

**DESIGN REVIEW COMMITTEE**  
**Telluride Ski Ranches Association**  
**Large Project Application & Checklist as of 3/23/2017**  
**(Projects with an estimated cost in excess of \$50,000)**

This application checklist has been formally adopted by the DRC pursuant to Article 6 of the Declaration (recorded at Reception No. 315541) and contains the requirements and procedures for all applications to the DRC. This checklist is intended to supplement the DRC Regulations recorded at Reception No. 367251.

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Telephone \_\_\_\_\_ Owner's Fax \_\_\_\_\_

Owner's Email \_\_\_\_\_

Lot # and Street Address of Property \_\_\_\_\_

Owner's Agent \_\_\_\_\_

(This person represents the owner for purposes of the DRC process)

Agent's Address \_\_\_\_\_

Agent's Telephone \_\_\_\_\_ Agent's Fax \_\_\_\_\_

Agent's Email \_\_\_\_\_

Contractor \_\_\_\_\_

Contact Info \_\_\_\_\_

Architect \_\_\_\_\_

Contact Info \_\_\_\_\_

- Type of Application
- Large Project Preliminary Plan Review
  - Large Project Final Plan Review
  - Amendment to Large Project Plan
  - Return of Performance Bond

Project Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Architectural drawings, plans and designs submitted to the Design Review Committee as part of this application shall be available for review and copying by an owner or his authorized agent. The owner of these submitted drawings, plans and designs releases these documents to be part of the open records of the Telluride Ski Ranches Association.

Please submit all applications, requests and correspondence to the DRC's Administrator:  
Kurt Shugars, PO Box 2517, Telluride, CO 81435  
Telephone (970) 708-5212 email - [kurt@shugarscompany.com](mailto:kurt@shugarscompany.com)

\_\_\_\_\_ Date: \_\_\_\_\_

Owner or Agent Signature

**OVERVIEW OF DRC PROCESS**  
**Large Projects (in excess of \$50,000)**

Large projects require a two step review to obtain approval by the DRC. There is a fee for both steps and noticing is required for both review meetings.

**Preliminary Plan**

**Application for Preliminary Plan**

Date Application Complete: \_\_\_\_\_

\_\_\_ Application form

\_\_\_ \$350 application fee

**PROJECT PLANS**

**Applicants are encouraged to submit all documents digitally in a PDF format.**

\_\_\_ If you submit your plans in a PDF format you only need to provide one (1) full size (to scale at 1" = 20' or larger) paper plan set for the DRC review meeting and records. The plan set is to include a site plan, structure floor plan and elevations as described below.

If you are **not** submitting plans in a PDF format please provide the following paper plans:

\_\_\_ Two (2) copies of a full size (to scale at 1" = 20' or larger) and five (5) copies of 11" x 17" size of a preliminary site plan that shows property boundaries, survey markers, existing and proposed utility locations, existing improvements, easements, proposed building footprint and decks, existing and proposed contours, proposed areas of cut and fill, proposed disturbance areas, proposed revegetation areas, proposed drainage, wetlands avoidance/mitigation(if applicable) proposed driveways, proposed staging area and proposed septic tank and leach field locations submitted for DRC approval prior to project start up.

\_\_\_ Two (2) copies 11" x 17" or larger of a preliminary floor plan with square footage of all structures and decks.

\_\_\_ Two copies 11" x 17" or larger of preliminary elevations showing the exterior materials, character and color of proposed structure.

\_\_\_ Compliance to San Miguel County Land Use Code, shall be exhibited in all plans submitted for DRC approval.

\_\_\_ Stake property to show driveway location, septic and leach field locations, building footprint, staging area and locations of other structures.

**DRC Hearing on Preliminary Plan**

When the application is complete, the Administrator will set the application for a DRC hearing at the next available meeting and will notify the applicant of the hearing date. The applicant shall notify neighbors per DRC regulations using the DRC hearing date given by the Administrator.

If the hearing date is more than thirty (30) days from the date the application is complete, then the

Administrator will notify the applicant that additional time is needed.

Hearing Date:

\_\_\_ Applicant provided proof of notice of neighbors

\_\_\_ DRC confirms that the application is complete (if not, the application will be denied or continued)

\_\_\_ DRC requested additional information

Additional information requested:

\_\_\_ Application continued to: \_\_\_\_\_ (hearing date)

- 🍏 a date within sixty (60) days of date a complete application received by Administrator
- 🍏 the applicant consents to the continuation and waives action by the board taken after the 60-day period.

### Action by the DRC on Preliminary Plan

The DRC will take action at or after the hearing.

\_\_\_ Approved (applicant to submit application for final plan approval within 180 days)

\_\_\_ Approved with the following additional conditions (applicant must submit application for final plan approval within 180 days):

- 🍏 For final plan approval, provide tree survey for disturbance area
- 🍏 Other conditions

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\_\_\_ Denied for the following reasons:

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### 3. Final Plan and Amendments to Final Plan

Application for Final Plan and Amendments to Final Plan

Date application complete: \_\_\_\_\_

\_\_\_ Application form (available on website)

\_\_\_ Application Fee \$700

## PROJECT PLANS

**Applicants are encouraged to submit all documents digitally in a PDF format.**

\_\_\_ If you submit your plans in a PDF format you only need to provide one (1) full size (to scale at 1" = 20' or larger) paper plan set for the DRC review meeting and records. The plan set is to include a site plan, structure floor plan and elevations as described below.

If you are **not** submitting plans in a PDF format please provide the following paper plans:

\_\_\_ Two copies of a full size (to scale 1" = 20' or larger) and five (5) copies of 11" x 17" size of a final site plan that shows property boundaries, survey markers, existing and proposed utility locations, existing improvements, easements, proposed building footprint and decks, existing and proposed contours, proposed areas of cut and fill, proposed disturbance areas, proposed revegetation areas, wetlands, proposed drainage, proposed driveways, proposed septic tank, staging area, leach field location and the proposed irrigation system

\_\_\_ Two copies 11" x 17" or larger of a construction plan that shows proposed staging, dumpster location, construction access, top soil and materials storage locations, Porta-potty location and construction parking.

\_\_\_ Two copies 11" x 17" or larger of final floor plans that show room dimensions and square footage of all structures and decks

\_\_\_ Two copies 11" x 17" or larger of final elevations that show the exterior appearance of all views labeled in accordance with the site plan, a roof plan including slope, height of chimneys compared with ridge of roof, the natural and finished grades for all elevations of all views, an exterior lighting plan, all exterior materials (with samples if possible), and the character and color of proposed structure.

\_\_\_ Schedule of completion.

\_\_\_ Proof of San Miguel County Road and Bridge 'driveway permit' application and shown on final plans. Driveway permit will be forward to the DRC upon approval by the county.

\_\_\_ Such other information as the DRC requested as a condition of preliminary plan approval

## DRC Hearing on Final Plan and Amendments to Final Plan

When the application is complete, the Administrator will set the application for a DRC hearing at the next available meeting and will notify the applicant of the hearing date. The applicant shall notify neighbors per DRC regulations using the DRC hearing date given by the Administrator.

If the hearing date is more than thirty (30) days from the date the application is complete, then the Administrator will notify the applicant that additional time is needed.

Hearing Date: \_\_\_\_\_

\_\_\_ Applicant provided proof of notice of neighbors (notice of meeting only)

\_\_\_ DRC confirms that the application is complete (if not, the application will be denied or continued)

\_\_\_ DRC requested additional information

Additional information requested:

\_\_\_\_\_

\_\_\_ Application continued to: \_\_\_\_\_ (date of hearing)

- 🍏 A date within sixty (60) days of date a complete application received by Administrator
- 🍏 the applicant consents to the continuation and the board taking action after the 60-day period

### Action by the DRC on Final Plan and Amendments to Final Plan

The DRC will take action at or after the hearing.

\_\_\_ Approved

\_\_\_ Approved with the following additional conditions:

- 🍏 On or before \_\_\_\_\_, applicant to provide DRC a copy of approval from San Miguel County of septic tank and leach field as approved by DRC
- 🍏 On or before \_\_\_\_\_, applicant to provide DRC a copy of San Miguel County and Army Corps wetlands permits required by such entities
- 🍏 The applicant shall install orange construction fencing along the perimeter of the disturbance area shown on final plan. No construction activities, and no disturbance or removal of trees, vegetation or top soil, may occur beyond the approved disturbance area which shall be delineated by the construction fence.

\_\_\_ Road impact fee set in the amount of \$ \_\_\_\_\_

\_\_\_ Performance bond set in the amount of \$ \_\_\_\_\_

\_\_\_ Performance bond received and deposited

\_\_\_ Denied for the following reasons:

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