



MULTIPLE-FAMILY DESIGN REVIEW SUBMITTAL CHECKLIST

This application lists the content and format of the submittal requirements to initiate the Design Review process. **An incomplete application will not be accepted.** A meeting with the Design Review Committee and the Planning Commission is part of the design review process.

ABSOLUTELY NO WORK, INCLUDING TREE REMOVAL, IS TO COMMENCE ON A SITE/LOT UNTIL YOU HAVE RECEIVED APPROVAL FROM THE TOWN PLANNER.

Applications must be received by Town staff no later two weeks prior to the Planning Commission meeting. The Commission meets on the second and fourth Tuesday of the month.

Property Address &/or Legal Description: _____

Property Owner: _____

Applicant (if other than property owner): _____

Phone: _____ Fax: _____ Email: _____

Applicant's Certification Statement: I, _____, as applicant and duly representative of the owner, hereby certify that the information included upon the attached Elevation, Landscape, Site, and Grading Plans are true and accurate; and that the development of the site will occur in accordance with the Plan.

Signature

Date

Staff Use Only

Approval Statement: The attached Elevation, Landscape, Site, and Grading Plans have been reviewed by the Town Planner who finds that:

[] Design Review Fee formula: Gross Sq Ft of Project _____ X \$.05 = \$_____.

Check Amt. _____ Check No. _____ Date Rec'd _____ Initials _____

[] Development Improvements Agreement

[] The Applicant is permitted to proceed to Design Review and Planning and Zoning.

[] Subject to the following conditions, the Applicant is permitted to proceed to Design Review, and Planning and Zoning: _____

[] **DENIED**, based upon the following reasons: _____

Town Staff

Date

If you have questions, please call the Planning Department at (970)726-8081, ext 2.

The Design Review submittal shall include the following information:
Each applicable submittal requirement must be initialed for a complete application.

APPLICANT **STAFF**
INITIALS **INITIALS**

SUBMITTAL REQUIREMENTS

I. RESIDENTIAL ARCHITECTURAL GUIDELINES AND DESIGN REGULATIONS OR DESIGN REGULATIONS AND GUIDELINES (COMMERCIAL & LARGE PROJECTS): It is very important that you review the appropriate document when designing your project and PRIOR to submittal to the Town. Please use the following link to find these documents on our website: <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Reports / Guidelines.

II. STAFF & COMMITTEE/COMMISSION REVIEW :

- A. Design Review Committee (reviewed with final plat)
1. Meetings held as needed.
 2. Review submittal to include:
 An electronic packet (.PDF) and one paper packet. The paper packet will include one full-sized (24" x 36"), scalable set of drawings (site plan, grading plan, and elevations). All other documentation can be submitted in 8 ½" x 11" format.
 - a. Cover Letter and Descriptive Content
 - b. Site Plan
 - c. Elevations (front, rear, and sides)
 - d. Grading Plan
 - e. Drainage Report
 - f. Landscaping and Revegetation Plan
 - g. One (1) Color Rendering
 - h. Building Material Samples (material board see IV)

- B. Planning Commission
1. Meetings held at 8:00 AM the second and fourth Tuesdays of each month.
 2. Review submittals to include:
 An electronic packet (.PDF) and one paper packet. The paper packet will include one full-sized (24" x 36"), scalable set of drawings (site plan, grading plan, and elevations). All other documentation can be submitted in 8 ½" x 11" format.
 Any amendments requested by staff or Design Review Committee must be shown on the plans.
 - a. Cover Letter and Descriptive Content
 - b. Site Plan
 - c. Elevations (front, rear, and sides)
 - d. Grading Plan
 - e. Drainage Report
 - f. Landscaping and Revegetation Plan
 - g. One (1) Color Rendering
 - h. Building Material Samples (material board see IV)

III. COVER LETTER

A. Name of proposed project, street address, subdivision, and lot number

- B. Name, address, email, and telephone numbers of:
1. Owner
 2. Applicant
 3. Homeowner's Association, if applicable
 4. Project Manager
 5. Architect
 6. Engineer
 7. Surveyor
 8. Land Planner

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**STAFF
INITIALS**

SUBMITTAL REQUIREMENTS

III. COVER LETTER (continued):

- C. Legal description of site
- D. Variances granted (attach signed copy)
- E. Zone district (e.g. C-1, R-C, D-C)
- F. Setback distances:
 - 1. Front
 - 2. Sides
 - 3. Rear
- G. List units and number of bedrooms per unit
- H. Parking:
 - 1. As required by project per zone district
 - 2. As provided by proposed project
- I. Calculated building coverage ratio:
 - 1. Site's total acreage and square feet
 - 2. Building footprint (including overhangs & decks) square footage (list by structure)
 - 3. Drives, sidewalks, and parking areas square footage (list by area)
- J. Calculated building height
- K. Describe exterior building color and material:
 - 1. Foundation
 - 2. Siding
 - 3. Window/door trim
 - 4. Roof
 - 5. Glass type
 - 6. Rock/Masonry
 - 7. Exterior lighting plan; refer to the Residential Architectural Guidelines and Design Regulations, Guideline 6. Please use the following link to find these documents on our website: <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Reports / Guidelines.
 - 8. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows
- L. Project schedule
Project schedule shall consist of projected dates for the beginning and completion of a project and major milestones for the project. If the project is a multi-building project and is proposed to be constructed in stages or phases, each stage shall have its own development schedule.

IV. MATERIAL BOARD: Provide samples on a board or one page of photos.

- 1. Foundation
- 2. Siding
- 3. Window/door trim
- 4. Roof
- 5. Glass type
- 6. Rock/Masonry
- 7. Exterior lighting plan
- 8. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows

V. TITLE COMMITMENT: Not more than six (6) months old.

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SUBMITTAL REQUIREMENTS

VII. SITE PLAN (continued):

14. Retaining walls with top of wall and bottom of wall indicated
15. Indicate storage areas for soil, construction equipment, and material
16. If townhomes, show internal property lines as well. Give consideration to cantilevers if applicable.
17. Driveway location and dimensions

E. Grading elements to include (2' contours drawn to scale):

1. Locate an existing permanent fixed benchmark and a visual foundation benchmark with elevations identified.
2. Existing grades (extending to roadway edge)
3. Proposed finished grades
4. Driveway slope calculation, location, dimensions, culvert location(s). For more information, visit the Town's website at <http://www.wpgov.com>. Refer to Chapter 4 of the Standards and Specifications for Design and Construction Report to obtain the Town's requirements for driveway grades, widths, etc. Or go to www.wpgov.com - Departments, Planning, Standards and Specifications for Design and Construction.
5. Location, type, and general information regarding existing and proposed drainage patterns, and the improvements and methods to be used to channel flows
6. Indicate the temporary and permanent methods to be used to stabilize and prevent the erosion of soils
7. Indicate the location, size, and type of all existing significant natural features, including excessive slopes of 25% or greater, ridge lines, bluffs, rock formations, vegetation, natural streams and drainage-ways, and limiting natural and geologic conditions
8. Indicate storage areas for soil, construction equipment, and material

VIII. GRADING AND DRAINAGE PLAN:

A Grading and Drainage Plan shall be submitted which is prepared in accordance with Chapter 6 of the *Standards and Specifications for Design and Construction*. <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Standards and Specifications for Design and Construction.

IX. EROSION CONTROL AND REVEGETATION PLAN AND REPORT:

An Erosion Control and Revegetation Plan and Report prepared in accordance with Chapter 7 of the *Standards and Specifications for Design and Construction*. <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Standards and Specifications for Design and Construction.

X. LANDSCAPING PLAN :

A separate landscape plan will be submitted for review following the requirements in the *Landscape Design Regulations and Guidelines*. <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Reports / Guidelines.

A. Indicate appropriate Landscape Transition Zones (LTZs) per zone district.

1. Front LTZ
2. Rear LTZ
3. Side LTZs (each side)

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SUBMITTAL REQUIREMENTS

XI. EXTERIOR LIGHTING PLAN: Refer to the Residential Architectural Guidelines and Design Regulations, Guideline 6. Please use the following link to find these documents on our website: <http://www.wpgov.com>. Or go to www.wpgov.com - Departments, Planning, Reports / Guidelines

XII. BEAR PROOF TRASH RECEPTACLES: The Town request that homeowners utilize bear proof trash to protect bears, humans and their pets.

NOTE: Refer to the Pre-Disturbance Inspection Checklist for site inspection details.

Example of a Material Board

SUPERDECK - CANYON BROWN
ALL WINDOW, DOOR, & CORNER TRIM. ALSO ALL FACIA AND TRIMPEERS

SUPERDECK - CEDAR
2x12 CHANNEL RUSTIC
PIR SIDING (HORIZONTAL)
&
BOARD & BATT (VERTICAL)

ROOFING TO BE
OWENS CORNING
OAK RIDGE TEAK

ACCENT METAL
ROOFING

TELLURIDE STONE
THIN VANEER
SEBASTIAN CHOPPED

EXTERIOR LIGHTING FIXTURE

WINDOWS TO BE
"JELD-WIN" CEMENT
BRONZE IN COLOR



1



4



5



2



6



7



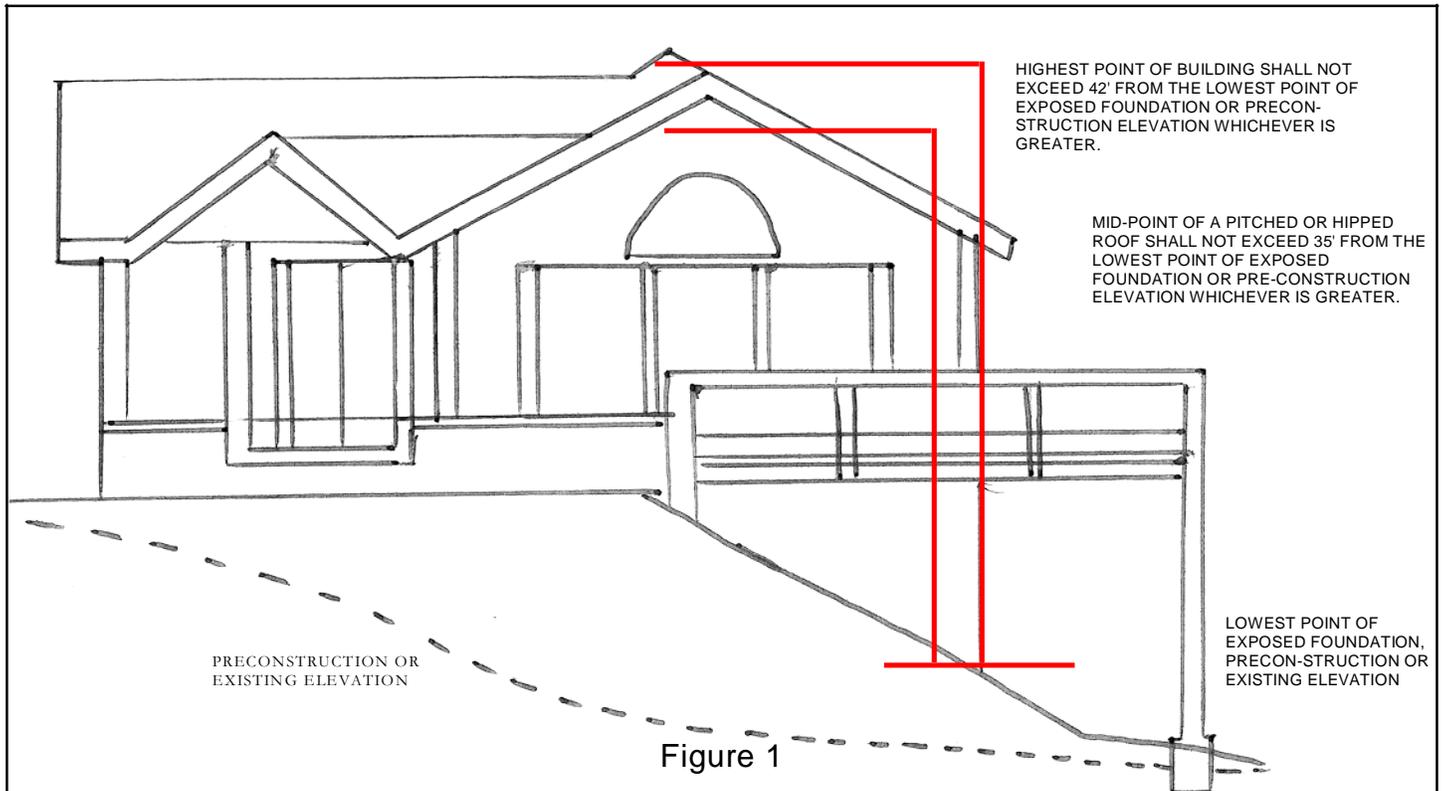
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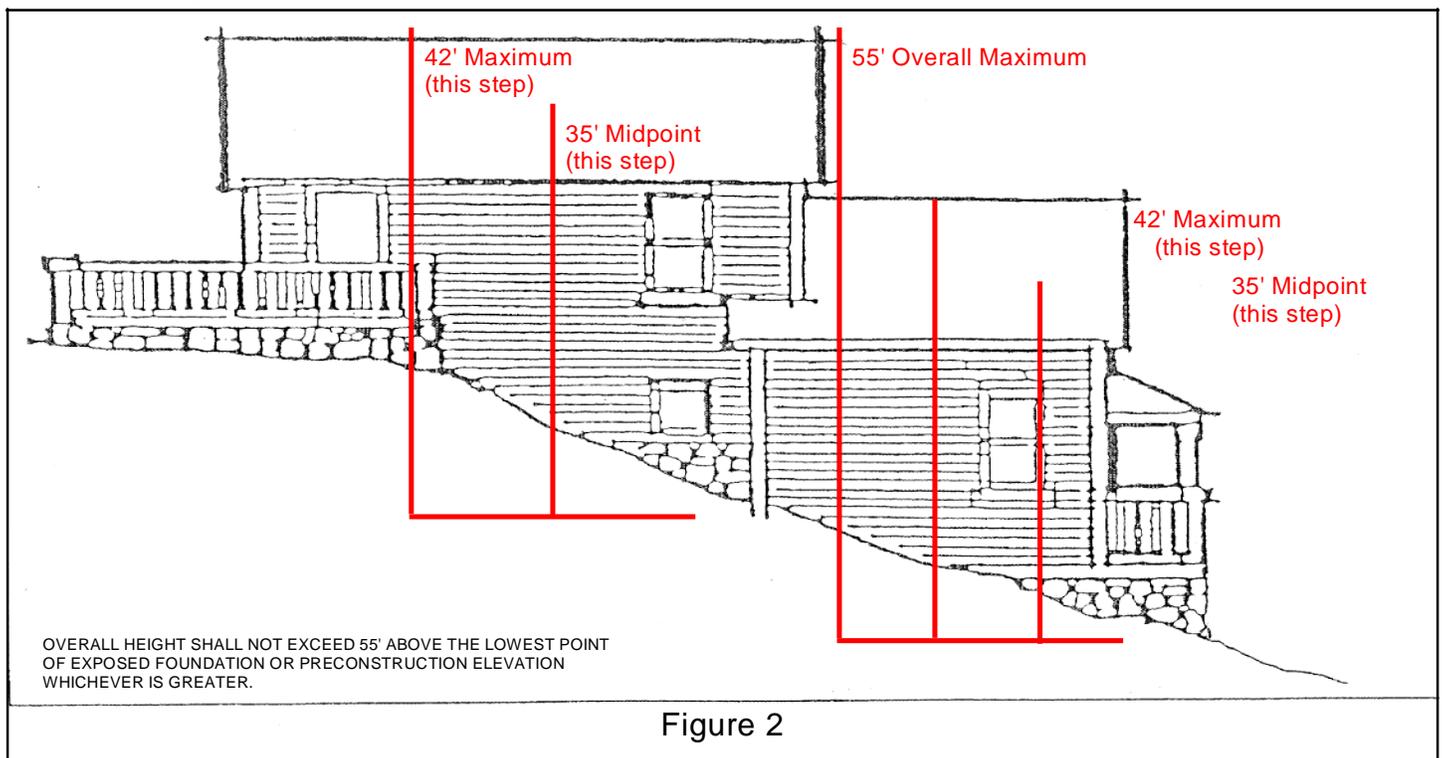
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- 1. Existing horizontal cedar lap siding with natural colored stain. All new log accents and details to match existing.
- 2. Existing exterior cementitious siding stone siding.
- 3. Existing siding and trim details to remain the same for the addition. All colors for the new addition exterior will match existing.
- 4. Existing vertical board and batten siding detail in some gable ends. All new details to match existing.
- 5. Naturally rusting cold rolled steel corrugated metal roofing accents to be a minimum of 18 ga. Substitution shall be approved in writing by Architect.
- 6. Existing asphalt roofing. New roofing to match existing in color and style.
- 7. Existing aluminum clad windows. New windows to match existing in style, color and manufacturer.
- 8. World Imports Dark Sky Revere Collection Wall-Mount Outdoor Bronze Lantern in 10" diameter.

It is the responsibility of the property owner to design a structure that will fit the natural or existing contours of a site. No excessive fill or excavation will be permitted to create an exaggerated building site to enhance view corridors, etc. When calculating building height in residential zone districts applicants must adhere to the following principles: A building with a pitched or hipped roof shall not exceed thirty-five feet (35') when measured to the mid-point of the pitched or hipped roof. The highest point of a pitched or hipped roof shall not exceed forty-two feet (42'). (Refer to Figure 1.)



On sloped building sites, structures should step-up the hillside. The overall height of a terraced or stepped structure shall not exceed fifty-five feet (55') measured from the elevation of the lowest point of an exposed foundation at finished grade to the highest point of a roof elevation. (Refer to Figure 2.)



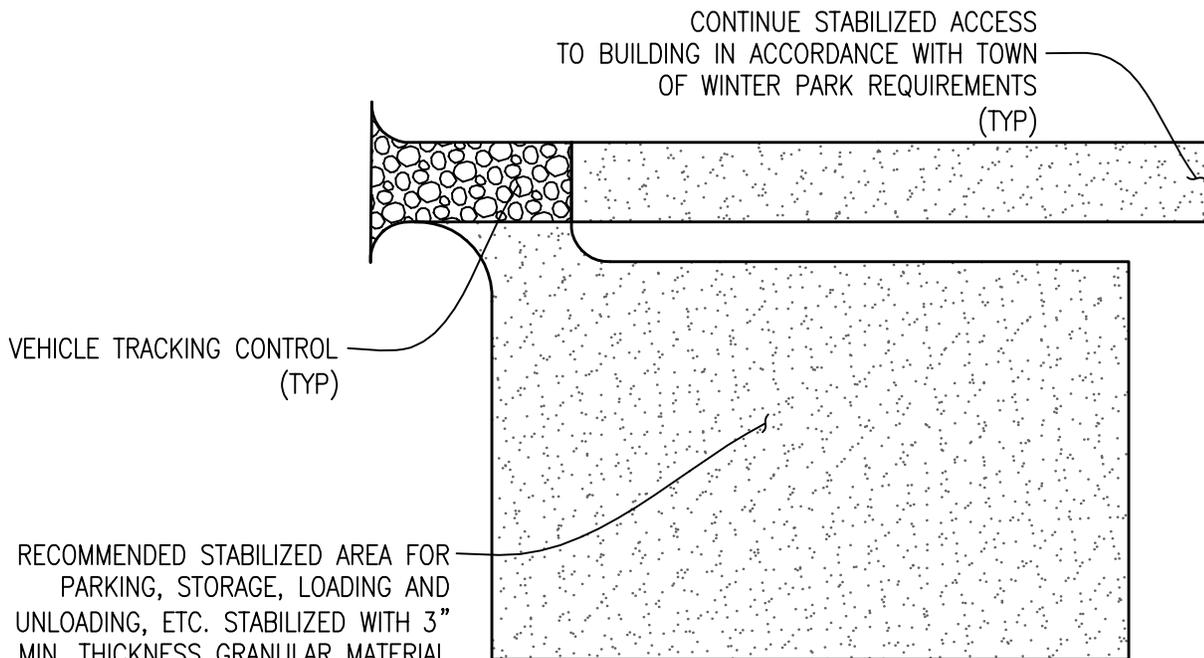


Pre-Disturbance Inspection Requirements

After approval of the site plan by the Planning Commission, the applicant is permitted to move forward with tree removal as necessary within the building envelope. No further site disturbance including stump removal is permitted until the following list is completed and inspected by the Planning Department.

- 1) Erosion Control – Erosion control features, including silt fencing, straw waddles and other BMP's must be installed per approved site plan.
- 2) Stabilized Driveway Construction Entrance – Must be installed in conformance with Figure 10 of the Standards and Specifications for Design and Construction. The entrance must be maintained throughout the construction period. If the entrance is not maintained, the Building Department will suspend inspections until it is repaired in accordance with the Standards.
- 3) Limit of Disturbance – Must be delineated with four foot (4') tall orange construction fencing, roping with flags attached or other acceptable means that will protect the natural features and vegetation beyond the limit of disturbance.
- 4) Soil Stockpile Area – The soil stockpile area shall be identified with a wood stake and labeled as such.
- 5) Concrete Washout Area – The area where the concrete washout will be constructed shall be signed for easy identification. Prior to footing inspection, the washout area shall be constructed.
- 6) Trees to be Protected – Trees that will remain within the limit of disturbance shall be protected with construction fencing, roping with flags attached or other acceptable means.
- 7) Property Corners – Property corners must be staked with wooden stakes and flagging or other acceptable means for easy identification.

The Planning Department conducts the pre-disturbance site inspection. Call 970-726-8081 ext. 2 or email jevans@wpgov.com to schedule an inspection.



PLAN

INSTALLATION NOTES

1. CONTRACTOR MAY MODIFY LOCATION AND SIZE OF CONSTRUCTION STABILIZED AREA BASED ON FIELD CONDITIONS.
2. CONSTRUCTION STABILIZED ACCESS AREA SHALL BE LARGE ENOUGH TO FULLY CONTAIN PARKING, STORAGE, AND UNLOADING AND LOADING OPERATIONS.
3. AREA SHALL BE STABILIZED PRIOR TO ANY OTHER MAJOR OPERATIONS ON THE SITE.
4. THE CONSTRUCTION STABILIZED AREA SHALL CONSIST OF A MINIMUM OF 3" OF GRANULAR MATERIAL.

MAINTENANCE NOTES

1. THE CONTRACTOR SHALL INSPECT THE STABILIZED ACCESS AREA WEEKLY, DURING AND AFTER ANY STORM EVENT AND MAKE REPAIRS OR CLEAN OUT UPSTREAM SEDIMENT AS NECESSARY.
2. THE CONTRACTOR SHALL PROVIDE ADDITIONAL THICKNESS OF GRANULAR MATERIAL IF ANY RUTTING OCCURS OR UNDERLYING SUBGRADE BECOMES EXPOSED.
3. STABILIZED STAGING AREA SHALL BE ENLARGED IF NECESSARY TO CONTAIN PARKING, STORAGE, AND UNLOADING AND LOADING OPERATIONS.
4. ANY ACCUMULATED DIRT OR MUD SHALL BE REMOVED FROM THE SURFACE OF THE STABILIZED STAGING AREA.
5. THE STABILIZED STAGING AREA SHALL BE REMOVED AND REVEGETATED OR INCORPORATED INTO THE FINAL DRIVEWAY DESIGN AT THE END OF CONSTRUCTION.

Construction Stabilized Access

Town Of Winter Park
 Standard Details Fig 10 May 2012

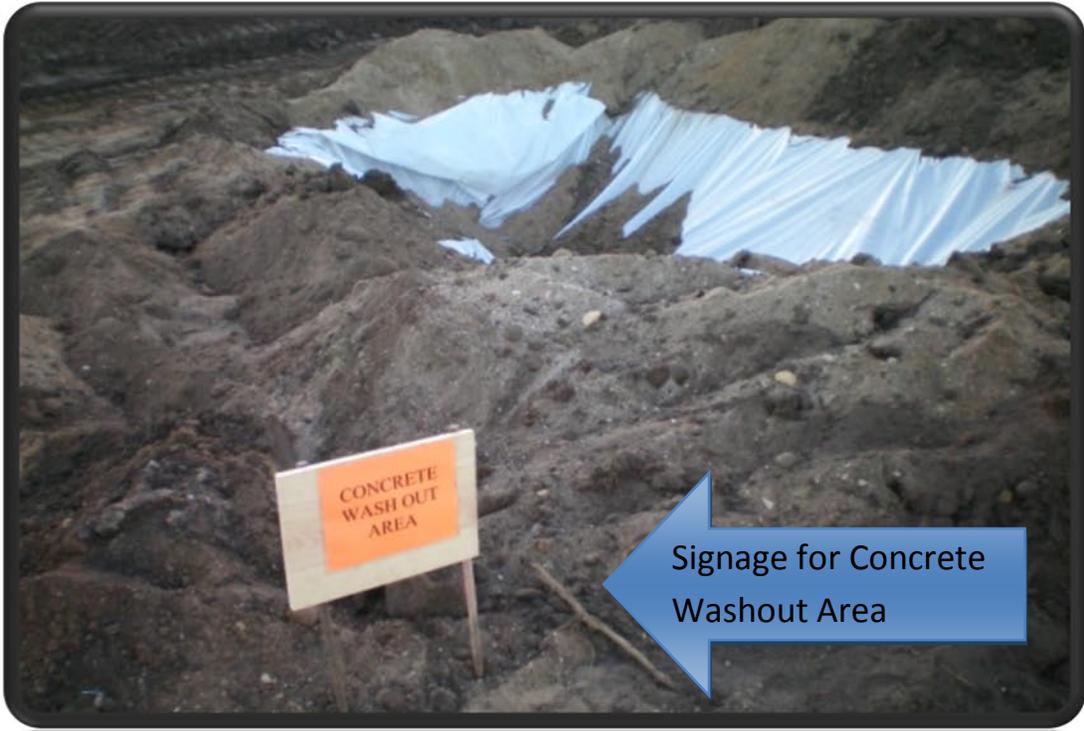




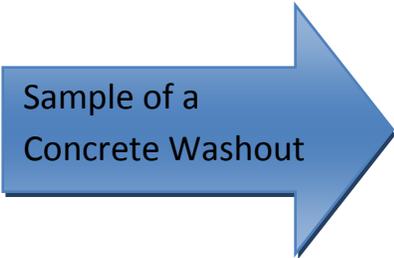
Limit of Disturbance
Properly Delineated



Stabilized Driveway
Construction Entrance



Signage for Concrete Washout Area



Sample of a Concrete Washout

