

SUBMITTAL REQUIREMENTS

DESIGN REVIEW BOARD—TREE REMOVAL

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 in accordance with DRB Submittal deadlines established annually.

- 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)
- Photos of Trees to be removed
- A landscape plan indicating where replacement trees will be located, if 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.