

## DESIGN REVIEW PKG. SUBMISSION CHECKLIST

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Applicant Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Proposed Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

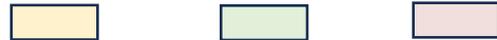
Two copies of finalized plans along with one digital copy of plans including site plan, all Fees and Deposits, and all required documents must be submitted 10 working days prior to the meeting being scheduled. **ALL CORRESPONDENCE EMAILED TO: [montrosebridgesdrb@gmail.com](mailto:montrosebridgesdrb@gmail.com)**

	Submitted	Complete	Incomplete
1. <b>Design Review application and forms</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Site Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>(scale 1"=20' minimum)</b> property pins must be located and clearly marked (on actual lot not just on paper) Site plan must include the following: a. property lines and building setbacks. b. existing grade and topography c. proposed grading and drainage d. building footprint with finished floor grades e. driveway and parking areas f. fences or walls attached to building or not. g. roofs, patios, decks, and any other site amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Building Plan</b> <b>(scale ¼"=1" minimum)</b> a. Show all exterior elevations, stone, stucco, siding, size of facia, timbers, lentils, etc. b. Roof pitch must be clearly marked, height must be clearly indicated (6/12 is a minimum not a maximum) c. Stone must be figured per Guidelines (total square feet of each wall including window and door openings added up and divided by 25%) massed in front and rear of home, minimum of 24" wrap around any corner where stone is present. d. Floor plans must include all living areas in detail including unheated or garage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Landscape plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(scale 1"=20' minimum) a copy of the site plan may be used as a separate template

- a. Show irrigated areas, extent and location of all plant materials and landscape features.
- b. Site lighting must conform to Guidelines.
- c. Artificial turf may only be installed in certain locations and must be one of the preapproved materials (see guidelines or converse with DRB)
- d. Berms, water features, patios, decks, and other significant design elements must be in detail on separate form or paper with detailed pictures and or plans.
- e. Fences must be of the preapproved design by DRB and must be exact size and quality of approval.

6. Erosion control



Methods required for erosion control will be spelled out in the required stormwater management packet you receive along with the permit, (The Bridges at Black Canyon maintained a permit however it is the owner/builder responsibility to obtain and manage the permit per Colorado state law.) Please have retention barriers in place before pushout (excavation) starts.

7. Material Samples



Exterior materials must be compliant with DRB guidelines, and MUST be approved before purchase or installation. (In the event that a material or item becomes unavailable after approval you will need to bring a comparable material to the DRB for approval) **There is no substitution arbitration policy in the DRB Guidelines and projects will be issued estoppel if non-compliance occurs.**

8. Construction Schedule



All construction shall be started within 12 months of final approval by DRB. All construction must be finished within 12 months of the start date. **INCLUDE PROPOSED START DATE ON THIS FORM.** If a problem arises in the construction process that will interrupt the schedule, you will need to converse with the DRB board to request and extension or resolve. Failure to do so could result in estoppel until resolved and or loss of deposit

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9. Payment

Payment of \$750 non-refundable application fee with \$2,000 Construction and \$1000 Landscape

**Submission of packet without this form being completed will result in non-approval status and project will be subject to resubmission requirements.**

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_