

SUBMITTAL REQUIREMENTS DESIGN REVIEW BOARD—EXTERIOR ALTERATION

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. If submitting paper three (3) copies of the materials noted with an asterisk (*) and one (1) copy of all others are required. 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.
- 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 (applies to all plan sheets)
 - Plan sheet size must be a minimum of 11" x 17" and the preferred size is 24" x 36". For large projects, larger plan size may be allowed.
 - 2" x 2" empty space in immediate upper right hand corner for Town approval/denial stamps
 - PDF Format
 - Landscape Orientation
 - Graphic bar scale (minimum scale is 1"=20').
 - North arrow.
 - Title block, project name, project address and legal description.
 - Indication of plan preparer, address and phone number.
 - Dates of original plan preparation and all revision dates.
 - Sheet labels and numbers in AIA ConDoc System
 - Plan legend.
 - Plan Set Cover Sheet
 - * Project name.
 - * Address and legal description.
 - * Sheet Index.
 - * Preparer's contact information and other relevant contacts (i.e. Owner, Surveyor, Contractor).
 - * Vicinity map or location map at a scale of 1"=1,000' or larger. Stamped
- Topographic Survey*
- Site and Grading Plan*
- Landscape Plan*
- Architectural Elevations*
- Architectural Floor Plans*
- Lighting Plan*
- Site Development Standards calculations (existing and proposed): landscape area (show softscape & hardscape), site coverage, building height, number of dwelling units and employee housing units, setbacks, number of enclosed and unenclosed parking spaces, driveway area, snow storage area etc.
- Exterior building materials list (also to be included on elevations and in materials samples), including location, type of material, and color. Please specify the manufacturer's name, the color name and number.
- Exterior color and material samples and specifications. A physical material samples and specifications board will need to be provided in conjunction with a digital submittal.
- Photos of the existing site and adjacent structures, where applicable.

- Site-specific Geological Hazard Report, if applicable - If a property is located in or adjacent to a mapped hazard area (i.e. snow avalanche, rock fall, debris flow, floodplain, wetland, poor soils, etc.), the Community Development Department may require a site-specific geological investigation. Must be submitted & reviewed prior to issuance of a building permit.
- The Administrator and/or DRB may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to determine whether a project will comply with Design Guidelines or if the intent of the proposal is not clearly indicated.

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.