



RED SKY RANCH  
DESIGN REVIEW ADMINISTRATION

**Remodel  
Submittal Requirements/Procedure**

- Completed, signed and dated application
- Design Review Fee (see fee schedule) payable to Red Sky Ranch Association
- (1) set full size and (7) 11"×17" reduction of existing/approved plans and the proposed improvements. Please include details of any exterior changes, proposed exterior materials, any additional square footage, alteration to the building height calculations, alterations to the landscape or site plan. In the case of an addition, please note which trees will be saved and which are proposed to be removed as well as any associated grading changes.

**\*\*Please ensure that all the above information is present when submitting for a remodel. Incomplete applications will not be accepted.**



RED SKY RANCH  
DESIGN REVIEW ADMINISTRATION

SINGLE FAMILY RESIDENTIAL APPLICATION FORM

Application Date \_\_\_\_\_

Date of DRB Meeting \_\_\_\_\_

Type of Review       Sketch Plan     Final Plan     Modification     Miscellaneous

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1. Application will be accepted after all information is provided. Please note that a complete application will streamline the approval process by decreasing the number of conditions of approval that the DRB may stipulate.
  2. Fee must be submitted at time of application (see attached Design Review Board Application Fees). Please note that there is a fee required for both Sketch and Final Plan Review.
  3. Please contact the DRB staff regarding application questions.
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**SECTION I – PROJECT INFORMATION**

A. Name of Project \_\_\_\_\_  
Project Description \_\_\_\_\_  
\_\_\_\_\_

B. Legal Description: Filing \_\_\_\_\_ Lot \_\_\_\_\_  
Street Address \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

D. Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

E. Architect \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**I have read and will comply with the Red Sky Ranch Construction Activities and Compliance Deposit Regulation concerning construction activities and compliance deposit regulations of Red Sky Ranch.**

Signature and Printed Name of Signatory

Date

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**SECTION II**

Continued

Name of Project \_\_\_\_\_

Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

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**3. MODIFICATIONS to SKETCH PLAN/FINAL PLAN APPROVAL**

A. Describe item(s) to be modified:

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B. Plan requirements:

1. Submit photos or previously approved plans
2. Submit modified elevations, floor plans and/or site plan as appropriate.

C. Submit completed application. Sections I, II, IV and V as appropriate.

**4. MISCELLANEOUS PROJECT REVIEW PROCESS**

- A. Submit two full size sets and six sets 11”x17” reductions of drawings as appropriate.
- B. Submit completed Application Form, Sections I, II, IV and/or V as appropriate.
- C. Submit check for review fee at time of submittal.

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### SECTION III - PROJECT DATA

Name of Project \_\_\_\_\_

Location      Filing \_\_\_\_\_ Lot \_\_\_\_\_

- Check one:     Single Family (one dwelling unit)  
                   Primary/Secondary (two dwelling units)

A. Number of Dwelling units: \_\_\_\_\_

B. Total Lot Acreage: \_\_\_\_\_

C. Maximum Allowable Building Height \_\_\_\_\_

D. Maximum Allowable Gross Floor Area: \_\_\_\_\_

E. Landscape Zone: \_\_\_\_\_

F. Proposed Maximum Gross Floor Area: \_\_\_\_\_

Primary Unit \_\_\_\_\_ sq.ft.

Secondary Unit \_\_\_\_\_ sq.ft.

Undeveloped \_\_\_\_\_ sq.ft.

Total \_\_\_\_\_ sq.ft.

Garages \_\_\_\_\_ sq.ft.

G. Number of Bedrooms, All Units \_\_\_\_\_

H. Number of Covered Parking Spaces \_\_\_\_\_

Number of Uncovered Parking Spaces \_\_\_\_\_

Total Parking \_\_\_\_\_

I. Number of Kitchens \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_

Number of Fireplaces: (a)gas \_\_\_\_\_

(b)wood burning \_\_\_\_\_

J. Maximum Slope of Driveway \_\_\_\_% (First 20' of driveway is \_\_\_\_% slope)  
(Last 20' of driveway is \_\_\_\_% slope)

K. Building Height Calculations: \_\_\_\_\_ feet.

(Submit drawing of building height calculations drawn over building elevations).

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**SECTION IV – LIST OF MATERIALS**

Name of Project \_\_\_\_\_

Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

The following information must be submitted by the Applicant to the DRB prior to attending the meeting. Color Chips, siding samples, etc. should be presented at the DRB meeting.

A. Building Materials:	Type of Material	Specification, Product Color, Material, etc.
Roof (Pitch is _____)	_____	_____
Primary Wall Material	_____	_____
Other Wall Materials	_____	_____
Fascia	_____	_____
Soffits	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____
Door Trim	_____	_____
Hand or Deck Rails	_____	_____
Flues, Caps	_____	_____
Flashings	_____	_____
Chimney Enclosures	_____	_____
Trash Enclosures	_____	_____
(locate of plans)	_____	_____
Greenhouses	_____	_____
Snow Fence/Gutters	_____	_____

\*Please indicate location of utility meters and exterior light fixtures on plans. Attach cutsheets for exterior light fixtures indicating type and material.

**\*\*Please note that a full scale on-site mock up of all exterior materials with proposed colors is required during the construction phase prior to installation for final DRB approval. Please refer to Construction Inspections, Section 5 of the Red Sky Ranch Design Guidelines.**

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**SECTION V - LANDSCAPE PLAN**

Name of Project \_\_\_\_\_

Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

**Please note minimum sizes for plant material:**

- Deciduous trees – 10% of mix: maximum 2.5 inch caliper; 40% of mix: minimum 2.5 inch caliper; 45% of mix 3 inch caliper; 5% of mix 4 inch caliper.
- Juniper Trees – 10% of mix: maximum 6 foot height; 40% of mix: minimum 8 foot height; 50% minimum mix: minimum 10 foot height.
- Shrubs – 10% of mix: minimum large ball & burlap material; 40% of mix: 15 gallon containers; 50% of mix: 5 gallon containers.

<b>PLANT MATERIALS:</b>	<i>Botanical Name</i>	<i>Common Name</i>	<i>Qty</i>	<i>Size</i>
A. Proposed Trees	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
B. Existing Trees (to be removed)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
C. Proposed Shrubs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**SECTION V - Landscape Plan (continued)**

Name of Project \_\_\_\_\_

Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

<b>PLANT MATERIALS:</b>	<i>Botanical Name</i>	<i>Common Names</i>	<i>Sq. Footage</i>
C. Ground Cover	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
D. Sod	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
E. Seed	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
F. Types of Edging	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
G. Type of Irrigation	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
H. Type or Method of Erosion Control	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(Submit Erosion Control and Revegetation Plan with Final Plans)

**SECTION V - Landscape Plan (continued)**

Name of Project \_\_\_\_\_

Location Filing \_\_\_\_\_ Lot \_\_\_\_\_

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I. OTHER LANDSCAPE FEATURES (retaining walls, fences, swimming pools, etc.)  
Please specify height, materials and colors if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. PAVING MATERIALS (driveway, walkways, patios, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. EXTERIOR SIGNAGE – Description, (submit details and/or cutsheets if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. SITE LIGHTING – Description, (note lighting locations on plan and submit cutsheets)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M. MISCELLANEOUS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendix C – Design Review Board Application Fees

### Red Sky Ranch Design Review Board Application Fee Schedule For Single Family Residential Lots

<i>Square Feet of Max. Gross Floor Area</i>	<i>Sketch Plan Fee</i>	<i>Final Plan Fee</i>	<i>Total Fee</i>
0-5,000 SF	\$2,500	\$2,500	\$5,000
5,000-7,500SF	\$3,000	\$3,000	\$6,000
7,501-10,000SF	\$3,500	\$3,500	\$7,000
10,001-12,500SF	\$4,000	\$4,000	\$8,000
12,501 + SF	\$5,000	\$5,000	\$10,000

#### **Miscellaneous Notes:**

- Minor projects of under \$250,000, fee is 1.5% of project costs, minimum \$150.
- Modification to previously approved plans if implemented during initial construction, **\$150**.
- The DRB may impose an additional fee of \$1000 for any project having more than two Sketch Plan reviews or more than one Final Plan review.
- Lot Amendments - **\$1,000**.
- Appeals - **\$500**.
- Signs and/or Satellite Dishes if presented independently, **\$50**.
- Fees must be paid at time of submittal.
- Fees are calculated on Gross Floor Area, defined as the total floor area measured from the outside of all exterior walls, including basements, covered parking, storage and mechanical areas within the building.
- Fees for projects outside the scope of the current fee schedule will be determined by the DRB staff.
- Late submittal fee shall be an additional 50% of the fee due at the meeting. Acceptance of submittals after the deadline shall be at the discretion of the DRB staff.
- Make checks payable to **Red Sky Ranch Association**.

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