

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 and 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 and Signed 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 fee per Variance Application review, checks made out to CPOA.
7. ☐ Specification and/or Cut Sheets for all Fixtures.
8. ☐ Color details for all Materials.
Construction Sign Design.
9. ☐ Most up-to-date Construction Schedule AND Construction Management Plan.
10. ☐ Fully executed Compliance Agreement AND Compliance Deposit (personal or cashier's check made out to CPOA). **Contact the 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.
11. ☐ 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, the 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 and 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.

Application Process, Fees, Contracts, Approval Status, Stamped Plans: Katharine Cremonese, Cordillera DRB Administrator drb@cordillerapoa.com.



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

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 _____



- 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.



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

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

| CONSTRUCTION COMPLIANCE DEPOSITS – Based on gross sq. ft. of home/type of project | Amount |
|--|----------|
| 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 |