

Cordillera Valley Club

Design Review Board New Construction Process Guide & Submittal Checklist

This Guide and Checklist provides a general outline for the Cordillera Valley Club Design Review Process for a new home. This guide is for informational purposes. All forms, fee schedules, Design Guidelines, etc., provide additional detail and are available at the following website:

www.mpgvail.com/MPG/CVC_DRB.html

STEP 1: PRE-DESIGN MEETING WITH STAFF

Step One in the design review and construction process is for the applicant to submit for a Pre-Design meeting with the DRB administration staff. If a pre-design meeting is requested with the DRB additional meeting fees will apply. The purpose of this meeting is to discuss the Cordillera Valley Club Design Guidelines and the owner's development objectives. Submittal requirements for a Pre-Design Meeting include the following:

- ☐ Topographic survey, including all utilities, easements, property boundaries and the building envelope
- ☐ Rough site and grading plan
- ☐ Rough landscape plan
- ☐ Rough building elevations and preliminary design concepts
- ☐ Photos of the site
- ☐ Any site specific characteristics and design opportunities
- ☐ Other relevant design considerations

STEP 2: SKETCH PLAN REVIEW

Step Two in the design review and construction process is Sketch Plan Review. The purpose of the Sketch Plan review is to address the design of the proposed site, building and landscape improvements. The Applicant will be required to have the site staked to indicate lot corners, building envelope corners and the proposed building location.

One full size set and one PDF or digital copy of plans at a minimum of 11" x 17" size with the following information are to be submitted to the DRB on the scheduled submittal date. Plans are to be prepared by a Licensed Architect.

- ☐ Topographic Survey – must be current and prepared and stamped by a licensed surveyor indicating site contours at two foot (2') intervals, easements, and significant natural features such as a rock outcroppings, drainage, and mature stands of trees (Scale: minimum of 1"=10')

- ☐ Site Plan – indicating property boundaries, building envelope, proposed buildings and structures, driveway and grades, parking areas, snow storage areas, major site improvements, existing and proposed grading and drainage (Scale: minimum of 1"=10').
- ☐ Floor Plans – indicating the general layout of all rooms, approximate size, and total square footage of enclosed space for each floor level (Scale: minimum of 1/8"=1'-0").
- ☐ Exterior Elevations – with sufficient detail to indicate the architectural character of the residence, fenestration and existing and proposed grades. Elevations should also include a description of exterior materials and colors.
- ☐ Roof Plan – indicating proposed roof pitch, overhang lengths, flue locations, roofing materials and elevations of major ridge lines and all eave lines.
- ☐ Site/ Building Sections – indicating building walls, floors and roof relative to the site, including existing and proposed grades, retaining walls and proposed site improvements such as patios, decks, driveways and other landscape features.
- ☐ Landscape Plan – indicating all existing landscaping to remain and all existing landscaping to be removed, the location and size of all proposed landscape materials, other proposed improvements such as patios and decks, walkways, retaining walls, landscape walls, fences, and both temporary and permanent measures for slope stabilization and erosion control.
- ☐ Eagle County Wildfire Hazard Rating - This must be included with the sketch submission and must be completed by the Eagle County Wildfire Specialist.
- ☐ Color photos - 8" x 10" color photos of the existing site and natural landscaping conditions must be provided to the DRB.
- ☐ Notification to Adjacent Neighbors.
- ☐ The review fee must be submitted with the Sketch Plan Review Application.

STEP THREE: FINAL PLAN REVIEW

Step Three in the design review and construction process is the Final Plan Review. After approval of the sketch plan, the owner/architect may submit one full-size set and a PDF or digital set of plans to the Design Review Board administration for Final Plan Review by the submittal date prior to a scheduled Design Review Board meeting. Some information may be waived by the administrator or DRB. Plans are to be prepared by a Licensed Architect. In addition to the materials required for Sketch Plan provide the following additional materials:

- ☐ Lighting Plan - indicating the location and total wattage of all exterior light fixtures on both the residence and within the landscape.
- ☐ Building Height Calculation – Submit drawing indicating building footprint, roof plan configuration and grading. Drawing shall note all ridge lines with their associated elevations to the top of finished roof system, relative to existing topography (see Design Guidelines for details).
- ☐ Stone Calculation – Each home requires a minimum 35% of wall surface to be stone. Determine the entire vertical wall surface (including that covered with stone) for all full and partial elevations around the building (see Design Guidelines for details).

- ☐ Model - indicating the buildings three-dimensional form, scale and massing, and relationship to the site. Must be brought to the meeting.
- ☐ Details - provide descriptions and drawings in sufficient detail to demonstrate the architectural character of the building, exposed structural connections, material interfaces, etc.
- ☐ Exterior Finish - samples indicating type, color and texture of all exterior materials. Must be brought to the meeting.
- ☐ Specifications - provide written specifications and/or cut sheets for the following items: exterior wall materials, windows and exterior doors, exterior trim materials, wall and roof flashing, fireplace and flue caps, and exterior lighting fixtures.
- ☐ Erosion Control and Revegetation Plan.
- ☐ Proposed Construction Schedule and Construction Management Plan.
- ☐ Perspective Sketches - architectural rendering(s) from pedestrian level representing the primary public exposure of the building, building form and mass; fenestration; exterior materials, colors, textures and shadows; exterior character and detailing; and surrounding vegetation and landscape features.
- ☐ Notification to Adjacent Neighbors.
- ☐ The Owner/ Applicant may be required to have the site staked to indicate lot corners, building envelope corners and the proposed building location.

The DRB administration may impose additional fees for any project having more than one Sketch Plan reviews and one Final Plan reviews.

STEP FOUR: TECHNICAL REVIEW

Step Four in the design review and construction process is the submittal and review of construction drawings. Construction drawings shall be submitted to the Design Review Board administration within one year of a Final Plan approval in order for the previous approvals to remain valid. A comprehensive set of construction drawings shall include, but not be limited to, stamped structural drawings and everything listed under Final Plan Review including the licensed architect's stamp. With this submittal, the Compliance Deposit and the signed and dated Compliance Agreement shall also be submitted.