



Department of Community Development  
75 South Frontage Road  
Vail, CO 81657  
Tel: 970-479-2138  
www.vailgov.com

## Application for Design Review New Construction

General Information: This application is for all new construction. Applicable Vail Town Code sections can be found at [www.vailgov.com](http://www.vailgov.com) under Vail Information – Town Code Online. All projects requiring design review must receive approval prior to submitting a building permit application. An application for Design Review cannot be accepted until all required information is received by the Community Development Department, as outlined in the submittal requirements. The project may also need to be reviewed by the Town Council and/or the Planning and Environmental Commission. Design review approval expires one year from the date of approval, unless a building permit is issued and construction commences.

**Fee:** \$650

\_\_\_\_\_ Single Family      \_\_\_\_\_ Duplex      \_\_\_\_\_ Multi-Family      \_\_\_\_\_ Commercial

**Description of the Request:** \_\_\_\_\_  
\_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_ (Contact Eagle Co. Assessor at 970-328-8640 for parcel no.)

**Property Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

**Primary Contact/ Owner Representative:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

### For Office Use Only:

Cash \_\_\_\_\_ CC: Visa / MC Last 4 CC # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Auth # \_\_\_\_\_ Check # \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Received From: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_ DRB No.: \_\_\_\_\_  
Planner: \_\_\_\_\_ Project No: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Land Use: \_\_\_\_\_  
Location of the Proposal: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_



## JOINT PROPERTY OWNER WRITTEN APPROVAL LETTER

The applicant must submit written joint property owner approval for applications affecting shared ownership properties such as duplex, condominium, and multi-tenant buildings. This form, or similar written correspondence, must be completed by the adjoining duplex unit owner or the authorized agent of the home owner's association in the case of a condominium or multi-tenant building. All completed forms must be submitted with the applicants completed application.

I, (print name) \_\_\_\_\_, a joint owner, or authority of the association, of property located at \_\_\_\_\_, provide this letter as written approval of the plans dated \_\_\_\_\_ which have been submitted to the Town of Vail Community Development Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include:

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I understand that modifications may be made to the plans over the course of the review process to ensure compliance with the Town's applicable codes and regulations; and that it is the sole responsibility of the applicant to keep the joint property owner apprised of any changes and ensure that the changes are acceptable and appropriate. Submittal of an application results in the applicant agreeing to this statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Property Information**

<b>Property Address</b>						
<b>Parcel #</b>						
<b>Legal Description</b>						
<b>Development Site Area</b>	sq ft		acres		buildable sq ft	
<b>Zone District / SDD #</b>						
<b>Hazard Zones</b> Sections 12-21 & 14-7	<i>Snow Avalanche</i>	High Severity	Moderate Severity	N/A		
	<i>Debris Flow</i>	High Flow	Moderate Flow	High Avalanche	N/A	
	<i>Rock fall</i>	High Severity	Medium Severity	N/A		
	<i>Excessive Slopes</i>	≥30%	N/A			
	<i>Floodplain</i>	100 year floodplain	Floodway	Wetlands	N/A	
<b>Creeks, Streams</b> Section 12-14-17	<input type="checkbox"/> Gore Creek	on site	adjacent to site	N/A		
	<input type="checkbox"/> Other tributary: _____	on site	adjacent to site	N/A		

**Project Information**

<b>Project Description</b>						
<b>Development Standards</b>		<b>Allowed</b>	<b>Existing</b>	<b>Proposed</b>		
<b>Gross Residential Floor Area (maximum)</b> Chapter 12-15	Primary sq ft					
	Secondary sq ft					
	EHU sq ft					
	TOTAL sq ft					
	<b>250 Addition</b>	<b>Interior Conversion</b>				
	<b>Credits:</b>					
<b>Setbacks (minimum)</b> Section 14-10-4	Front ft					
	Side ft					
	Side ft					
	Rear ft					
	Watercourse ft					
<b>Site Coverage (maximum)</b> see definition Section 12-2-2						
<b>Building Height (maximum)</b> see definition Section 12-2-2	Sloping ft					
	Flat ft					
<b>Landscaping</b> See definition Section 14-2-1 Section 14-10-8	Softscape sq ft					
	Hardscape sq ft					
	TOTAL sq ft					
<b>Driveway</b> Sections 14-3-1 & 14-3-2	Max Curb-cuts					
	Max Grade @ centerline					
	Min Width					
	Heated drive?		Yes No	Yes	No	
	Snow Storage %					
<b>Parking</b> Sections 12-10 & 14-5	#Enclosed Spaces					
	#Unenclosed					
	TOTAL					
<b>Outdoor Lighting (maximum)</b> Section 14-10-7	# fixtures					



## DESIGN REVIEW PROCESS

### **Pre-application Meeting**

A pre-application meeting with Town of Vail Staff is not required; however, highly recommended. The purpose of a pre-application meeting is to identify any critical issues pertaining to the proposal and to determine the appropriate development review process for an application. Please call the Development Review Coordinator at 970-479-2128 to schedule.

### **Deadlines and Meeting Dates**

The Design Review Board meets on the 1st and 3rd Wednesdays of each month beginning at 3:00 pm. Complete applications are due in the Office of Community Development no later than 12:00 noon on the submittal deadlines attached.

### **Application Submittal**

Submit all required information under the *submittal requirements* section of this application by the deadlines stated above. Incomplete applications will not be processed. Upon receipt of a complete application, the Community Development Department shall review the submitted materials for general compliance with the appropriate requirements of the zoning code. If the application is not in compliance with zoning code requirements, the application and submittal materials shall be returned to the applicant with a written explanation of non-compliance.

### **Staff Review**

The Administrator (a member of the Planning Staff) will review and either approve a Design Review application, approve it with conditions, deny the application, or refer the application to the Design Review Board for a decision. All Staff approvals are reviewed by the Design Review Board and any administrative decision is subject to final approval by the Board. The Board reviews applications and may approve, approve with conditions, deny the application, or table the application to allow applicants to respond to comments.

### **Design Review Board Meeting Requirements**

Prior to the meeting, for new construction and additions, the applicant must stake and tape the project site to indicate property lines, proposed buildings and building corners. All trees proposed to be removed must be marked. The applicant must ensure that staking done during the winter is not buried by snow.

The applicant, or their representative(s), shall be present at the Design Review Board public meeting. The item will be postponed if the applicant fails to appear before the Design Review Board, on their scheduled meeting date.

# TOWN OF VAIL

## DESIGN REVIEW BOARD

### 2016 Submittal Deadlines and Meeting Dates

**PLEASE NOTE: COMPLETE** applications are due in the Office of Community Development  
**NO LATER THAN 12:00 NOON** on the submittal deadlines below:

<u>SUBMITTAL DEADLINE</u>	<u>MEETING DATE</u>
December 14, 2015 December 28, 2015	January 6, 2016 January 20, 2016
January 11, 2016 January 25, 2016	February 3, 2016 February 17, 2016
February 8, 2016 February 22, 2016	March 2, 2016 March 16, 2016
March 14, 2016 March 28, 2016	April 6, 2016 April 20, 2016
April 11, 2016 April 25, 2016	May 4, 2016 May 18, 2016
May 9, 2016 May 23, 2016	June 1, 2016 June 15, 2016
June 13, 2016 June 27, 2016	July 6, 2016 July 20, 2016
July 11, 2016 July 25, 2016	August 3, 2016 August 17, 2016
August 15, 2016 August 29, 2016	September 7, 2016 September 21, 2016
September 12, 2016 September 26, 2016	October 5, 2016 October 19, 2016
October 10, 2016 October 24, 2016	November 2, 2016 November 16, 2016
November 14, 2016 November 28, 2016	December 7, 2016 December 21, 2016
December 12, 2016 December 27, 2016 (Tuesday)	January 4, 2017 January 18, 2017



All applications must be **complete**. An incomplete application will be returned to the applicant and **will not** be scheduled for review.

## SUBMITTAL REQUIREMENTS

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the Design Review process. The Town encourages you to consider using the submittal of digital documents and plans.

If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials. If submitting paper three (3) copies of the materials noted with an asterisk (\*) and one (1) copy of all others are required. The materials necessary to have a complete application are as follows:

- Completed application form including owner's signature (cover sheet).
- Application fee
  - Additional fees may be required if: 1) Any local, state or Federal agency review is required, 2) Publishing fees are in excess of 50% of the application fee, or 3) External consultants are required by the Town to review significant impacts on the community.
- Project narrative describing the background, purpose and details of the proposal (Address To: Design Review Board).
- Digital presentations to the board are required to be provided no later than the Wednesday prior to the meeting date. These materials are considered part of the public record. Example is powerpoint presentations.
- Title report, including Schedules A & B to verify ownership and easements.
- Joint Property Owner Written Approval Letter, if applicable (pg. 2). This form is applicable to all Design Review applicants that share ownership of the subject property. For example, the subject property where construction is occurring is a duplex, condominium or multi-tenant building. This form shall be completed by the applicant's neighbor/ joint property owner. In the case of a multiple-family dwelling or multi-tenant building, the authority of the association shall complete this form.
- Utility Approval and Verification Form, if applicable (pg. 7). This form is applicable to any construction within an easement and may be required for any construction if deemed necessary by Town of Vail Staff.
- Plan Sheet Format (Applies to all plan sheets)
  - Plan sheet size must be 24"x 36". For large projects, larger plan size may be allowed.
  - Graphic bar scale (minimum scale is 1"=20').
  - North arrow.
  - Title block, project name, project address and legal description.
  - Indication of plan preparer, address and phone number.
  - Dates of original plan preparation and all revision dates.
  - Sheet labels and numbers.
  - A border with a minimum left side margin of 1.5".
  - Plan legend.
- Plan Set Cover Sheet\*
  - Project name.
  - Address and legal description.
  - Sheet Index.
  - Preparer's contact information and other relevant contacts (i.e. Owner, Surveyor, Contractor).
  - Vicinity map or location map at a scale of 1"=1,000' or larger.
- Stamped Topographic Survey\*
  - Wet stamp and signature of a licensed surveyor.
  - Scale of 1"=10' or 1"=20'.
  - Legal description and physical address.
  - Lot size and build able area (excludes red hazard avalanche, slopes greater than 40%, and floodplain).
  - Labeled ties to existing benchmark, either USGS landmark or sewer invert.
  - Property boundaries to the nearest hundredth (.01) of a foot accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
  - Show right of way and property lines; including bearings, distances and curve information.
  - Indicate all easements identified on the subdivision plat and recorded against the property as indicated in the title report. List any easement restrictions.
  - Spot Elevations at the edge of asphalt, along the street frontage of the property at twenty-five foot intervals (25'), and a minimum of one spot elevations on either side of the lot.
  - Topographic conditions at two foot contour intervals.
  - Existing trees or groups of trees having trunks with diameters of 4" or more.
  - Rock outcroppings and other significant natural features (large boulders, intermittent streams, etc.).
  - All existing improvements (including foundation walls, roof overhangs, building overhangs, etc.).

- Environmental Hazards (i.e. rock fall, debris flow, avalanche, wetlands, floodplain, soils).
  - Wetland delineation and provide any necessary approvals or permits from Colorado Department of Natural Resources and/ or Army Corp of Engineers.
  - Watercourse setbacks, if applicable (show centerline and edge of stream or creek in addition to the required stream or creek setback).
  - Show all utility meter locations, including any pedestals on site or in the right-of-way adjacent to the site. Exact location of existing utility sources and proposed service lines from their source to the structure. Utilities to include, cable TV, sewer, gas, telephone, water, electric, size and type of drainage culverts, swales, etc.
  - Adjacent roadways labeled and edge of asphalt for both sides of the roadway shown for a minimum of 250' in either direction from property.
  - Any adjacent sidewalks and trails.
- Site and Grading Plan\*
- Scale of 1"=20' or 1"=10' (The site and grading plan must be drawn at the same scale as the topographic survey).
  - Lot size and buildable area (excludes red hazard avalanche, slopes greater than 40%, and floodplain).
  - Property and setback lines.
  - Existing and proposed easements.
  - Existing and proposed grades. All disturbed areas must be returned to a 2:1 grade or PE stamped details of slope protection and/or stable soils are required.
  - Existing and proposed layout of buildings and other structures including decks, patios, fences and walls. Indicate the foundation with a dashed line and the roof edge with a solid line.
  - All proposed roof ridge lines with proposed ridge elevations. Indicate existing (natural grade prior to construction of structure) and proposed grades shown underneath all roof lines. This will be used to calculate building height.
  - Proposed driveways: Site plan must show driveway type, finished surface, heated or unheated, grade, percent slope, dimensions, turning radii, site distance, required parking spaces with 9' x 19' surface parking spaces and 9' x 18' enclosed spaces, and spot elevations at the property line, garage slab and as necessary along the centerline of the driveway to accurately reflect grade.
  - A 4' wide unheated concrete pan at the edge of driveway.
  - Locations of all utilities including meter pits, existing sources and proposed service lines from sources to the structures.
  - Proposed surface drainage on and off-site, including culverts.
  - Location of landscaped areas.
  - Location of limits of disturbance fencing.
  - Names of all adjacent roadways.
  - Snow storage must be shown within property boundaries adjacent to driveway (30% of driveway area if unheated, 10% of driveway area if heated).
  - Proposed dumpster location and detail of dumpster enclosure.
  - Retaining walls with proposed elevations at top and bottom of walls. A detailed cross-section and elevation drawings shall be provided on the plan or separate sheet. Stamped engineering drawings are required for walls between 4' and 6' feet in height and all combination walls.
  - If less than one half acre is to be disturbed, proper erosion control devices need to be shown on the site plan. If more than one half acre is to be disturbed, then a separate professionally engineered and PE stamped Erosion Control Plan must be submitted.
  - 100-year floodplain.
  - Location of all geologic/environmental hazard areas.
  - Delineate areas to be phased and appropriate timing, if applicable.
- Landscape Plan\*
- Scale of 1" = 20' or 1" = 10'
  - Landscape plan must be drawn at the same scale as the site plan.
  - Location of existing trees, 4" diameter or larger. Indicate trees to remain, to be relocated (including new location), and to be removed. Large stands of trees may be shown (as bubble) if the stand is not being affected by the proposed improvements and grading.
  - Indicate all existing ground cover and shrubs.
  - Detailed legend, listing the type and size (caliper for deciduous trees, height for conifers, gallon size for shrubs and height for foundation shrubs) of all the existing and proposed plant material including ground cover.
  - Delineate critical root zones for existing trees in close proximity to site grading and construction.
  - Indicate the location of all proposed plantings.
  - The location and type of existing and proposed watering systems.
  - Existing and proposed contour lines. Retaining walls shall be included with the top of wall and the bottom of wall elevations noted.

- Landscaping summary, including the botanical and common names, size and quantity of trees to be removed and proposed trees. The minimum size for proposed trees is 2" caliper deciduous trees, coniferous trees that are six feet in height, and 5 gallon shrubs. Also specify types of groundcover and proposed square footage. Include a description of any other landscaping features (ponds, fountains, retaining walls, pools, etc.).
- Architectural Elevations\*
    - Scale of 1/8" = 1' or larger; 1/4" = 1' is preferred.
    - All elevations, existing and proposed, of the proposed development shall be drawn to scale and fully dimensioned. The elevation drawings must show both existing and finished grades. Floor plans and building elevations must be drawn at the same scale.
    - Show all building faces including angles not represented well on the normal building elevations.
    - Elevations shall show proposed finished elevation of floors and roofs on all levels.
    - All exterior materials and colors shall be specified on the elevations.
    - The following shall be shown graphically and fully dimensioned: fascia, trim, railings, chimney caps, meter locations, meter screening methods and window details.
    - Show all proposed exterior lighting fixtures on the building.
    - Illustrate all decks, porches and balconies.
    - Indicate the roof and building drainage system (i.e. gutters and downspouts).
    - Indicate all rooftop mechanical systems and all other roof structures, if applicable.
    - Illustrate proposed building height elevation on roof lines and ridges. These elevations should coordinate with the finished floor elevations and the datum used for the survey.
    - Exterior color and material samples shall be submitted to staff and presented at the Design Review Board meeting.
  - Architectural Floor Plans\*
    - Scale of 1/8" = 1' or larger; 1/4" = 1' is preferred.
    - All floor plans, existing and proposed, of the proposed development shall be drawn to scale and fully dimensioned.
    - Floor plans and building elevations must be drawn at the same scale.
    - Clearly indicate the inside face and outside face, of the sheathing, of the exterior structural walls of the building.
    - Label floor plans to indicate the proposed floor area use (i.e. bedroom, kitchen, etc.).
    - One set of floor plans must be "red-lined" indicating how the gross residential floor area (GRFA) was calculated. See Title 12, Chapter 15 – Gross Residential Floor Area for regulations.
    - Provide dimensions of all roof eaves and overhangs.
  - Lighting Plan\*
    - Indicate type, location and number of fixtures.
    - Include height above grade.
    - Cut sheet(s) for proposed fixtures & demonstrating compliance with 14-10-7, Outdoor Lighting, Vail Town Code.
  - Gross Residential Floor Area calculations (including allowable, existing, proposed, and total GRFA for all units in the development plan, including the other half of a duplex).
  - Site Development Standards calculations (existing and proposed): landscape area (show softscape & hardscape), site coverage, building height, number of dwelling units and employee housing units, setbacks, number of enclosed and unenclosed parking spaces, driveway area, snow storage area etc.
  - One set of consolidated overlapped floor plans must visually demonstrate how site coverage was calculated. See Section 12-2-2, Definitions, Vail Town Code, for those elements which are considered site coverage.
  - Exterior building materials list (also to be included on elevations and in materials samples), including location, type of material, and color. Please specify the manufacturer's name, the color name and number.
  - Exterior color and material samples and specifications. A physical material samples and specifications board will need to be provided in conjunction with a digital submittal.
  - Photos of the existing site and adjacent structures, where applicable.
  - Site-specific Geological Hazard Report, if applicable - If a property is located in or adjacent to a mapped hazard area (i.e. snow avalanche, rock fall, debris flow, floodplain, wetland, poor soils, etc.), the Community Development Department may require a site-specific geological investigation.
  - The Administrator and/or DRB may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to determine whether a project will comply with Design Guidelines or if the intent of the proposal is not clearly indicated.



# PROPOSED MATERIALS

<u>Building Materials</u>	<u>Type of Material</u>	<u>Color</u>
Roof	_____	_____
Siding	_____	_____
Other Wall Materials	_____	_____
Fascia	_____	_____
Soffits	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Doors	_____	_____
Door Trim	_____	_____
Hand or Deck Rails	_____	_____
Flues	_____	_____
Flashing	_____	_____
Chimneys	_____	_____
Trash Enclosures	_____	_____
Greenhouses	_____	_____
Retaining Walls	_____	_____
Exterior Lighting	_____	_____
Other	_____	_____

**Notes:**

Please specify the manufacturer's name, the color name and number and attach a color chip.



## UTILITY APPROVAL & VERIFICATION

This form serves to verify that the proposed improvements will not impact any existing or proposed utility services, and also to verify service availability and location for new construction and should be used in conjunction with preparing your utility plan and scheduling installations. A site plan, including grading plan, floor plan, and elevations, shall be submitted to the following utilities for approval and verification. **PLEASE ALLOW UP TO 2 WEEKS FOR APPROVAL OR COMMENTS FROM THE UTILITY COMPANIES.** If you are unable to obtain comments within that timeframe please contact The Town of Vail.

**Subject Property Address:** \_\_\_\_\_ **Lot** \_\_\_\_ **Block** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**Primary Contact / Owner Representative:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_  
**Primary Contact/Owner Representative Signature** **Plans Dated:** \_\_\_\_\_

	<u>Authorized Signature</u>	<u>Comments</u>	<u>Date</u>
<b>CENTURY LINK</b> 970.328.8288 (tel) 970.328.8282 (fax) Contacts: Kelly McClernon kelly.mcclernon@centurylink.com			
<b>XCEL HIGH PRESSURE GAS</b> 970.406.1784 (tel) 970.468.1401 (fax) Contact: Remington Baker remington.c.baker@xcelenergy.com			
<b>HOLY CROSS ENERGY</b> 970.947.5425 (tel) 970.945.4081 (fax) Contact: Jeff Vroom jvroom@holycross.com			
<b>XCEL Energy</b> 970.262.4032 (tel) 970.262.4038 (fax) Contacts: Britt Mace brittany.mace@xcelenergy.com			
<b>EAGLE RIVER WATER &amp; SANITATION DISTRICT</b> 970.477.5449 (tel) 970.845.7218 (fax) Contact: Tug Birk tbirk@erwsd.org			
<b>COMCAST CABLE</b> 970.930.4713 (tel) 303.603.1004 (fax) Contact: Michael Johnson Michael_johnson@cable.comcast.com			
<b>CDOT (Only in CDOT Right-of-way)</b> 970.683.6284 (tel) Contact: Dan Roussin Daniel.roussin@dot.state.co.us			

**NOTES:**

1. Utility locations must be obtained before digging.
2. A Revocable Right-of-Way Permit may be required for any improvements within a street right-of-way. Contact the Public Works Department for verification 970.479.2198.
3. It is the responsibility of the utility company and the applicant to resolve problems identified above.
4. The Primary Contact/Owner Representative is required to submit any revised drawings to the above agencies for re-approval & re-verification if the submitted plans are altered in any way after the authorized signature date.