

# KEYSTONE DESIGN REVIEW BOARD

## HOW TO

### SUBMIT A MAJOR APPLICATION PROJECT

Project examples that are included in the major application process:

New Home, New Building/Lodge, Major Exterior Changes to existing structures which includes any project with 501 or more additional gross sq. ft., etc...

1. Submit an application by going online to [www.keystoneneighbourhood.com](http://www.keystoneneighbourhood.com) complete the application on the Design Review Board Application tab.
2. Review the neighbourhood specific guidelines for specific information on design requirements for that neighbourhood/area.
3. Prepare a detailed scope of work (detailed description on the project) including **total** square footage which includes decks, garages, mechanical rooms, patios and any other increase to the building foot print and submit to the KDRB Administrator at [mindy@keystoneneighbourhood.com](mailto:mindy@keystoneneighbourhood.com) so fees for the project may be determined as indicated on the fee schedule posted on the web site.
4. Once the application and scope of work is received you will receive an email confirming the fees for the project.
5. The applicant will have the following meetings with the KDRB to submit their information on the project:
  - ❖ 1 Pre-Construction site visit if requested and/or necessary
  - ❖ 2 Schematic reviews
  - ❖ 2 Preliminary reviews
  - ❖ 1 Contract Documents (CD) review
  - ❖ 3 Construction Period reviews by the inspector if necessary
  - ❖ 1 Project Completion review

6. Prepare the Submission Package for the Schematic Review phase which must include the following:
  - Two copies (additional copies may be requested) of a written detailed scope of work to include the design approach, siting philosophy, and materials to be used.
  - Two copies of a site plan (scale: 1"=20'-0" minimum) to include building location, driveway, parking, grading, tree locations, revegetation plan, retaining walls (if any), designated storage areas for excess fill, construction debris and materials and a designated parking area for construction vehicles.
  - A meeting at the site shall be required unless the Board decides that is not necessary.
  - If any adjacent property or common property will be disturbed during construction or must be utilized to get to the construction site written permission from the property owner must be obtained prior to submission and included in the submission package. This permission maybe included in the HOA approval letter if applicable.
  - Check or certified funds for the required application fee must be included in the Submission Package. See the fee schedule on the web site under the Fees tab on the left side of the page and confirm with the fees email received from the KDRB Administrator.
  - Any other information the applicant feels would be helpful for the Board to review to make a determination on the appropriateness of the project.
  
7. Prepare the Submission Package for the Preliminary Review phase incorporating any changes required by the Board at the Schematic Design stage which must include the following:
  - Two copies (additional copies may be requested) of a site plan (scale: 1"=20'-0" minimum), to include but not limited to building location, driveway, parking and staging areas, grading, tree locations (marking those for intended removal and those to be protected by snow

fencing enclosure), designated storage areas for excess fill, construction debris and materials (i.e. disturbance area), a designated parking area for construction vehicles, other structures of temporary nature to facilitate construction, existing and proposed contour lines at 2'-0" intervals, decks, utilities and accessory Lot development of any kind. This site plan shall incorporate any changes required by the Board to the site plan submitted in the Schematic Design Stage.

- Two copies of floor plans and roof plan (1/4"=1'-0").
- Two copies of exterior elevations (1/4"=1'-0") to include existing and proposed grade levels, material and color indications.
- Two copies of building sections.
- Two copies Revegetation Plan - to include existing and proposed plant material and configuration.
- One architectural model or two copies of perspective renderings or photo overlays as needed to describe the character and form of the building three-dimensionally. An electronic version of the model will be acceptable.

8. Prepare the Submission Package for the Construction Document Review phase incorporating any changes requires by the Board at the Preliminary Design stage which must include the following:

- The Refundable Compliance Deposit must be received by the KDRB Administrator prior to the project being added to the agenda for the Construction Document review phase.
- Two full sized copies of stamped (by licensed Colorado Architect and/or Engineer) Construction Documents to include a site Plan, at 1" = 20'-0" minimum, to include erosion control measures.
- Floor plans at 1/4" = 1'-0"
- Roof Plan
- Exterior Elevations and Details
- Building Sections
- An actual materials board depicting exterior materials, colors and textures.

- Specification sheets on all exterior lighting fixtures ensuring they comply with the Summit County dark sky compliance regulations.
- Specification sheets on all other exterior elements such as hot tubs, railing details, landscape features, etc.
- Revegetation Plan
- The submittal shall include an actual "Lot staking" of the building corners, driveways, and other Improvements.
- Construction schedule - to include starting and completion dates of the dwelling as well as the revegetation work.

Upon project completion it is the applicants' responsibility to email the KDRB Administrator so the project may be added to the Inspectors schedule for review and final determination of compliance deposit refund or if additional works needs to be done to complete the project. It is to the applicant's benefit to ensure the project is 100% complete prior to requesting an inspection. Additional inspections are \$250 each payable prior to project being scheduled with the KDRB Inspector.

Once all of the information above is compiled two (2) copies per review phase can be mailed to:

**Keystone Neighbourhood Company**

**140 Ida Belle Drive, Ste. F4**

**Keystone, CO. 80435**

If the applicant would like to drop off the Submission Packages they can be brought to the address above Monday – Friday 10:00 a.m. to 4:30 p.m.

All Submission Packages, materials and fees must be delivered to the KDRB Administrator on or before the Submission Deadline to be included on the meeting agenda. If the Submission Package, materials and/or fees are submitted after the stated Submission Deadline the project will be moved to the next scheduled meeting.