

SUBMITTAL REQUIREMENTS DESIGN REVIEW BOARD—CHANGES TO APPROVED PLANS

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the Design Review process. The Town encourages you to consider using the submittal of digital documents and plans.

If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials. The materials necessary to have a complete application are as follows:

- Completed application form including:
 - Complete description of request
 - Ownership Information as recorded with Eagle County Assessor
 - Street Address, Unit #
 - Parcel Number
 - Owner's signature (cover sheet)
- Application fee
 - Additional fees may be required if: 1) Any local, state or Federal agency review is required, or 2) External consultants are required by the Town to review significant impacts on the community.
- Detailed description of changes being requested from original DRB approval
- Joint Property Owner Written Approval Letter, if applicable. If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required. This can be either in the form of a letter of approval or signature on the application.
- Utility Approval and Verification Form, if applicable. This form is applicable to any construction within an easement and may be required for any construction if deemed necessary by Town of Vail Staff.
- Plan sheets with applicable changes "bubbled" for review
- Photos of proposed changes, if applicable.

The applicant, or their representative(s), shall be present at the Design Review Board public meeting. The item will be postponed if the applicant fails to appear before the Design Review Board, on their scheduled meeting date.