



# COMMERCIAL DESIGN REVIEW SUBMITTAL CHECKLIST

**\*NEW REQUIREMENT - ALL SITE PLAN DRAWINGS MUST BE SUBMITTED IN A .PDF OR .TIFF FORMAT TO [jshockey@wpgov.com](mailto:jshockey@wpgov.com) AS PART OF THE OVERALL SUBMITTAL PACKAGE (paper copies still required)\***

NOTE: Applications must be received by Town staff no later than 5:00 p.m. on the Monday two weeks prior to each of the required Committee/Commission hearings.

This application lists the content and format of the submittal requirements to initiate the Design Review process. **An incomplete application will not be accepted.** Absolutely no work, including tree removal, is to commence on a site/lot until an "Authorization to Proceed" letter has been signed by a Town official.

**IN ORDER TO EXPEDITE THE REVIEW PROCESS, STAFF RECOMMENDS A PRE-APPLICATION MEETING WITH THE TOWN PLANNER IN ADVANCE OF FINAL SUBMITTAL. STAFF RECOMMENDS BRINGING ONE (1) COMPLETE SET OF PLANS FOR THIS REVIEW. THIS MEETING IS RECOMMENDED TO ENSURE A COMPLETE, TIMELY SUBMISSION.**

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 Development Schedule; Site Plan; Road Plan/Profile; Grading and Drainage Plan; Storm Drainage Study; Erosion Control and Revegetation Plan and Report; Utility Plan; Access Plans, Permit and Required Improvements; Landscaping and Revegetation Plan; and Building Plans are true and accurate; and that the development of the site will occur in accordance with the Plan.

\_\_\_\_\_  
Signature Date

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

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

Check Amt. \_\_\_\_\_ Check No. \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Initials \_\_\_\_\_

[ ] Subdivision/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.

The Applicant and Town staff shall initial each element of the Design Review Submittal Checklist. **Each applicable submittal requirement must be initialed for a complete application.** The Design Review submittal shall include the following information:

**APPLICANT  
INITIALS**      **STAFF  
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/index.asp?NID=204>

**II. STAFF & COMMITTEE/COMMISSION REVIEW REQUIREMENTS:**

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- A. Design Review Committee (reviewed with final plat)
  - 1. Meetings held as needed, generally on Friday.
  - 2. Review submittal to include:  
Five (5) packets for staff and committee members; one of these packets will include one full-sized (24"x36"), scalable set of drawings (site and grading plan and elevations), the other four sets can be reduced to 11"x17".
    - a. Cover Sheet 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

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- B. Planning Commission
  - 1. Meetings held at 8:00 AM the second and fourth Tuesdays of each month.
  - 2. Review submittals to include:  
Eleven (11) packets for staff and Commission members; one of these packets will include one full-sized (24"x36"), scalable set of drawings (site and grading plan and elevations), the other 10 sets can be reduced to 11"x17".  
Any amendments requested by staff or Design Review Committee must be shown on the plans.
    - a. Cover Sheet 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

**III. COVER SHEET/DESCRIPTIVE CONTENTS: One (1) copy of the following:**

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

- A. Name of proposed project, street address, subdivision, and lot number
- B. Name, address, and telephone numbers of:
  - 1. Owner
  - 2. Applicant
  - 3. Homeowner's Association, if applicable
  - 4. Project Manager
  - 5. Architect

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**SUBMITTAL REQUIREMENTS**

**COVER SHEET/DESCRIPTIVE CONTENTS (continued):**

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- 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. Provide examples and describe exterior building color and material:
  - 1. Foundation
  - 2. Siding
  - 3. Window/door trim
  - 4. Roof
  - 5. Glass type
  - 6. Exterior lighting plan; refer to the Residential Architectural Guidelines and Design Regulations, Guideline 6.
  - 7. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows
- L. Development 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. TITLE COMMITMENT:** One (1) copy, not more than six (6) months old

**V. DRAWING REQUIREMENT:**

- A. All required drawings and maps shall be clear, crisp copies of the originals and shall be submitted on one or more 24" x 36" sheets (except as required previously).
- B. Engineering drawings shall be drawn to a scale of not less than 1" = 50'.
- C. Architectural drawings shall be drawn to a scale of not less than 1/8" = 1'.

**VI. SITE/UTILITY PLAN:** A site plan shall be submitted which contains the following information (drawing scale of not less than 1" = 50').

- A. Proposed name of the project.
- B. Exact location and dimensions of all buildings. Building setbacks from all property lines shall be dimensioned. If townhomes, show internal property lines as well. Give consideration to cantilevers if applicable.
- C. Location and principal dimensions for all proposed public and/or private streets (including names), driveways, easements, lot lines, and areas

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**SUBMITTAL REQUIREMENTS**

**SITE/UTILITY PLAN (continued):**

to be reserved or dedicated for parks, bike paths, foot paths, or other public use.

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- D. Location and dimensions of all parking spaces. Each space shall be numbered.
- E. Location and dimensions of snow storage areas. Snow storage should be calculated at 25% of street and parking area gross square footage.
- F. Locations of areas to receive landscaping.
- G. Total acreage of the project and a tabulation of acreage in buildings, parking, driveways, snow storage areas, open areas and all other uses of the land with their respective percentages of the total project area.
- H. Date of preparation, scale and north area (designated as true north).
- I. Any additional information required by the Town during project review.
- K. Location of drainage detention/retention and structure.
- L. Location and size of existing utilities and easements within, adjacent to, and abutting the development.
- M. Size and location of all proposed sewer and water lines.
- N. Size and location of all existing and proposed fire hydrants within the development or within 300' of the proposed development.
- O. Location of all electrical power vaults, transformers, power lines and gas lines.
- P. Location of cable television and telephone lines.
- Q. If townhomes, provide additional sheet displaying main and service locations as well as internal if applicable.

**VII. ROAD PLAN/PROFILES:**

Plan and Profile drawings shall be provided for all public and private streets, and, where applicable, private drives. See Chapter 4 of the *Standards and Specification for Design and Construction*.

**VIII. GRADING AND DRAINAGE PLAN:**

A Grading and Drainage Plan shall be submitted which is prepared in accordance with Chapter 10 of the *Standards and Specifications for Design and Construction*.

**IX. STORM DRAINAGE STUDY:**

A Storm Drainage Study prepared in accordance with Chapter 10 of the *Standards and Specifications for Design and Construction*.

**X. EROSION CONTROL AND REVEGETATION PLAN AND REPORT:**

An Erosion Control and Revegetation Plan and Report prepared in accordance with Chapter 11 of the *Standards and Specifications for Design and Construction*.

**XI. ACCESS PLANS, PERMITS, AND REQUIRED IMPROVEMENTS:**

- A. State Highway  
Projects along or near U. S. Highway 40 will need to obtain an access permit from the Colorado Department of Transportation (CDOT). CDOT will make all decisions regarding ingress and egress from U. S. Highway 40 when land uses adjacent to or near the Highway are proposed to be changed. The Planning and Zoning Commission will not review a project until an access permit has been obtained from CDOT.

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SUBMITTAL REQUIREMENTS

**ACCESS PLANS, PERMITS, AND REQUIRED IMPROVEMENTS**

(continued):

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\_\_\_\_\_

B. Town Streets

The Town will notify each applicant of the street improvements required as well as right-of-way needed through and adjacent to each proposed project. These improvements and possible right-of-way dedications shall, in most cases, be the financial responsibility of the property owner/developer. The Town will use the Town's Master Street Plan, the Zoning Ordinance, and Standards & Specifications for Design & Construction Chapter 3 when reviewing projects. Traffic flow and safety are major concerns of the Town.

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C. Access

In accordance with the Downtown Improvements Plan, access points (curb cuts), along U. S. Highway 40 serving Private Property should be minimized as much as possible. When feasible, private properties should be accessed from streets other than U. S. Highway 40. When this is not possible, accesses should be combined or shared with adjoining properties to minimize the number of curb cuts provided along U. S. Highway 40. CDOT and the Town will carefully review all proposed highway and street access locations that serve a development project.

**XII. LANDSCAPING AND REVEGETATION PLAN (separate drawing):**

A separate landscape plan will be submitted for review following the requirements in the *Landscape Design Regulations and Guidelines*.

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

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

**XIII. BUILDING PERMIT SUBMITTAL REQUIREMENTS:**

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A. Construction drawings shall be submitted which are drawn to a scale of not less than 1/8" = 1'.

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B. Submittal must include **three (3) complete sets of stamped drawings.** One set will be used for review by Building Official and permanent record, the second will be forwarded to the appropriate water and sanitation district for fee calculation and permanent record, finally, the third set will be returned with the building permit to the applicant for use on site.

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C. Planning Commission approved site plan with each set of building plans.

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D. One (1) current subsurface exploration (soils, geo-tech) report.

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E. A completed, signed building permit application.

**XIV. STREET ADDRESS PLAN (Separate Sheet):**

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Additional site map indicating new street name(s) and street address numbering plan. Final addressing plan to be submitted upon Building Official approval as follows: 14" x 18" black line Mylar(s) with approved addresses for each unit as required. All annexations or subdivisions receiving new addresses shall also be forwarded by Town staff to Grand County for 911 addressing and County maps. Consult Building Official for further details.

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**SUBMITTAL REQUIREMENTS**

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**XV. FEES REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMIT:**

- A. Subdivision/Development Improvements Agreement (SIA/DIA). Estimates must be completed for review and approval by staff prior to presentation to Town Council. Once approved agreements shall be funded by cash or a letter of credit.
- B. Affordable Housing Fees, \$3.00/sq. ft. (Agreements other than full payment of the fees, shall be provided prior to permit issuance; refer to Section 6-5 of the Winter Park Town Code.)
- C. Water and Sanitation Fees  
Permanent record plans must be stamped by the appropriate water and sanitation district, or a letter indicating payment in full must be placed in the permanent record file for the project.
- D. Emergency Services Impact Fee  
A letter acknowledging receipt of said fees must be provided by the East Grand Fire Protection District #4 and placed in the permanent record file for the project.