

Sketch Plan Review

1.03.01 New Construction Review Process

C. Sketch Plan Review

The purpose of sketch plan review is to address more refined elements of the proposed design, and to identify specific elements where revisions may be necessary to better meet design guideline expectations. 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.

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 preliminary design review?
 - b. What changes or adjustments have been made to the design that were not identified at preliminary design review? Substantial changes to the design of the building between preliminary design and sketch plan submittals that have not been requested by the DRB may result in a re- review of the project at the preliminary design level.
 - c. What project specific considerations have been addressed in the development of the preliminary landscape plan?
 - d. Will the proposed design necessitate the approval of one or more variance from Design Guidelines?
3. Evidence that a building envelope amendment has been approved by Eagle County, if applicable.
4. A copy of the wildfire rating analysis conducted by Eagle County for the subject lot.
5. Adjacent Property Owner Notification: Verification that all owners of property within 75 feet of the subject property lines ("Adjacent Owners") have been notified of the proposed project and have been provided adequate time (30 days minimum from the day of the Final DRB meeting) to respond, including:
 - a. Provide a list of the adjacent property owners who were notified and their mailing addresses
 - b. Provide a copy of the letter sent to adjacent property owners, indicating the nature of the project and instructions to contact the Cordillera Community Development Administrator (drb@cordillerapoa.com) with any questions or concerns.
 - c. 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). Each copy of the USPS Certified Mail® receipts must contain the following:

- i. Be date stamped by the Post Office for proof of mailing date.
 - ii. "Sent To" section filled out by sender with the full name and complete legal mailing address of the recipient.
6. A drawing cover sheet providing project name, vicinity map, and pertinent project information.
7. 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
 - i. Spot elevations at the edge of asphalt
8. A site plan, scale of 1" = 10' indicating:
 - a. Property boundaries, building envelope, north arrow
 - b. Driveway alignment and grades
 - c. Existing and proposed contours
 - d. Footprints of all structures
 - e. Footprints of all external hardscape areas (patios, parking surfaces, etc.)
 - f. Snow storage areas (25% of driveway and parking surface)
 - g. Proposed drainage
 - h. 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.
9. A preliminary landscape plan, prepared by a landscape architect, scale of 1" = 10' indicating:
 - a. Building and driveway/parking footprints
 - b. Existing and proposed contours
 - c. Site drainage
 - d. Outdoor living spaces (patios, seating areas, sidewalks, fire pits, hot tubs, etc.)
 - e. Areas to be disturbed and areas and trees to be protected (line of disturbance)
 - f. The location and size/nature of all proposed plant materials
 - g. Other landscape improvements such as retaining walls, landscape walls, fences, artwork, etc.
 - h. Temporary and permanent measures for slope stabilization/erosion control

10. 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. Window openings in walls
 - d. Fireplaces
 - e. A summary table of square footage of habitable space on each floor
 - f. Square footage of garage and mechanical rooms
11. Roof plan, same scale as floor plan, indicating:
 - a. Roof pitches
 - b. Roofing materials
 - c. Overhang dimensions
 - d. Chimney and flue locations
 - e. Elevations of major ridge and eave lines
 - f. Existing and proposed grades. Contour lines should be drawn through the structure
 - g. Roof height calculations
12. Exterior elevations, same scale as floor plan, indicating:
 - a. Proposed and existing grades
 - b. Exterior materials and preliminary color scheme
 - c. Structural expression in the form of beams, braces, rafter tails, outlooks, and other supports
 - d. Nature and placement of windows, doors, and other fenestrations
 - e. Proposed trims, facias and similar detail
 - f. Stone percentage per elevation calculation
 - g. Design of porch/balcony railings
 - h. Any other detail defining the proposed architectural character of the residence
13. 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 adjacent grades
 - b. Patios, decks, driveways, parking areas and other landscape features
 - c. Retaining walls
14. Preliminary ideas/cut sheets on proposed exterior materials
15. A physical or computer-generated three-dimensional model or rendering indicating the proposed building's three-dimensional form, scale, massing, and driveway access at the time of the DRB submission.

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

Applicants who receive Sketch Plan approval may submit plans for Final Plan Review. If the DRB denies the Sketch 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 Sketch Plan level. Draft minutes approved by the Chair are sent to the applicant following the meeting.