Board Application Fees). Please note that there is a fee required for both Sketch Plan Review and Final Plan Review.
3. Please contact the DRB staff regarding application questions.

**SECTION I – PROJECT INFORMATION**

A. NAME OF PROJECT \_\_\_\_\_  
PROJECT DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

B. LOCATION OF PROJECT  
Legal Description: Filing \_\_\_\_\_ Lot \_\_\_\_\_  
Other \_\_\_\_\_  
Street Address \_\_\_\_\_

C. NAME OF APPLICANT \_\_\_\_\_ Firm: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Fax( ) \_\_\_\_\_  
Email \_\_\_\_\_

D. NAME OF OWNER(S) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Fax( ) \_\_\_\_\_  
Email \_\_\_\_\_

E. NAME OF ARCHITECT \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Fax( ) \_\_\_\_\_  
Email \_\_\_\_\_

**I have read and will comply with the Bachelor Gulch Village Construction Activities and Compliance Deposit Regulations concerning construction activities and compliance deposit regulations of Bachelor Gulch Village.**

Signature and Printed Name of Signatory \_\_\_\_\_

Date \_\_\_\_\_

**SECTION II**  
**SUBMITTAL REQUIREMENT PROCEDURES SUMMARY**

Name of Project \_\_\_\_\_  
Location      Filing \_\_\_\_\_ Lot \_\_\_\_\_

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1. A pre-planning meeting with the DRB staff is required for all single family residential projects within Bachelor Gulch Village for the Applicant to obtain information which will establish the overall regulations for the particular Lot. In addition, a conceptual design meeting is strongly encouraged.
  2. Fees should be submitted with application. Fees are based on the Maximum Gross Floor Area of the Residential unit(s), including lofts, stairways, fireplaces, halls, habitable attics, bathrooms, closets and storage and mechanical areas as measured from outside wall to outside wall. (Refer to attached Design review Board Application Fees).
  3. Snow load requirements – Bachelor Gulch Village regulations shall be in accordance with Eagle County requirements. Contact the Eagle County Community Development Department for precise regulations and guidelines.
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**1. SKETCH PLAN REVIEW**

- A. For Sketch Plan requirements refer to Chapter 5 – “Design Review Procedures” and Appendix D – Design Review Board Plan Check Summary Checklists for the Bachelor Gulch Village Design Guidelines and Regulations.
- B. Submit two copies of survey (minimum scale 1”= 20’0”) and one full size set and seven sets 11”x17” reductions of proposed Site Plan, Floor Plans and Landscape Plans and one copy of the Building Height Calculations.
- C. Submit completed Application Form, Sections I, II, IV and V.
- D. Submit check for review fee at time of submittal.

**2. FINAL PLAN REVIEW**

- A. For Final Plan requirements refer to Chapter 5 – “Design Review Procedures” and Appendix D – Design Review Board Plan Check Summary Checklist of the Bachelor Gulch Village Design Guidelines and Regulations.
- B. Submit one full size set and seven sets 11”x17” reductions of proposed Final Site Plan, Footing and Foundation Plan, Floor Plans, Elevations, Building Sections, Perspective Sketches, Roof Plan and Landscape Plans. Submit one copy each of Building Height Calculations, Details, Specifications and Model.
- C. Submit completed Application Form, Sections I, III, IV and V.

**SECTION II**

Continued

Name of Project \_\_\_\_\_  
Location - Filing \_\_\_\_\_ Lot \_\_\_\_\_

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**3. MODIFICATIONS to SKETCH PLAN/FINAL PLAN APPROVAL**

A. Describe item(s) to be modified:

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B. Plan requirements:

1. Submit photos or previously approved plans
2. Submit modified elevations, floor plans and/or site plan as appropriate.

C. Submit completed application. Sections I, II, IV and V as appropriate.

**4. MISCELLANEOUS PROJECT REVIEW PROCESS**

A. Submit (1) full size set and seven sets 11"x17" reductions of drawings as appropriate.

B. Submit completed Application Form, Sections I, II, IV and/or V as appropriate.

C. Submit check for review fee at time of submittal.



**SECTION IV  
LIST OF MATERIALS**

Name of Project \_\_\_\_\_  
Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

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The following information must be submitted by the Applicant to the DRB prior to attending the meeting. Color Chips, siding samples, etc. should be presented at the DRB meeting.

<b>A. Building Materials:</b>	<b>Type of Material</b>	<b>Specification, Product Color, Material, etc.</b>
Roof (Pitch is _____)	_____	_____
Primary Wall Material	_____	_____
Other Wall Materials	_____	_____
Fascia	_____	_____
Soffits	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____
Door Trim	_____	_____
Hand or Deck Rails	_____	_____
Flues, Caps	_____	_____
Flashings	_____	_____
Chimney Enclosures	_____	_____
Trash Enclosures (locate of plans)	_____	_____
Greenhouses	_____	_____
Snow Fence/Gutters	_____	_____

\*Please indicate location of utility meters and exterior light fixtures on plans. Attach cutsheets for exterior light fixtures indicating type and material.

\*\*Please note that a full scale on-site mock up of all exterior materials with proposed colors is required during the construction phase prior to installation for final DRB approval. Please refer to Construction Inspections. Section 5 of the Bachelor Gulch Village Design Guidelines.

**SECTION V  
LANDSCAPE PLAN**

Name of Project \_\_\_\_\_  
Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

Landscape:     Conifer Forest         Aspen Forest         Mixed Aspen/Conifer Forest  
                   Meadow                     Mountain Shrub      Visual Integrity

**Please note minimum sizes for plant material:**

- Deciduous trees – 50% of mix: minimum 2 inch caliper; 50% of mix: minimum 3 inch caliper.
- Evergreen trees – 50% of mix: minimum 10 foot height; 50% of mix: minimum 12 foot height.
- Shrubs – 50% of mix: minimum 5-gallon containers; 50% of mix: 7-gallon containers.

**PLANT MATERIALS:**    *Botanical Name*                    *Common Name*                    *Qty*                    *Size*

	<i>Botanical Name</i>	<i>Common Name</i>	<i>Qty</i>	<i>Size</i>
A. Proposed Trees	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

B. Existing Trees	_____	_____	_____	_____
(to be removed)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

C. Proposed Shrubs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**SECTION V  
Landscape Plan (continued)**

Name of Project \_\_\_\_\_  
Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

<b>PLANT MATERIALS:</b>	<i>Botanical Name</i>	<i>Common Names</i>	<i>Square Footage</i>
C. Ground Cover	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
D. Sod	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
E. Seed	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
F. Types of Edging	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
G. Type of Irrigation	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
H. Type or Method of Erosion Control	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(Submit Erosion Control and Revegetation Plan with Final Plans)



**SECTION V**  
**Landscape Plan (continued)**

Name of Project \_\_\_\_\_  
Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

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I. OTHER LANDSCAPE FEATURES (retaining walls, fences, swimming pools, etc.)  
Please specify height, materials and colors if applicable.

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J. PAVING MATERIALS (driveway, walkways, patios, etc.)

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K. EXTERIOR SIGNAGE – Description, (submit details and/or cutsheets if applicable)

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L. SITE LIGHTING – Description, (note lighting locations on plan and submit cutsheets)

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M. MISCELLANEOUS

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## APPENDIX A – DESIGN REVIEW BOARD APPLICATION FEES

### Bachelor Gulch Village Design Review Board Application Fee Schedule for Single Family Residential

<i>Square Feet of Max. Gross Floor Area</i>	<i>Sketch Plan Fee</i>	<i>Final Plan Fee</i>	<i>Total Fee</i>
0-5,000 SF	\$2,000	\$2,000	\$4,000
5,001-7,500 SF	\$2,500	\$2,500	\$5,000
7,501-10,000SF	\$3,000	\$3,000	\$6,000

#### Miscellaneous Notes:

- Minor projects of under \$250,000, fee is 1.5% of project costs, minimum of \$150.
- Modification to previously approved plans if implemented during initial construction, \$150.
- The DRB may impose an additional fee of \$1,000 for any project having more than two Sketch Plan reviews or more than one Final Plan review.
- Homesite Amendment - \$1,000.
- Appeals - \$500
- Signs and/or Satellite Dishes if presented independently, \$50.
- Fees must be paid at time of submittal.
- Fees are calculated on Maximum Gross Floor Area, defined as the total floor area measured from the outside of all exterior walls, not including crawl spaces, garages or area designed for parking or loading within a building.
- Fees for projects outside the scope of the current fee schedule will be determined by the DRB staff.
- Late submittal fee shall be an additional 50% of the fee due at that meeting. Acceptance of submittals after the deadline shall be at the discretion of the DRB staff.
- Make check payable to Bachelor Gulch Village Association.

Lot \_\_\_\_\_ Project \_\_\_\_\_  
Physical Address \_\_\_\_\_ Date \_\_\_\_\_

## BACHELOR GULCH FEE CALCULATION

(Must be completed and submitted with check. Make checks payable to **Bachelor Gulch Village Association.**)

### New Construction

<u>Sq. Ft. of Maximum Gross Floor Area</u>	<u>Sketch Fee</u>	<u>Final Fee</u>	<u>Total Fee</u>	<u>Check Amount</u>
0 - 5,000	\$2,000	\$2,000	\$4,000	
5,001 - 7,500	\$2,500	\$2,500	\$5,000	
7,501 - 10,000	\$3,000	\$3,000	\$6,000	

Maximum Gross Floor Area is defined as the total floor area measured from the outside of all exterior walls, not including crawl spaces, garages or area designed for parking or loading with a building.

\$ \_\_\_\_\_

### Minor Projects Under \$250,000

The greater of 1.5% of project cost, minimum of \$150. Attach a copy of the bid sheet or indicate estimated cost below with your initials.

\$ \_\_\_\_\_ x .015 = \$ \_\_\_\_\_ (Initials)  
(Cost) \_\_\_\_\_

\$ \_\_\_\_\_

### Miscellaneous

### Fee

Modifications to Previously Approved Plans  
(if implemented during construction)

\$150

\$ \_\_\_\_\_

Homesite Amendment

\$1,000

\$ \_\_\_\_\_

Appeal of DRB Ruling

\$500

\$ \_\_\_\_\_

Signs and/or Satellite Dish if presented  
independently.

\$50

\$ \_\_\_\_\_

The DRB may impose an additional fee of \$1,000 for any project having more than two Sketch Plan reviews or more than one Final Plan Review.

Late submittal fee shall be an additional 50% of the fee due at that meeting. Acceptance of submittals after the deadline shall be at the discretion of the DRB staff.

Fees for projects outside the scope of the current fee schedule will be determined by DRB staff.

**I have read and will comply with the Rules and Regulations concerning construction activities and compliance deposit regulation of Bachelor Gulch Design Guidelines.**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature of Applicant)

\_\_\_\_\_  
(Date)