

# Cordillera Property Owners Association

## Cordillera Design Review Board TECHNICAL APPLICATION REQUIREMENTS

1.  Physical Copy of the Application Packet and Plans dropped off at the CPOA Administrative Building/Cordillera PostOffice, 360 Carterville Road, Cordillera, CO 81632. ATTN: DRB
2.  An Electronic Copy of the Application Packet and Plans emailed as one pdf file to [apr@cordillerapoa.com](mailto:apr@cordillerapoa.com) and [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com).
3.  Three (3) hard copies of drawing sets conforming to the approved Final Plan and incorporating all changes requested by the DRB at Final Plan review. Drawing sets on sheets no smaller than 24"x36", organized, labeled, and stapled together.
4.  Completed Application Form.
5.  Technical Review Application Fee check make out to CPOA. Online payment has a \$14.95 service fee.
6.  Variance Fees due if applicable. \$500 per Variance Application review, checks made out to CPOA.
7.  Specification and/or Cut Sheets for all Fixtures.
8.  Color details for all Materials.
9.  Construction Sign Design.
10.  Most up-to-date Construction Schedule AND Construction Management Plan.
11.  Fully executed Compliance Agreement AND Compliance Deposit (check made out to CPOA). **Contact DRB Administrator for Agreement.** If you are mailing the compliance deposit check, inform DRB Admin by noting this on your Application and mail the check to: Cordillera DRB, ATTN: Design Review Board, 360 Carterville Rd, Edwards, CO 81632.
12.  Design Guidelines/Construction Rules and Regulations Acknowledgement Agreement signed by Property Owners and the General Contractor (Agreement attached)

### **What happens after DRB receives Complete Application:**

1. Upon receipt, Technical Plan will be reviewed for conformance to the approved Final Plan. If the Technical Plan submitted is not sufficient, the DRB will provide a list of deficiencies to the Applicant. The Applicant is responsible for all necessary revisions including both of the following:
  - a. Slip sheeting, re-organizing and re-stapling of all physical plan sets submitted at the CPOA Administrative Office personally OR providing complete revised plan sets.
  - b. Emailing [apr@cordillerapoa.com](mailto:apr@cordillerapoa.com) and [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com) a complete revised plan set.
2. Once Technical Plan and Application are approved by the DRB, each sheet of plan sets in conformance will be stamped, with two sets returned to the Applicant for submission to Eagle County for a Building Permit. The third set will be kept as the DRB copy.
3. The DRB will stamp the plans and contact the applicant when they are ready for pick-up at the following location: Cordillera Post Office/CPOA Administrative Building, 360 Carterville Road, Edwards, CO 81632, Office hours M-F from 8:30 A.M. to 4:00 P.M.

### **Cordillera DRB Technical Review Application Contacts:**

**Architectural Review:** Rachel Moga, CPOA Architectural Plan Reviewer, [apr@cordillerapoa.com](mailto:apr@cordillerapoa.com).

**Application Process, Fees, Contracts, Approval status:** Lara Dunn, Cordillera DRB Administrator [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com).

**Stamped plans:** Samantha Vigil, DRB Coordinator, [samantha.vigil@grandmanors.com](mailto:samantha.vigil@grandmanors.com), 970-688-8850x1007.



# CORDILLERA

## Design Review Board - Property Owner Application

### Application Type:

- New Construction:** The construction of any new structure
- Addition:** The addition of square footage
- Changes to Approved Plans:** Changes to plans previously approved by the DRB or the Administrator
- Modification:** Landscaping, Color change, Fencing (not adding Building square footage)
- Variance:** Deviation from Guidelines

### SITE INFORMATION

Street Address: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Filing: \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Encave Community, if applicable:** \_\_\_\_\_

**HOA's Approval Signature:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Primary Contact / Owner's Representative:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- All seeking DRB approval must be current on all dues and/or fees related to DRB, Cordillera Property Owners Association or the Metropolitan District.
- Only complete applications will be accepted. No item will be scheduled for DRB unless an application and all required submittal items (as listed on the appropriate DRB Requirement Checklist) are received by the submittal deadline.
- Cordillera DRB approvals are valid for one year. If approval should lapse, an application, including all submittal requirements, must be resubmitted to the Community Resources Coordinator for review and approval.

### Checks payable to Cordillera Property Owners Association

#### For office Use only:

Date Received: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Pre-Design Date: \_\_\_\_\_

Sketch Date: \_\_\_\_\_ Fees Paid: \$ \_\_\_\_\_

Final Date: \_\_\_\_\_ Comp. Deposit Paid: \$ \_\_\_\_\_

Tech Review Date: \_\_\_\_\_ Comp. Refund Date: \_\_\_\_\_



**Design Review Board**  
**(“DRB”)**  
**Homeowner/Contractor Acknowledgement**  
**Familiarity with Guidelines and Construction Rules and Regulations**

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**The undersigned hereby affirms and acknowledges the following:**

1. I am familiar with all sections of the Cordillera Design Guidelines that pertain to the proposed work at \_\_\_\_\_ (subject property).
2. I have read Cordillera’s Construction Rules and Regulations (the “Regulations”), and understand the following:
  - a. that once started, construction must be diligently pursued to completion.
  - b. that the Regulations require certain and specific DRB inspections of the work that are in addition to inspections required by Eagle County or any other governmental or quasi-governmental entity with jurisdiction over the construction site.
  - c. that it is the responsibility of the Owner and Contractor to appropriately and timely schedule required inspections with the DRB.
  - d. that the absence of any inspection or failure by DRB to issue notification of any non-compliance whatsoever including, but not limited to, violations or deviations from the Regulations, Final Plans, or Construction Management Plan shall not result or constitute a waiver of any such non-compliance, violation, or deviation.
  - e. that the Construction Management Plan and construction schedule must be updated with the DRB in the event of any change or substantive delay.
  - f. that any change to the Final Plans must be approved by the DRB **prior** to submittal to Eagle County and/or implementation on site.
  - g. that there are construction access and work hour restrictions in Cordillera, including permitted times for entry and exit, and limitations to work on weekends and holidays.
  - h. that large trucks require escort, which must be arranged with Public Safety 24 hours in advance and will be turned away at entry gates if an escort has not been arranged.
  - i. that dogs are not allowed in construction vehicles or on construction sites.
  - j. that Regulations relating to debris, trash containment and removal will be strictly enforced.
  - k. that Regulations relating to construction site parking will be strictly enforced.
  - l. that all subcontractors and delivery providers must be knowledgeable of and are subject to the Regulations.
  - m. that failure to diligently pursue completion and other violations of the Cordillera Guidelines and/or Regulations may result in fines and audience with the DRB.
  - n. that during the construction process, **no** changes, alterations or additions to the Final Plans or related specifications shall be made without prior written approval of the DRB.

- o. that DRB shall be under no obligation whatsoever to take any action to complete any construction activity or cure any default or failure of the Owner or Contractor to comply with all Regulations pertaining to construction activity.
  
- p. **that if any non-compliance, deviation, or violation of the Regulations, Construction Management Plan or the Final Plans is discovered at any time the DRB is entitled to issue stop construction orders, assess compliance costs, fees, and charges to the Owner and direct that any non-complying construction or improvements be removed and replaced.**

Owner Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Print names \_\_\_\_\_

General Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_



## Cordillera Design Review Board

**Review Fee and Deposit Schedule (Effective 3/23/2022)**

*Fees and Deposits payable to the Cordillera Property Owners Association (CPOA)*

New Home Construction – DRB MEETING REQUIRED	Fee
Pre-Design Consultation - Off Agenda Conference with DRB Admin	No Fee
Preliminary Design Review (covers 2 meeting reviews, if required)	\$2500
Sketch Plan Review	\$5000
Final Plan Review	\$2500
Additional Sketch or Final Plan Review Meeting	\$2000
Technical Review (includes two inspections) – Off Agenda DRB Admin Review	\$1500*
Re-Inspection Fee (failed inspections or incomplete inspection requiring additional site visit)	\$500
Pre-Construction Meeting	No Fee
Additional Application Types	Fee
Variance Request from Design Guideline Metrics	\$500 per item reviewed
Modification to Approved Plans (prior to or during construction)	\$500 per item reviewed
Modification to Approved Plans (prior to or during construction) -DRB MEETING REQUIRED	\$2000
Final Plan Approval Extension (valid for one year, maximum of two extensions)	\$350
Building Envelope Amendment – DRB MEETING REQUIRED	\$2000
Lot Line Amendment (Lot Line Vacation or Lot Line Re-instatement)- DRB MEETING REQUIRED	\$1500
Major Modification to Existing Home (w/o adding sq ft)	\$500 per item reviewed
Major Modification to Existing Home (w/o adding sq ft) --DRB MEETING REQUIRED	\$2000
Addition (over 2,500 sq. ft.)- DRB MEETING REQUIRED	\$3000
Addition (1,000-2,500 sq. ft.) – DRB MEETING REQUIRED	\$2500
Addition (under 1,000 sq. ft.) – DRB MEETING REQUIRED	\$2000
Additional DRB Meeting Required for Major Modification or Addition	\$1000
Technical Review – Major and Minor Modifications requiring submission for Eagle County permit – CONSTRUCTION COMPLIANCE DEPOSIT NOT REQUIRED	\$500
Technical Review (includes 2 site inspections) – Major Modifications requiring submission for Eagle County permit and Additions - CONSTRUCTION COMPLIANCE DEPOSIT REQUIRED	\$1500*
Minor Modifications to Existing Home: landscaping, recreational equipment, art installation, hot tub installation, color change, fencing, re-roofing etc. ( <i>*fee based on complexity and determined by DRB Admin upon submission</i> )	\$300-\$500 per item reviewed
Wildfire Mitigation (inspection by Healthy Forest Inspector required)	\$0
Tree Removal/Vegetation Removal (non-Wildfire Mitigation)	\$500 per item reviewed
Compliance Violation, DRB Review Required (additional fines may apply)	\$2000

- Projects started without DRB Approval will be charged double the review fee.
- Fees for improvements not listed will be determined based on process requirements.
- Fees are for one review unless otherwise noted.

\*Technical Review (includes 2 site inspections) - DRB Admin and Final Plan Review (includes 2 Off Agenda DRB Admin Reviews) of the project will be required for 1) Modification to Approved Plans (prior to or during construction) - DRB MEETING REQUIRED



**Cordillera Design Review Board**  
**Fee and Deposit Schedule (effective 3/23/2022)**

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<b>CONSTRUCTION COMPLIANCE DEPOSITS – Based on gross sq. ft. of home/type of project</b>	<b>Amount</b>
New Single-Family Home 2,500 – 5,000 square feet	\$20,000
New Single-Family Home 5,001 – 7,000 square feet	\$30,000
New Single-Family Home 7,001 – 10,000 square feet	\$40,000
New Single-Family Home 10,001-15,000 square feet	\$50,000
Modification to existing home that changes square footage or building footprint	\$10,000
Modification to landscaping that involves significant grading, retaining walls, etc.	\$5,000