



Design Review Administration

Remodel
Submittal Requirements

- ❑ Some remodel applications may require sketch and final review.
- ❑ Completed, signed and dated application
- ❑ Design Review Fee (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 (24"x36") and 7 sets 11"x17"** reduction of a site plan (minimum scale 1"=20'), indicating existing and proposed topography, property boundaries, the footprint(s) of building(s) relative to the building envelope, all easements of record and the proposed limits of construction. Indicate proposed driveway grades.
- ❑ **(1) set full size (24"x36") and 7 sets 11"x17"** reduction of plans (minimum scale 1/8"=1'0"), including existing and proposed exterior elevations with sufficient detail to communicate the goals and intent of the project. Overall building dimensions should be indicated.
- ❑ (1) copy each of building height calculations, drawn over the building elevations and roof ridge elevations on a site plan (if applicable to remodel project).

****Please ensure that all of the above information is present when submitting for a remodel. Incomplete applications will not be accepted.**



BACHELOR GULCH VILLAGE 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 and Final Plan Review.
3. Please note that all exterior projects within Bachelor Gulch require a compliance deposit prior to the pre-construction meeting
4. Please contact the DRB staff regarding application questions.

SECTION I – PROJECT INFORMATION

A. Name of Project _____
Project Description _____

B. Legal Description: Filing _____ Lot _____
Street Address _____

C. Name of Applicant _____
Firm _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

D. Name of Owner _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

E. Architect _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

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

Signature and Printed Name of Signatory _____

Date _____

SECTION II

Continued

Name of Project _____

Location - Filing _____ Lot _____

3. MODIFICATIONS to SKETCH PLAN/FINAL PLAN APPROVAL

A. Describe item(s) to be modified:

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 _____

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.

A. Building Materials:	Type of Material	Specification, Product Color, Material, etc.
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:

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

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

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

SECTION V
Landscape Plan (continued)

Name of Project _____
Location Filing _____ Lot _____

PLANT MATERIALS:	<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 _____

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

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

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

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

M. MISCELLANEOUS

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 = \$ _____ (Cost) (Initials) \$ _____

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)