

# Cordillera Property Owners Association

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## 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 within 75 feet of all property lines of the subject lot have been notified of the proposed project and have been provided adequate time to respond (minimum 30 days prior to DRB meeting).

Adjacent property owners are defined as owners of property within 75 feet of all property lines of the subject lot including the Colorado Metro District owned property and Windrose Properties LLC aka the Ranch and Summit Golf Courses, if applicable.

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

- New Single Family Home Sketch Plan Review
- House/Garage Additions – adding square footage
- Lot Line Vacation or Reinstatement
- Building Envelope Amendment
- Major Modifications (ex: deck/patio additions, solar panels, landscape revisions, modifications made during construction, driveway resurface)
- Minor Modifications (ex: deck resurface, changing paint/stain color, existing tree removal, hot tub/spa, lawn sculptures, firepits, fence, dog run, air conditioning)

#### **Adjacent Property Owner Notification Requirements:**

1. Provide a list of the adjacent property owners who were notified and their mailing addresses. To find out your adjacent neighbors' mailing addresses and determine if a property is within 75 feet of any property lines:
  - a. Go to the Eagle County GIS website: [https://map.eaglecounty.us/GIS\\_View/](https://map.eaglecounty.us/GIS_View/)
  - 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.
2. Provide a copy of the letter sent to adjacent property owners, indicating the nature of the project and instructions to contact the Community Development Administrator ([drb@cordillerapoa.com](mailto:drb@cordillerapoa.com)) with any questions or concerns. A form letter is provided for this purpose and is page 2 of this document.
3. Copies of USPS Certified Mail® receipts (see Form 3800 / Receipt for Certified Mail) with date stamped confirming letters were sent to adjacent property owners with adequate time for response (30 days minimum prior to DRB meeting).

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## Notice to Adjacent Property Owner

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### Notice to Property Owners within 75 feet of the property:

- ☐ **New Construction:** The construction of any new structure
- ☐ **Other:** \_\_\_\_\_

Dear \_\_\_\_\_

I have asked the Cordillera Design Review Board to consider the following application:

Owner / Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### SITE INFORMATION

Street Address: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Filing: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

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If you have any comments on the proposed application or would like to review the submittal, please contact the Community Development Administrator at [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com).