



## Design Review Administration

### Sketch Plan Review Submittal Requirements/Procedures

**\*Pre-Planning Meeting:** The purpose of this step is to provide the Applicant with introductory information which will establish the overall regulations, restrictions and/or special considerations for the particular site or area involved. This step is mandatory unless specifically waived by DRB and is for the benefit of the Applicant and the Architect. This meeting will address:

- Property Boundaries
- Easements and utilities
- Homesite Location
- Skiways
- Architectural theme and special design consideration
- Building program and design rationale

\*\*Once the pre-planning meeting (if applicable) is complete, a conceptual review with the Bachelor Gulch Design Review Board, at one of our regularly scheduled meetings, is highly recommended for all new residences and major remodels. The conceptual review will allow the Bachelor Gulch Design Review Board to make comments and for the Applicant to make the appropriate changes before the sketch plan is submitted.

- No application or review fee is necessary
- Please notify DRB staff at least 2 weeks prior to Bachelor Gulch Design Review Board meeting to ensure placement on the agenda.
- The applicant does not need to submit conceptual plans prior to the regularly scheduled meeting.

#### **Sketch Plan Submittal:**

- Completed, signed and dated application
- Design Review Fee (see fee schedule) payable to Bachelor Gulch Village Association
- (2) copies of a property survey (minimum scale: 1"=20')** prepared by a licensed surveyor indicating property boundaries, the area of the property, all easements of record, building envelope, Homesite, topography at 2 foot intervals and any significant natural features such as rock outcroppings, watercourses, or existing trees with caliper widths of 3 inches in diameter or greater.
- (2) sets of color site photographs (4" x 6" min. size)** of the site area to adequately describe the neighborhood, including, site features, vegetation, views and/or relationship to roads, adjoining Lots and skyways.
- (1) set of full size (24"x36") and 7 sets 11"x17"** reductions of the site plan (minimum scale: 1"=20'), indicating existing and proposed topography, property boundaries the footprint(s) of

building relative to the Homesite area, driveway access with proposed grades, existing vegetation, all easements of record, proposed limits of construction, scale and north direction.

- **(1) set of full size (24"x36") and 7 sets 11"x17"** reductions of plans (minimum scale 1/8"=1'), including floor plans for each level of building(s) and exterior elevations and roof plan indicating elevations for each floor and the highest roof ridge. Overall building dimensions should be indicated.
- **(1) set of full size (24"x36") and 7 sets 11"x17"** reductions (minimum scale 1"=20') of sections showing proposed buildings and elevations in relation to surrounding site, including adjacent Lots, residences and roads. A minimum of two sections, one in each direction shall be included.
- **(1) set of full size (24"x36") and 7 sets 11"x17"** reductions of the landscape plan (minimum scale 1"=20'), including location and type of existing vegetation, limits of site disturbance, proposed areas of new landscaping, revegetation specifications for reseeding and mulching and preliminary drainage plan and erosion control measures.
- **(1) copy of Building Height calculations** drawn over building elevations, relating to, and coordinated with the required topography survey. Existing and finished grades should be clearly indicated around the perimeter of all proposed structures.
- **(1) Study Model (scale 1/16", 1/8" or 1/4"=1')** which indicates three dimensional massing and relationship to site.

**\*\*Please ensure that all of the above information is present when submitting for a sketch plan review. 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**  
**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.

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**I. 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.

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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 = \$ \_\_\_\_\_  
 (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)