

New Single Family Home – Final Plan Review

The purpose of the Final Plan Review is to verify the incorporation of suggestions made at the Sketch Plan review and other details, including proposed materials and colors, at a construction level of development. Requested variances to guidelines are also considered. The architect responsible for plan drawings must attend the meeting to present plans and to address any questions regarding the project. Owners and other members of the design team are welcome as well.

Additions or modifications to existing homes that require review by the DRB will be conducted at the Final Plan Review level.

Submittal Requirements Site, landscape and architectural drawings must be prepared by licensed architects, and all plan sheets must be dated and stapled together as a set. The minimum size of a plan sheet is 24"x36". One (1) hard copy and one electronic copy in PDF format of the following is required:

- Completed application form signed by the Homeowner with submission review fee [see the DRB Review Fee Schedule. Checks must be made out to the Cordillera Property Owners Association (CPOA)]
- A written narrative responding to the following questions:
 - What adjustments have been made to address issues identified at the Sketch Plan review?
 - Have any changes been made to the design that were not identified at Sketch Plan review? Substantial changes to the design of the home between sketch plan and final plan submittals not requested by the DRB may result in a re-review of the project at the sketch plan level.
 - Requested variances, if any, and justification for the same.
- A drawing cover sheet providing project name, vicinity map, and other pertinent project information.
- A stamped and dated topographic survey (same as that submitted for Preliminary Review)
- A site plan, scale of 1" = 10' indicating:
 - Property boundaries, building envelope, easements, north arrow
 - Driveway alignment, parking areas, and grades
 - Driveway culvert (if required) with invert elevations tied to contour lines
 - Footprints of all structures and external living areas (patios, balconies, yards, etc.)
 - Existing and proposed contours/elevations, existing contours should run through the structure
 - Roof outlines
 - Footprint of septic soil treatment area, if applicable
 - Snow storage areas (25% of driveway and parking surface)
 - Proposed drainage
 - Utility locations, lines and proposed connections
- A Final Landscape Plan, scale of 1" = 10' indicating:
 - Building footprints
 - Outdoor living spaces (patios, seating areas, sidewalks, fire pits, hot tubs, etc.)
 - Location and detail for an address sign, to include lighting specifications

- Landscape, walkway, driveway lighting details
- The area of disturbance, showing trees to be protected. On-site septic system components and utility service lines should be indicated and included in the area of disturbance.
- The name, size and location of all proposed plant materials.
- Plant installation and soil preparation specifications for trees, shrubs, and flower beds
- The type and general location of irrigation system, square feet of area covered by spray heads, and water usage calculations
- Other landscape improvements such as retaining walls, landscape walls, rocks, fences, artwork, etc.
- Temporary and permanent measures for slope stabilization/erosion control.
 - Erosion control fencing is required downhill from any disturbed areas.
 - Sediment control measures are required in the roadside ditch, as necessary.
 - Installation details for all erosion and sediment control measures are required.
 - Revegetation seed mix, mulch type, fertilizer type, and application rates/methods are required.
- Floor plan(s), scale of $1/4" = 1'-0"$ or $1/8" = 1'-0"$ indicating:
 - Room names and size
 - Floor plate elevations
 - Walls and window openings and dimensioned
 - Fireplaces
 - Location of knob box, electric meter, gas meter
 - A summary table of square footage of habitable space on each floor, and square footage of garage and mechanical rooms
- Roof plan, same scale as floor plan, indicating:
 - Roof pitches
 - Roofing materials
 - Overhang dimensions
 - Chimney and flue locations
 - Location of gutters downspouts and snow guards.
 - Elevations of major ridge and eave lines
 - Existing and proposed grades. Contour lines should be drawn through the structure
 - Roof height calculations in table form
- Exterior elevations, same scale as floor plan, indicating:
 - Proposed and existing grades
 - Exterior materials and colors rendered on exterior elevations
 - Structural expression, beams, braces, rafter tails, outlooks, etc.
 - Windows, doors and trim
 - Proposed trims, facias and similar detail
 - Stone foundation/siding percentage calculations
 - Integrated retaining and/or landscape walls
 - Design detail for porch/balcony railings
 - Other details defining the architectural character of the residence
- Longitudinal and cross-building sections, scale of $1/4" = 1'-0"$ or $1/8" = 1'-0"$, indicating:
 - Building walls, floors, and roofs with existing and proposed grades

- Patios, decks, driveways, parking areas and other landscape features
- Retaining walls
- Specifications, cut sheets or detail drawings for:
 - ⊖ Exterior wall materials. An exterior wall materials/colors/textures board
 - Windows and doors (window and door schedule)
 - Exterior trim
 - Exposed structure
 - Wall and roof flashing
 - Fireplace and flue caps
 - Exterior lighting fixtures
 - Exterior patios and built-in features like hot tubs, gas fireplaces, and barbeque grills.
- A Construction Schedule and Management Plan, separate from the final landscape and site plans, scale of 1" = 10', providing:
 - Approximate time schedule of activities between start-up and completion of construction, utility hook-up, completion of landscaping and anticipated occupancy date.
 - A limit of disturbance line indicating the area within which all construction activities, parking and storage will take place.
 - Location of access drives, construction parking, temporary structures/trailers, chemical toilet, dumpsters, bear-proof trash container (for food items) material lay-down and staging areas, soil storage areas, and the design and location of the construction sign.
 - Measures to prevent tracking of soil from the driveway to the adjacent roadway during construction.
 - Dust control strategies
 - Weed management strategies
 - Special measures for protecting vegetation and other natural features of the lot during construction.
- A physical or computer-generated three-dimensional model or rendering representing the proposed building's form, scale, massing, details, shadows, driveway access, landscaping, and other existing and proposed features at the time of the DRB submission.