

New Single Family Home – 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 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:

- A completed application 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 preliminary design review?
 - 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 home 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.
 - What project specific considerations have been addressed in the development of the preliminary landscape plan?
 - Will the proposed design necessitate the approval of one or more variance from Design Guidelines?
- Evidence that a building envelope amendment has been approved by Eagle County, if applicable.
- A copy of the wildfire rating analysis conducted by Eagle County for the subject lot
- Verification that all owners of property within 75 feet of the subject lot lines have been notified of the proposed project and have been provided adequate time (20 days minimum from the day of the DRB meeting) to respond, including:
 - A list of adjoining owners and their mailing addresses;
 - A copy of the letter sent to adjoining property owners, indicating the nature of the project and instructions to contact the Cordillera DRB Administrator with any questions or concerns. A form letter is available and may be downloaded from the Cordillera website, cordilleraliving.com, and;
 - Mail receipts confirming letters sent to adjoining owners with adequate time for response.
- A drawing cover sheet providing project name, vicinity map, and pertinent project information.
- A stamped and dated topographic survey (same as that submitted for pre-design)
- A site plan, scale of 1" = 10' indicating:
 - Property boundaries, building envelope, north arrow

- Driveway alignment and grades
- Existing and proposed contours
- Footprints of all structures
- Footprints of all external hardscape areas (patios, parking surfaces, etc.)
- Snow storage areas (25% of driveway and parking surface)
- Proposed drainage
- A preliminary landscape plan, prepared by a landscape architect, scale of 1" = 10' indicating:
 - Building and driveway/parking footprints
 - Existing and proposed contours
 - Site drainage
 - Outdoor living spaces (patios, seating areas, sidewalks, fire pits, hot tubs, etc.)
 - Areas to be disturbed and areas and trees to be protected (line of disturbance)
 - The location and size/nature of all proposed plant materials
 - Other landscape improvements such as retaining walls, landscape walls, fences, artwork, etc.
 - Temporary and permanent measures for slope stabilization/erosion control
- Floor plan(s), scale of 1/4" = 1'-0" or 1/8" = 1'-0" indicating:
 - Room names and size
 - Floor plate elevations
 - Window openings in walls
 - Fireplaces
 - A summary table of square footage of habitable space on each floor
 - 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
 - Elevations of major ridge and eave lines
 - Existing and proposed grades. Contour lines should be drawn through the structure
 - Roof height calculations
- Exterior elevations, same scale as floor plan, indicating:
 - Proposed and existing grades
 - Exterior materials and preliminary color scheme
 - Structural expression in the form of beams, braces, rafter tails, outlooks, and other supports
 - Nature and placement of windows, doors, and other fenestrations
 - Proposed trims, facias and similar detail
 - Stone percentage per elevation calculation
 - Design of porch/balcony railings
 - Any other detail defining the proposed 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 adjacent grades
 - Patios, decks, driveways, parking areas and other landscape features
 - Retaining walls
- Preliminary ideas/cut sheets on proposed exterior materials

- o 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.