



**Design Review Administration**

**Landscape Remodel/Modifications  
Submittal Requirements**

- ❑ 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 and (7) sets 11"x17"** reduction of existing/approved plans and the proposed improvements. Please include details of the specific species and sizes to be planted as well as the location of each planting. In addition, please note which trees will be saved and which are proposed to be removed as well as any associated grading changes.

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



## 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**

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

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### 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

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#### 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.



