

## SUBMITTAL REQUIREMENTS

### DESIGN REVIEW BOARD—SEPARATION REQUEST

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:

Complete applications must be submitted a minimum of 10 days prior to a scheduled DRB meeting.

- 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)
- A conceptual site and landscape plan at a scale of 1"=20' or 1"=10'.
- Detailed Survey
- Preliminary site plan of proposed structures
- A written statement explaining why the proposed separation is required.
- 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.

**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.**