

# Cordillera Property Owners Association

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## *Cordillera Design Review Board*

### **PRE-CONSTRUCTION MEETING CHECKLIST – New Single Family Homes**

The purpose of the pre-construction meeting is to confirm New Single Family Home site staking and the installation of protective fencing, and to review parking, access, work hours and other pertinent rules and regulations with involved contractors and enforcement officials.

Before the pre-construction meeting can be scheduled, the following checklist must be confirmed as complete by the Cordillera DRB:

- Emailed copy of your building permit to [bflaming@cordillerapoa.com](mailto:bflaming@cordillerapoa.com). The DRB abides by Eagle County's requirement that a permit must be in place before any scrubbing or excavating can begin.
- Emailed confirmation to [bflaming@cordillerapoa.com](mailto:bflaming@cordillerapoa.com) from the Cordillera Metropolitan District (CMD) that the following documents and fee noted below have been provided to Nancy Mires, CMD Community Relations Specialist, [nmires@cordillerametro.org](mailto:nmires@cordillerametro.org):
  - A fully executed and notarized Road Encroachment Agreement.
  - A completed Road Impact Fee Worksheet and payment of the fee
  - A Construction in the Right of Way Permit

NOTE: The removal of snow and trees from a lot may be necessary prior to perimeter fencing and staking. These activities must be coordinated with the Cordillera's DRB Administrator and Cordillera's Department of Public Safety.

- Staking on-site indicating driveway alignment, building envelope and building footprint.
- Area of disturbance fencing and erosion control silt fencing installed.
- Other protection measures installed, as applicable.
- Construction sign installed.
- DRB Owner and Contractor Acknowledgement Form** signed by the Homeowner and the Builder and emailed to [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com). This may have been completed by the Architect at DRB Technical Review.

Once all of the above is confirmed, please email [bflaming@cordillerapoa.com](mailto:bflaming@cordillerapoa.com) to request a pre- construction meeting. The following people or their representatives are required to attend:

- Cordillera Architectural Plan Reviewer
- Cordillera Metropolitan District Public Safety Manager & Community Operations Manager
- Project excavation contractor and general contractor. Architects and other owner representatives are welcome.

Please refer to the **Cordillera Construction Rules and Regulations** and the **Cordillera Design Guidelines** for information.



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