



RED SKY RANCH

DESIGN REVIEW ADMINISTRATION

Sketch Plan Review Submittal Requirements/Procedure

*Prior to the preparation of any materials for formal DRB review, the Applicant and consultant(s) must meet with representatives of the Red Sky Ranch Design Review Board for a pre-planning meeting. The purpose of this step is to provide the Applicant with introductory information which will establish the overall regulations, restrictions and/or special considerations for the particular Lot or are involved. This step is mandatory unless specifically waived by the DRB and is for the benefit of the Applicant and the Architect. This meeting will address:

- Property boundaries
- Easements and utilities
- Homesite location
- Architectural theme and special design considerations
- Building program and design rationale
- Timing of future meetings

**Conceptual Plan Review – This step is intended to provide the Applicant early feedback on the proposed design of the Lot. The package presented to the Red Sky Ranch DRB should include a conceptual site plan and a least one conceptual elevation. Areas of particular concern should be highlighted for the DRB to review and comment on. A Conceptual plan package shall be submitted at least five (5) working days before the next scheduled meeting of the Red Sky Ranch Design Review Board.

SKETCH PLAN REVIEW AND APPROVAL

In order to continue the process after the Conceptual Plan Review meeting, the Applicant shall prepare and submit to the Red Sky Ranch DRB for review and approval a sketch plan package. This package should adequately convey existing site conditions, constraints, building orientation and design, vehicular and pedestrian access, the proposed use of exterior materials and colors and conceptual landscape design. Sketch plan packages shall be submitted at least fifteen (15) working days before the next scheduled meeting of the Red Sky Ranch DRB.

Sketch Plan Submittal:

- Completed, signed and dated full application
- Design Review Fee (see fee schedule) payable to Red Sky Ranch Association
- The following plans are required:

A. Survey and Site Photographs

A property survey (minimum scale: 1" = 20'-0") prepared by a licensed surveyor indicating property boundaries, the area of the property, all easements of record, Homesite, topography at 2 foot intervals and any significant natural features such as rock outcroppings, watercourses, or existing trees with caliper widths of 3 inches in diameter or greater. To



RED SKY RANCH

DESIGN REVIEW ADMINISTRATION

facilitate the review process the submission will not be considered complete without clearly identified existing tree and shrub masses with general sizes and heights noted. At heavily wooded sites, the tree survey may be limited to trees in the vicinity of the Homesite and the proposed driveway. The general masses of tree and shrub types may be information added to the survey by the Architect or Landscape Architect.

Color site photographs (4" x 6" min. size) of the site area to adequately describe the neighborhood including site features, vegetation, views and/or relationship to roads and adjoining Lots.

B. Proposed Site Plan (minimum scale 1" = 20'-0")

One set full size and seven sets 11" x 17" reductions of the site plan, indicating existing and proposed topography, property boundaries, the footprint(s) of buildings relative to the Homesite Area, driveway access with proposed grades, existing vegetation, existing rock outcroppings, all easements of record, proposed limits of construction, scale and north direction.

C. Building Plans (minimum scale 1/8" = 1'0")

One set full size and seven sets 11" x 17" reductions of plans, including floor plans for each level of the building(s) and exterior elevations and roof plan indicating elevations for each floor and the highest roof ridge. Overall building dimensions should be indicated.

D. Site Section (minimum scale 1" = 20'0")

One set full size and seven sets 11" x 17" reductions of sections showing proposed buildings and elevations in relation to surrounding site, including adjacent Lots, residences and roads. A minimum of two sections, one in each direction shall be included.

E. Building Height Calculations

One copy of Building Height calculations drawn over building elevations, relating to, and coordinated with the required topographic survey. Existing and finished grades should be clearly indicated around the perimeter of all proposed structures.

F. Conceptual Landscape Plan (minimum scale 1" = 20' - 0")

One set full size and seven sets 11" x 17" reductions of the landscape plan, including location and type of existing vegetation, existing rock outcroppings, limits of site disturbance, proposed areas of new landscaping, revegetation specifications for reseeding and mulching and preliminary drainage plan and erosion control measures.

G. Study Model (minimum scale 1" = 20' - 0")

One study model which indicates three-dimensional massing and relationship to site.

****Please ensure that all the above information is present when submitting for sketch plan review. 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 _____

Mailing Address: Post Office Box 1655 – Avon, Colorado 81620-1655

Physical Address: 137 Benchmark Road – Avon, Colorado 81620

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SECTION II

Continued

Name of Project _____

Location Filing _____ Lot _____

3. MODIFICATIONS to SKETCH PLAN/FINAL PLAN APPROVAL

A. Describe item(s) to be modified:

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.

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 (continued)

Name of Project _____

Location Filing _____ Lot _____

PLANT MATERIALS: *Botanical Name* *Common Names* *Sq. Footage*

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 _____

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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Lot _____ Project _____

Physical Address _____ Date _____

RED SKY RANCH FEE CALCULATION

(Must be completed and submitted with check. Make checks payable to Red Sky Ranch Association.)

New Construction

<u>Sq. Ft. of Maximum Gross Floor Area</u>	<u>Sketch Plan Fee</u>	<u>Final Plan Fee</u>	<u>Total Fee</u>	<u>Check Amount</u>
0 - 5,000	\$2,500	\$2,500	\$5,000	
5,001 - 7,500	\$3,000	\$3,000	\$6,000	
7,501 - 10,000	\$3,500	\$3,500	\$7,000	
10,001 - 12,500	\$4,000	\$4,000	\$8,000	
12,501 and above	\$5,000	\$5,000	\$10,000	\$ _____

Minor Projects Under \$250,000

The greater of 1.5% of project cost or \$150. Attach a copy of the bid sheet or indicate estimated cost below and initial.

\$ _____ x .015 = \$ _____
 (Cost) (Initials) \$ _____

<u>Miscellaneous</u>	<u>Fee</u>	
Modifications to Previously Approved Plans (if implemented during construction)	\$150	\$ _____
Lot Amendment	\$1,000	\$ _____
Appeal of DRB Ruling	\$500	\$ _____
Signs and/or Satellite Dish if presented independently.	\$50	\$ _____

Fees for projects outside the scope of the current fee schedule will be determined by DRB staff.

_____ (Print Name)

_____ (Authorized Signature of Applicant)