

Preliminary Design Review

1.03.01 New Construction Review Process

B. Preliminary Design Review

Preliminary Design Review is a mandatory meeting with the DRB to review the preliminary site plan, landscape plan and architectural drawings. This meeting also serves to confirm understanding by the owner/architect of the design review process, the construction process, relevant fees and deposits, design expectations, and other design considerations and regulations. The architect responsible for plan drawings must attend the meeting to address any questions regarding the project. Owners and other members of the design team are also welcome to attend.

Submittal Requirements: Site, landscape and architectural CAD 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 current Title Report or Title Commitment with schedules A&B to verify property ownership and easements. A Warranty Deed may be provided in some instances, with prior Community Development Administrator approval, as proof of ownership. Additional verification of property ownership may be necessary.
3. A written narrative responding to the following questions:
 - a. What measures have been taken to assure conformance to expectations listed in Section 3.02.00, 4.02.00, 5.02.00 or 6.02.00 (depending on neighborhood), Site Planning Guidelines?
 - b. What architectural features have been incorporated to ensure conformance to the applicable Neighborhood Architectural Theme? (Divide, Ranch, Summit or Territories)
 - c. What siting and architectural features have been incorporated to ensure compatibility with site characteristics and the nature of adjacent developed properties?
4. A drawing cover sheet providing project name, vicinity map, and pertinent project information.
5. A stamped and dated topographic survey, 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, 8" caliper and greater.
 - 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
 - i. Spot elevations at the edge of asphalt
6. A site plan, scale of 1" = 10' or 1" = 20' indicating
 - a. Property boundaries, building envelope, and easements
 - b. The proposed driveway with driveway grades indicated
 - c. Proposed structural footprints
 - d. Existing contours running through proposed improvements
 - e. Proposed contours and grading.
 7. A conceptual landscape plan, scale of 1" = 10' or 1" = 20', indicating
 - a. Desired views from the residence
 - b. Potential outdoor living spaces
 - c. Exposures to off-site uses/views that will necessitate landscape screening
 - d. Existing and proposed contours
 - e. Preliminary drainage
 - f. Existing trees of prominence to the landscape plan
 - g. Conceptual bubbles of where new trees, shrubs, lawn areas and flower beds would be located
 8. Preliminary floor plans, scale of 1/4" = 1'-0" or 1/8" = 1'-0", with rooms labeled and floor plate elevations provided.
 9. Preliminary roof plan with pitches, materials and overhangs indicated
 10. Preliminary elevations, scale of 1/4" = 1'-0" or 1/8" = 1'-0"
 11. A physical or computer-generated three-dimensional model or rendering indicating the proposed building's form, scale, massing, driveway access and the relationship of all improvements to the site at the time of the DRB submission.

Upon receipt of the preliminary design submittal, the Community Development Administrator assembles a preliminary design staff report indicating the degree of conformance of the proposed project to Design Guideline requirements and expectations. The staff report and the meeting agenda are sent to the applicant no less than 48 hours before the meeting.

Applicants who receive preliminary design approval may submit plans for sketch plan review. If the preliminary design submittal does not meet expectations, the DRB may table project review and require the applicant to submit revised plans for a future meeting. All submittal requirements (except the review fee) must be re-submitted for the second preliminary design review if required. Each submittal packet for DRB review must be full and complete; staff will not keep previous parts or assemble separate elements of an application. Draft minutes approved by the Chair are sent to the applicant following the meeting.