



Design Review Administration

Final Plan Review Submittal Requirements

- ❑ Completed, signed and dated application
- ❑ Design Review Fee (see fee schedule) payable to Bachelor Gulch Village Association
- ❑ **(1) set of full size (24"x36") and 7 sets 11"x17"** reduction of final plans that provide all information necessary to reflect the design of the proposed building(s), landscape or other features requiring the approval of the DRB. All architectural plans are to be prepared by a licensed Colorado Architect (see Definitions, page 2-1 of the Guidelines).
 - **Final Site Plan** (minimum scale 1"=20"). The final site plan shall indicate proposed building footprint(s), roof dripline, property boundaries and easements, scale and north direction, utility locations, existing vegetation, existing and proposed 2 foot contours, areas of cut and fill, drainage, limits of construction, proposed roads, driveways, sidewalks, decks and any other proposed improvements. Proposed driveways should include spot elevations. Snow storage area should be located and building site coverage as a percent of land area should be noted on plans.
 - **Footing and Foundation Plan** (scale 1/4"=1'). Submit plans and sections to illustrate the location and size of foundation walls and footings. Foundation plans should clearly indicate unexcavated and crawl space areas.
 - **Floor Plans** (scale 1/4"=1'). Indicate all room dimensions, door and window locations and sizes, location of mechanical and electrical systems and fire sprinkler and monitoring systems. Indicate the location and type of all exterior lighting fixtures, proposed fireplaces, and all kitchen appliances. Indicate location and area allocated to the secondary residence if applicable.
 - **Elevations** (scale 1/4"=1'). Illustrate the exterior appearance of all views labeled in accordance with the site plan. Indicate the height of chimney(s) as compared with the ridge of the roof, the highest ridge of the roof, the elevations of each floor, and existing and finished grades for each elevation. Describe all exterior materials, colors and finishes (walls, roofs, trim, chimneys, windows, doors, etc.) and locate all exterior lighting fixtures. Indicate shadow patterns and material textures.
 - **Building Sections** (scale 1/4" or 1/2"=1'). Indicate building walls, floors, interior relationships, finished exterior grades and any other information to clearly describe the interior/exterior relationship of the building as well as the building's relationship to the site.
 - **Perspective Sketches** (scale optional). Provide a ground level perspective sketch(s) of the building from a location(s) representing a primary public exposure to the building. This sketch should indicate exterior shadow patterns, materials, textures, and trim details.

- **Model** (scale 1/16", 1/8", or 1/4"=1'). Indicate three-dimensional building massing, form, openings, and relationships to the surrounding site topography updated per the final drawings.
- **Details** – provide design details to sufficiently represent the visual expression of the building, exposed connections, and material interfaces. Include soffit/fascia details, window head and sill details, railing details, and any other information necessary to describe the project's exterior.
- **Building Height Calculations** – one copy of Building Height calculations drawn over building elevations, relating to, and coordinated with the required topographic survey. Existing and finished grades should be clearly indicated around the perimeter of all proposed structures.
- **Roof Plan** – Indicate areas of snow shedding and water removal, as well as the specific techniques proposed to manage snow shed areas which may conflict with pedestrian and vehicular zones. In addition, indicate the location of all mechanical devices which are proposed to penetrate the roof (chimneys, flues, plumbing vents, etc.)
- **Grading Plans** (minimum scale 1"=20') Include existing and proposed contours at 2 foot intervals, spot elevations, retaining walls, driveway drainage patterns, rim and invert elevations, and snow storage areas. These plans are to be prepared by an engineer registered in the State of Colorado.
- **Landscape Plans** (minimum scale 1"=20'). The proposed landscape plan should include:
 - *Planting plan* – Include plant material legend which lists common and botanical names, plant sizes and plant quantities which are keyed to locations on plan. Locate rock outcrops, decks or patios, service yards, driveways, and any other freestanding structures.
 - *Irrigation Plan* – Local all temporary and permanent irrigation systems, including controllers and type and size of equipment.
 - *For seeded areas* – rates and method of application per 1,000 square foot increments, mulch type, rate and stabilization technique and fertilizer type and time of application are required for review.
 - *Lighting* - Locate in detail all proposed outdoor lights and signs. Submit cutsheets of all proposed light fixtures and indicate the lighting control strategy.
 - *Identification Sign* – Indicate location of require identification sign.
- **Specifications** – Provide written specifications, samples and color boards as appropriate for the following items:
 - Exterior wall materials and colors, (samples of logs must be submitted for proposed log buildings)
 - Windows and exterior doors with colors
 - Exterior trim materials and colors
 - Fireplace equipment cutsheets
 - Exterior lighting fixtures cutsheets
- **Erosion Control and Revegetation Plan** – these plans are to be prepared by an engineer registered in the State of Colorado. Indicate the means and time schedule by which the prevention of erosion and stream sedimentation will be addressed during and after construction, including any of the following that are appropriate for the site in question:
 - The limits of construction and the technique proposed for defining that limit prior to and during construction.
 - Location and proposed method of tree and vegetation protection
 - Placement and type of perimeter filters

- Water controls methods
- Vehicular access points and surface treatment
- Spoil storage and stabilization measures
- Siltation control devices
- Proposed revegetation methods
- Proposed seed and fertilizer types, application rates and methods
- Mulch type, rate application and stabilization methods
- Type and location of any permanent or temporary irrigation methods to be used



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 _____

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.

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 of the Bachelor Gulch Village Design Guidelines and Regulations.
- B. Submit two copies of survey (minimum scale 1"=20'-0") and two full size sets and six 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, III, 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 Checklists of the Bachelor Gulch Village Design Guidelines and Regulations.
- B. Submit two full size sets and six 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 _____

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 plan and/or site plan as appropriate.

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

4. MISCELLANEOUS PROJECT REVIEW PROCESS

A. Submit two full size sets and six sets 11"x17" reductions of drawings as appropriate.

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

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

SECTION III
PROJECT DATA

Name of Project _____

Location Filing _____ Lot _____

Check one: Single Family (one dwelling unit) Primary/Secondary (two dwelling units)

- A. Number of Dwelling units: _____
- B. Total Lot Acreage: _____
- C. Maximum Allowable Building Height: _____
- D. Maximum Allowable Gross Floor Area: _____
- E. Landscape Zone: _____
- G. Proposed Maximum Gross Floor Area:

Primary Unit	_____	sq. ft.
Secondary Unit	_____	sq. ft.
Undeveloped	_____	sq. ft.
Total	_____	sq. ft.
Garages	_____	sq. ft.

H. Number of Bedrooms, All Units _____

I. Number of Covered Parking Spaces _____
Number of Uncovered Parking Spaces _____
Total Parking _____

J. Number of Kitchens _____
Number of Bathrooms _____
Number of Fireplaces (a) gas: _____
(b) wood burning: _____

K. Maximum Slope of Driveway _____ % (First 20 feet of driveway is _____ % slope)
(Last 20 feet of driveway is _____ % slope)

L. Building Height Calculation: _____ feet.
(Submit drawing of building height calculations drawn over building elevations).

**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 on 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 Zone: 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>Quantity</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 _____

PLANT MATERIALS::	<i>Botanical Name</i>	<i>Common Name</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.

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)