

Cordillera Property Owners Association

Cordillera Design Review Board

ADJACENT PROPERTY OWNER NOTIFICATION REQUIREMENTS

The purpose of adjacent property owner notification is for homeowners to provide verification that all owners of property within 75 feet of the subject lot have been notified of the proposed project and have been provided adequate time to respond (30 days).

Adjacent Property Owner Notifications are required for the following DRB Applications:

- Off Agenda DRB Modification Applications (fencing, paint changes, landscaping, tree removal, air conditioning unit installation, decks, etc.)
- DRB Meeting New Single Family Home Sketch Applications
- Lot Line Vacation/Relocation Applications
- Building Envelope Amendment/Relocation Applications

Adjacent Property Owner Notification Requirements:

- Provide a list to the DRB of adjoining owners and their mailing addresses. To find out your adjacent neighbors' mailing addresses:
 - a. Go to the Eagle County GIS website: https://map.eaglecounty.us/GIS_Viewer/
 - b. Search for your address in the top left corner.
 - c. Once your parcel/address pulls up, click the address numbers of the parcels located within 75 feet of your property line.
 - d. Click on 'more info' for assessor information.
 - e. The mailing address is noted under 'Owner Information' in the top center of the page.
- Provide copy of the letter sent to adjoining property owners, indicating the nature of the project and instructions to contact the Cordillera DRB Administrator with any questions or concerns. The form letter is page 2 of this document.
- Provide Mail receipts confirming letters sent to adjoining owners with adequate time for response.

