



SINGLE-FAMILY / DUPLEX 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 than 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 Planning Department who find that:

[] Design Review Fee, \$100: Check _____ Date Rec'd _____ Initials _____

[] Deposit Agreement, \$2,000 deposit: Check # _____ Date Rec'd _____ Initials _____

[] The Applicant is permitted to proceed to Building Permit review.

[] Subject to the following conditions the Applicant is permitted to proceed to Building Permit review:

[] **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
INITIALS

STAFF
INITIALS

SUBMITTAL REQUIREMENTS

I. RESIDENTIAL ARCHITECTURAL GUIDELINES AND DESIGN

REGULATIONS: It is very important that you review this document when designing your home 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

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. Landscaping and Revegetation Plan
 - f. One (1) Color Rendering
 - g. Building Material Samples (material board see VIII)

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 VIII)

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
 4. Project Manager
 5. Architect
 6. Engineer
 7. Surveyor
 8. Land Planner

**APPLICANT
INITIALS**

**STAFF
INITIALS**

SUBMITTAL REQUIREMENTS

- C. Legal description of site
- D. Variances granted by the Board of Adjustment (attach signed copy)

- E. Zone district (e.g. R-1, R-2)
- F. Setback distances
 - 1. Front
 - 2. Sides
 - 3. Rear
- G. Parking
 - 1. As required by project per zone district
 - 2. As provided by proposed project
- H. Calculated building coverage ratio table
 - 1. Site's total acreage and square feet
 - 2. Building footprint square footage (list by structure)
 - 3. Drives, sidewalks, and parking areas square footage
- I. Calculated building height
(Refer to the included descriptions and diagrams.)
- J. Describe the exterior building color and material
 - 1. Foundation
 - 2. Siding
 - 3. Rock/Masonry
 - 3. Window/door trim
 - 4. Roof (If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and
 - 5. Glass type

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

V. HOMEOWNER ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE LETTER OF APPROVAL *Must be received prior to submittal to the Town of Winter Park.*

VI. SITE PLAN: One copy (24" x 36")

NOTE: THE SITE/GRADING/REVEGETATION PLAN IS A CONSTRUCTION DOCUMENT. IT IS YOUR RESPONSIBILITY TO INCLUDE ALL THE ELEMENTS LISTED. FAILURE TO DO SO COULD RESULT IN DELAYS IN THE REVIEW OF THIS APPLICATION.

- A. Drawn to one inch equals twenty feet (1" equal 20') scale (numeric and bar) **MUST BE SCALABLE.**
- B. North arrow
- C. Legend block with the following required information:
 - 1. Project name
 - 2. Architect's name and address
 - 3. The following applicable "Protection Notes":
 - a. **Note 1: No disturbance, grading, or removal of significant natural features and vegetation will occur beyond the "Limit of Disturbance" line, as shown on this plan.**
 - b. **Note 2: The "Limit of Disturbance" line shall be delineated prior to construction with flags, roping, four foot (4') tall orange construction fencing, or other acceptable means.**
- 4. Building coverage ratio table
 - a. Building footprint's square foot area (including roof overhangs, decks, porches, balconies, etc.)
 - b. Drives, sidewalks, and parking square foot area
 - c. Site's total acreage and square feet
 - d. Percentage of coverage to open space

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**STAFF
INITIALS**

SUBMITTAL REQUIREMENTS

- VII. BUILDING ELEVATIONS:** A scale of one quarter inch equals one foot (1/4" = 1'). All drawings must be scalable. (1 copy.)
 - A. The structure's profiles (Front, Rear, Right, Left)
 - B. From the site plan record the elevation where the structure intersects the existing and finished grades for each side profile
 - C. **Indicate the maximum and average building height with a horizontal line across all elevations – as defined in Section 7-4B-4-B of the Town Code.** Refer to the building height descriptions and diagrams at the end of this checklist.
 - D. Provide one color rendering of the project

- VIII. 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; refer to the Residential Architectural Guidelines and Design Regulations, Guideline 6.
 - 8. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows.

- IX. 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

- X. BEAR PROOF TRASH RECEPTACLES:** Town of Winter Park requests that homeowners utilize bear proof trash receptacles to protect bears and humans and their pets.

See the following pages for examples of material boards and how to determine height of your building. Plus the Pre-Disturbance Inspection Requirements.

Example of a Material Board

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EXTERIOR LIGHTING FIXTURE



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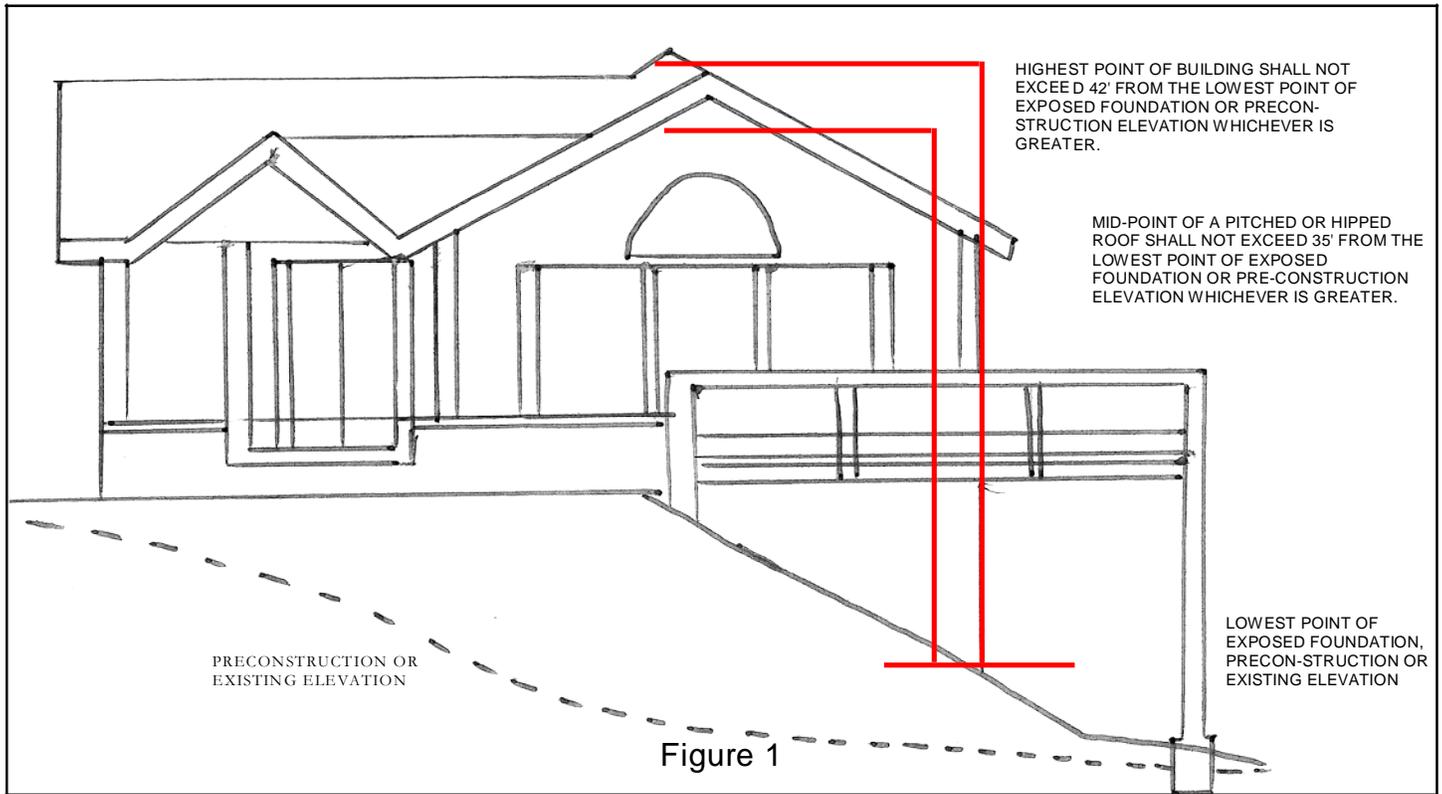
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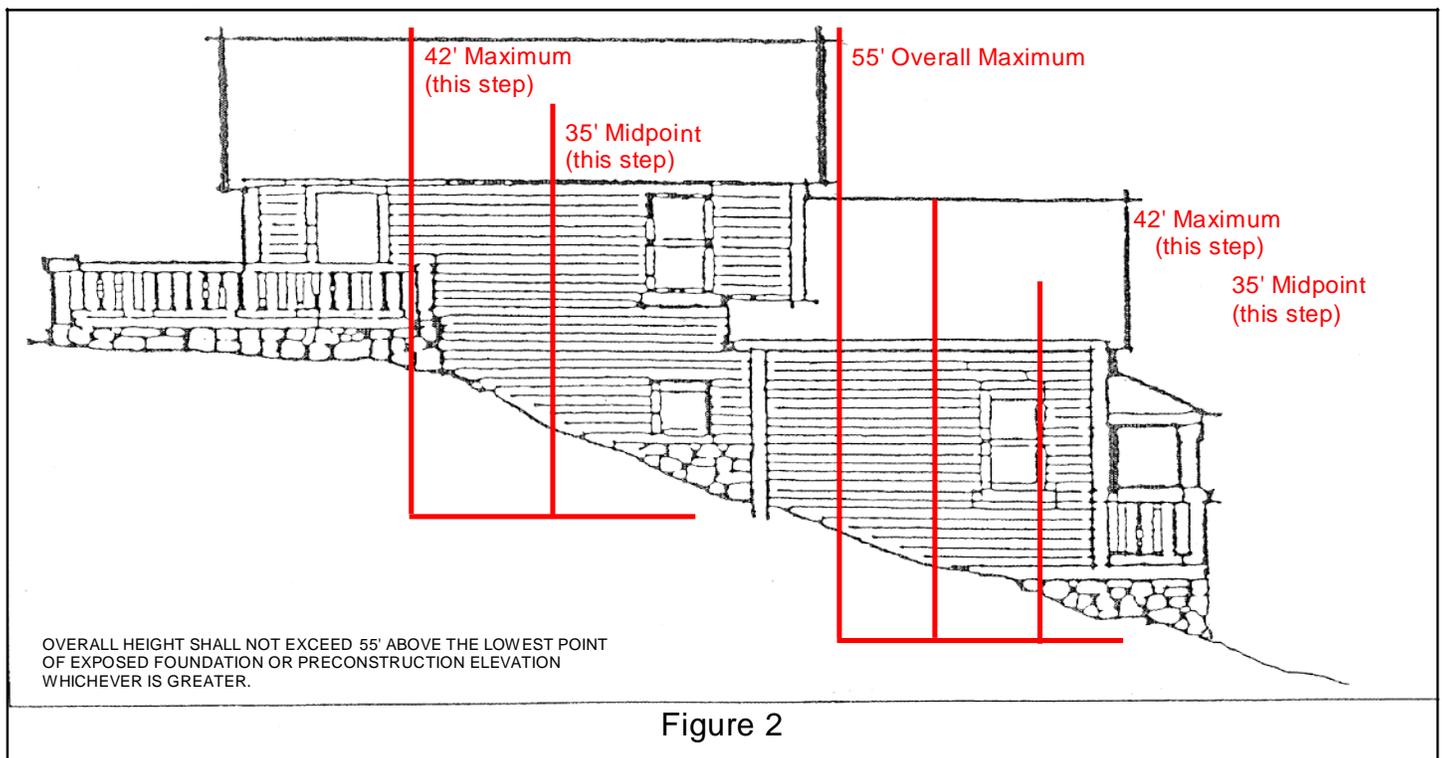
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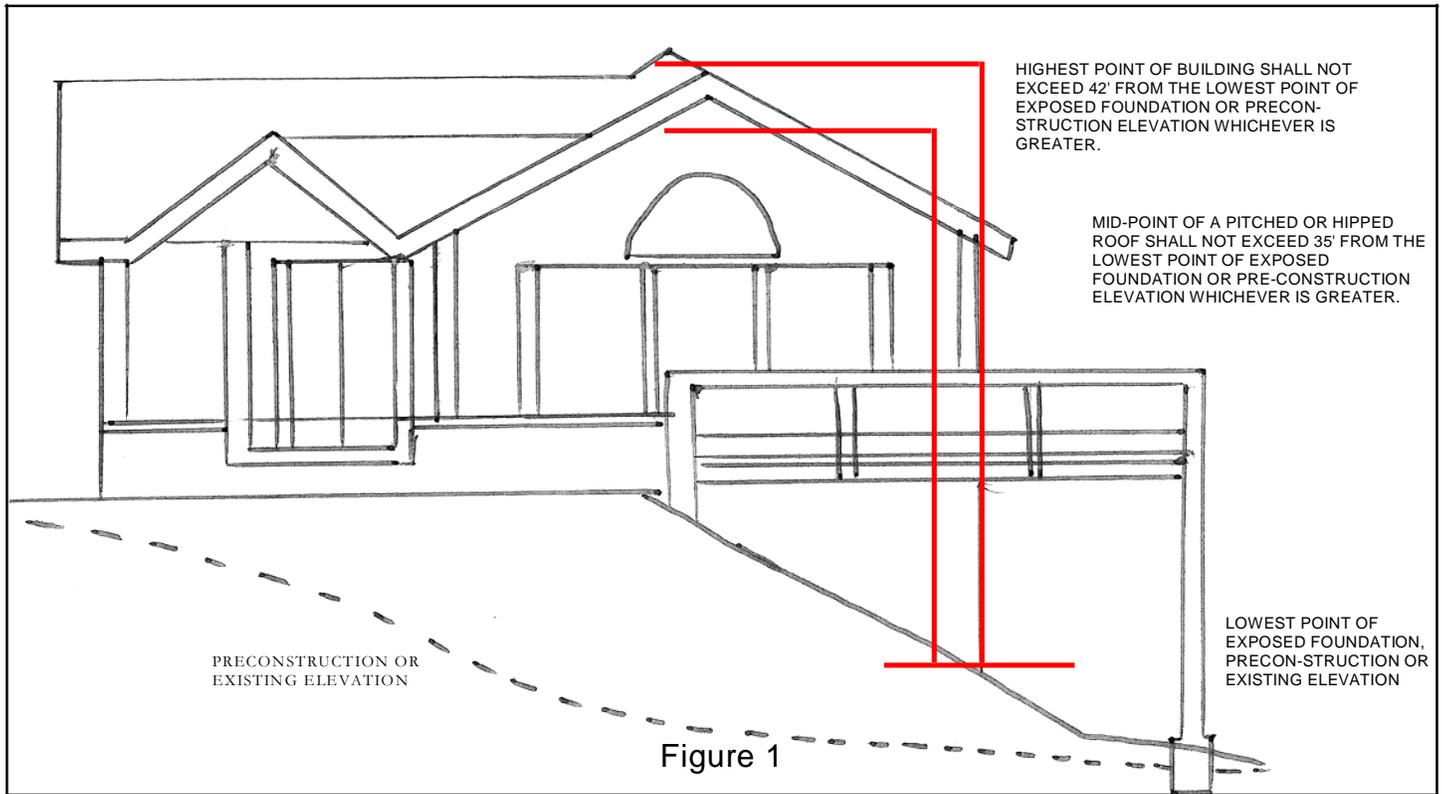
It is the responsibility of the property owner to design a structure that will fit the natural or existing contours of a site. No excessive fill or excavation will be permitted to create an exaggerated building site to enhance view corridors, etc. When calculating building height in residential zone 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.)



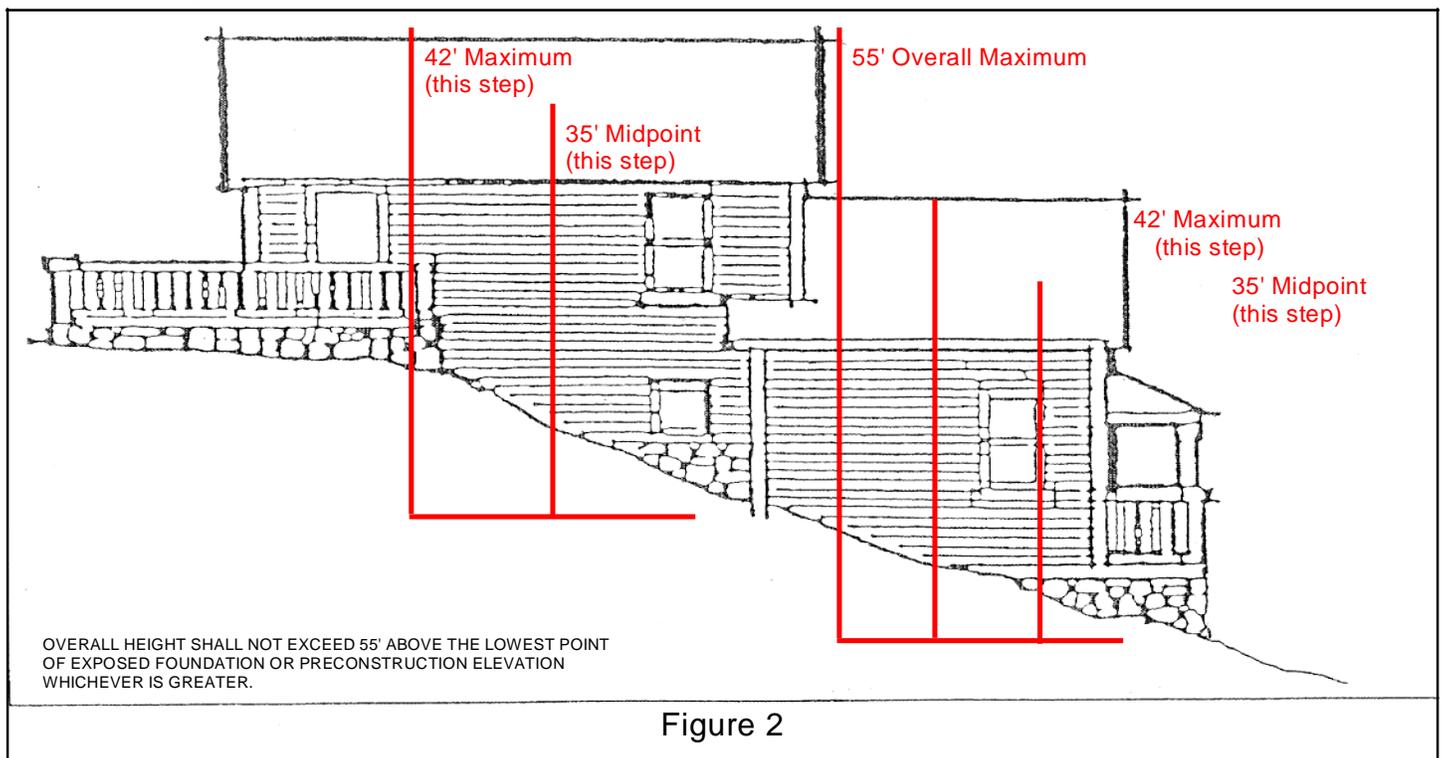
On sloped building sites, structures should step-up the hillside. The overall height of a terraced or stepped structure shall not exceed fifty-five feet (55') measured from the elevation of the lowest point of an exposed foundation at finished grade to the highest point of a roof elevation. (Refer to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



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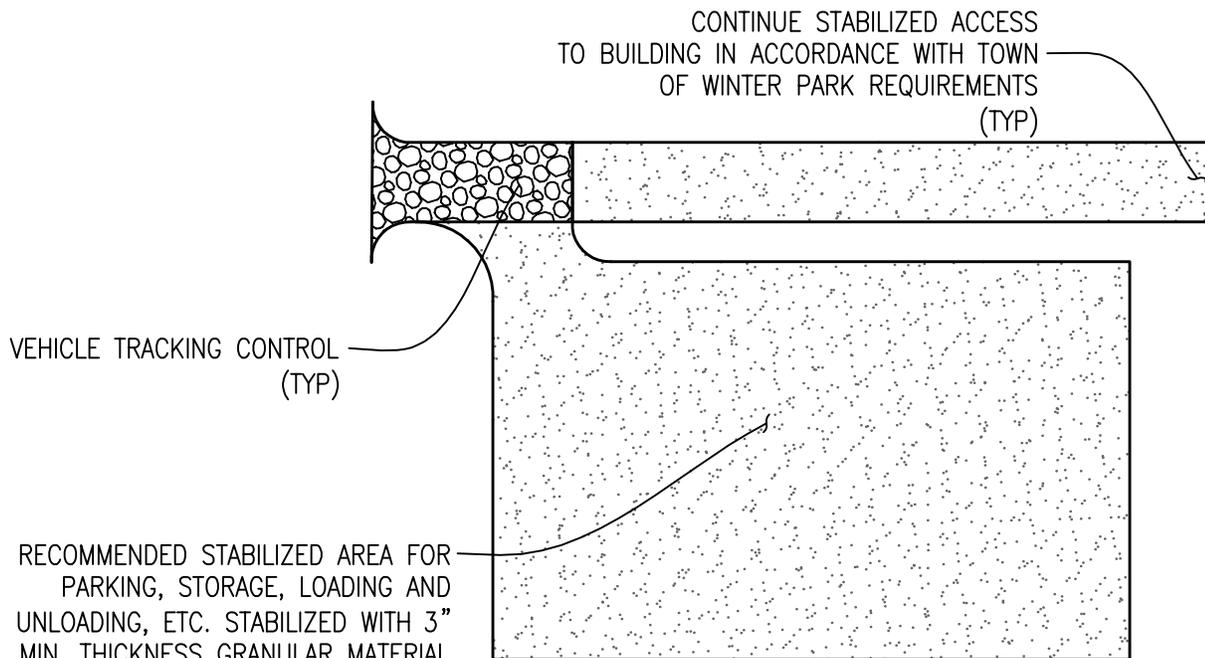


Pre-Disturbance Inspection Requirements

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

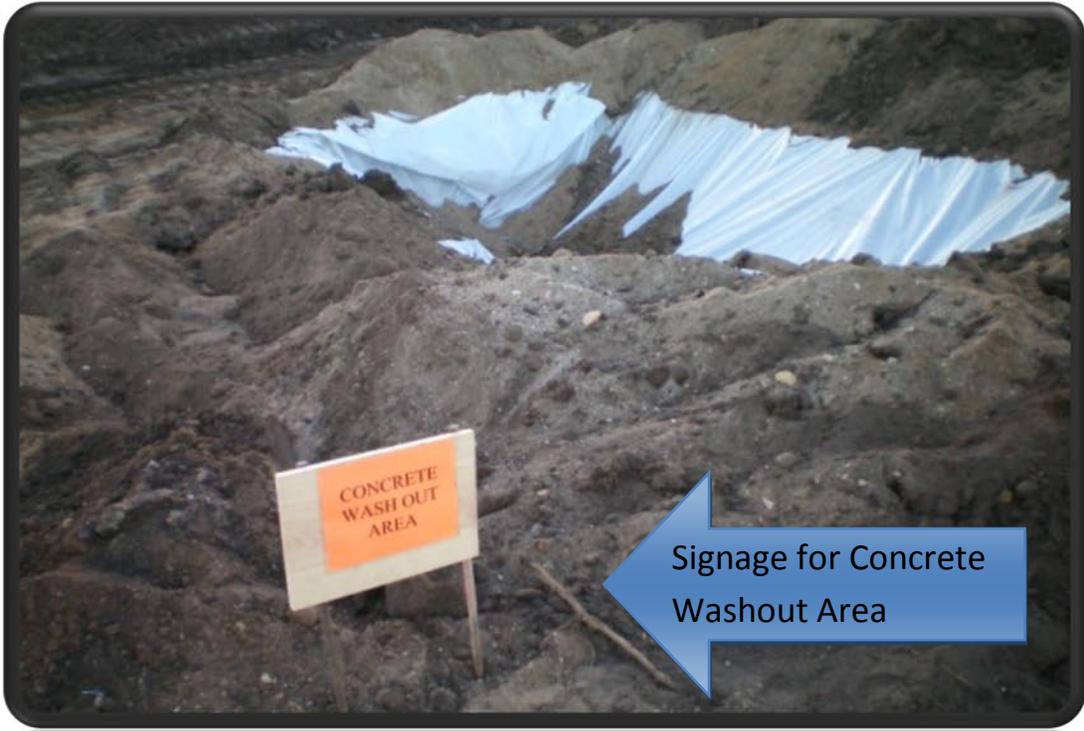




Limit of Disturbance
Properly Delineated



Stabilized Driveway
Construction Entrance



Signage for Concrete Washout Area

