

Final Plan Review

1.03.01 New Construction Review Process

D. 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, commercial, or recreational structures that require review by the DRB will be conducted at the Final Plan Review level. The Final Plan Review submittal requirements should be referenced for all Modification project submissions. Additional information may be requested by the Community Development Administrator based on the project submission type.

Submittal Requirements: Site, landscape and architectural drawings must be prepared by Colorado licensed architects, and all plan sheets must be dated and stapled together as a set. All site, landscape and floor plan sheets must display a north arrow. 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:

1. Completed application signed by the Property Owner with submission review fee [See the DRB Review Fee Schedule. Checks must be made out to the Cordillera Property Owners Association (CPOA)]
2. A written narrative responding to the following questions:
 - a. What adjustments have been made to address issues identified at the Sketch Plan review?
 - b. Have any changes been made to the design that were not identified at Sketch Plan review? Substantial changes to the design of the building 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.
 - c. Requested variances, if any, and justification for the same.
3. A drawing cover sheet providing project name, vicinity map, and pertinent project information.
4. A stamped and dated topographic survey (same as the survey submitted for preliminary unless the building envelope was amended), scale of 1" = 10', including:
 - a. The legal and physical address of the property
 - b. Lot size, property boundaries and building envelope
 - c. Utilities and easements
 - d. Topography at two-foot contour intervals, elevations identified at ten-foot intervals for the entire property.
 - e. Existing mature trees identified by species.
 - f. On lots larger than 3 acres, topographic and tree identification coverage may be reduced as approved by the Community Development Administrator.
 - g. Significant natural features such as rock outcroppings or drainage ways
 - h. Any existing structures or improvements

5. Spot elevations at the edge of asphalt
6. A site plan, scale of 1" = 10' indicating:
 - a. Property boundaries, building envelope, easements, north arrow
 - b. Driveway alignment, parking areas, and grades
 - c. Driveway culvert (if required) with invert elevations tied to contour lines
 - d. Footprints of all structures and external living areas (patios, balconies, yards, etc.)
 - e. Existing and proposed contours/elevations, existing contours should run through the structure
 - f. Roof outlines
 - g. Footprint of septic soil treatment area, if applicable
 - h. Snow storage areas (25% of driveway and parking surface)
 - i. Proposed drainage
 - j. Utility locations, lines and proposed connections
 - k. If hardscape or other low-lying built improvements are proposed outside the building envelope, excluding the driveway, a diagram is required to be provided with the following information:
 - i. Total area of the building envelope
 - ii. 5% of the total area of the building envelope
 - iii. Total area of all hardscape located outside the building envelope
 - iv. Total vertical height of any low-lying built improvements proposed outside of the building envelope.
7. A Final Landscape Plan, scale of 1" = 10' indicating:
 - a. Building footprints
 - b. Outdoor living spaces (patios, seating areas, sidewalks, fire pits, hot tubs, etc.)
 - c. Location and detail for an address sign, to include lighting specifications
 - d. Landscape, walkway, driveway lighting details
 - e. 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.
 - f. The name, size and location of all proposed plant materials.
 - g. Plant installation and soil preparation specifications for trees, shrubs, and flower beds
 - h. The type and general location of irrigation system, square feet of area covered by spray heads, and water usage calculations.
 - i. Other landscape improvements such as retaining walls, landscape walls, rocks, fences, artwork, etc.
 - j. Temporary and permanent measures for slope stabilization/erosion control.
 - k. Erosion control fencing is required downhill from any disturbed areas.
 - l. Sediment control measures are required in the roadside ditch, as necessary.
 - m. Installation details for all erosion and sediment control measures are required.
 - n. Revegetation seed mix, mulch type, fertilizer type, and application rates/methods are required.
8. Floor plan(s), scale of 1/4" = 1'-0" or 1/8" = 1'-0" indicating:
 - a. Room names and size
 - b. Floor plate elevations
 - c. Walls and window openings and dimensioned
 - d. Fireplaces

- e. Location of knox box, electric meter, gas meter
 - f. A summary table of square footage of habitable space on each floor, and square footage of garage and mechanical rooms
9. Roof plan, same scale as floor plan, indicating:
- a. Roof pitches
 - b. Roofing materials
 - c. Overhang dimensions
 - d. Chimney and flue locations
 - e. Location of gutters downspouts and snow guards.
 - f. Elevations of major ridge and eave lines
 - g. Existing and proposed grades. Contour lines should be drawn through the structure
 - h. Roof height calculations in table form
10. Exterior elevations, same scale as floor plan, indicating:
- a. Proposed and existing grades
 - b. Exterior materials and colors rendered on exterior elevations
 - c. Structural expression, beams, braces, rafter tails, outlooks, etc.
 - d. Windows, doors and trim
 - e. Proposed trims, facias and similar detail
 - f. Stone foundation/siding percentage calculations
 - g. Integrated retaining and/or landscape walls
 - h. Design detail for porch/balcony railings
 - i. Other details defining the architectural character of the residence
11. Longitudinal and cross building sections, scale of $1/4" = 1'-0"$ or $1/8" = 1'-0"$, indicating:
- a. Building walls, floors and roofs with existing and proposed grades
 - b. Patios, decks, driveways, parking areas and other landscape features
 - c. Retaining walls
12. Specifications, cut sheets or detail drawings for:
- a. Exterior wall materials and specifications. An exterior wall materials/colors/textures board
 - b. Window installation details, door installation details, window schedule, and door schedule
 - c. Exterior trim details
 - d. Exposed structure details
 - e. Wall and roof flashing details
 - f. Fireplace and flue caps details
 - g. Exterior lighting fixtures product information sheets
 - h. Window and door specifications
 - i. Exterior patios and built-in features like hot tubs, gas fireplaces, and barbeque grills.
13. A Construction Schedule and Management Plan, separate from the final landscape and site plans, scale of $1" = 10'$, providing:
- a. Approximate time schedule of activities between start-up and completion of construction, utility hook-up, completion of landscaping and anticipated occupancy date.
 - b. A limit of disturbance line indicating the area within which all construction activities, parking and storage will take place.
 - c. 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.
- d. Measures to prevent tracking of soil from the driveway to the adjacent roadway during construction.
 - e. Dust control strategies
 - f. Weed management strategies
 - g. Special measures for protecting vegetation and other natural features of the lot during construction.
14. 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.

Upon receipt of the Final Plan submittal, the Community Development Administrator will generate a Final Plan staff report indicating changes, adjustments, and the degree of conformance of the proposed project to Design Guideline requirements and expectations. Requested variances will be listed. The Final Plan staff report and the meeting agenda will be sent to the applicant no less than 48 hours before the meeting.

Applicants who receive Final Plan approval may submit plans for Technical Review. If the DRB denies the Final Plan, the applicant may submit revised plans for review at a future meeting. Each submittal packet for DRB review must be full and complete; staff will not keep previous parts or assemble separate elements of an application. Additional review fees may apply for additional meetings at the Final Plan level. Draft minutes approved by the Chair are sent to the applicant as soon as possible following the meeting.

All DRB approvals are valid for eighteen (18) months. Construction must commence within eighteen (18) months of Final Plan DRB approval for all projects. If the DRB approval expires prior to the project work commencing, the project must be resubmitted to the DRB for review. Applicable fees will apply.