

KEYSTONE DESIGN REVIEW BOARD

HOW TO

SUBMIT A MINOR APPLICATION PROJECT

Projects that are included in the minor application process would be

Hot tubs, fences, reroofs, gutter, minor landscape changes, window replacement, simple exterior change without additional gross square footage, etc..

Simple exterior changes such as decks or deck expansion, home additions, etc... with additional gross square footage from 0 to 500 sq. ft.

1. Submit an application by going online to www.keystoneneighbourhood.com complete the application on the Design Review Board Application tab.
2. Prepare a detailed scope of work (detailed description on the project) and submit to the KDRB Administrator at mindy@keystoneneighbourhood.com so fees for the project may be determined as indicated on the fee schedule posted on the web site.
3. Once the application and scope of work is received you will receive an email confirming the fees for the project.
4. Prepare the Submission Package which must include the following:
 - HOA approval letter for the project.
 - To scale site plan clearly indicating the proposed projects location/layout on the current site.
 - Specification sheets and/or material samples for all materials to be used such as lighting spec sheets ensuring the fixtures are dark sky compliant per Summit County regulations, detailed hot tub spec sheet showing tub, cover and colors, fencing or decking materials to be used, new window spec sheets from the manufacturer, types of trees/shrubs/plantings to be used for screening purposes or in a new landscape feature.

- 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 and refundable compliance deposit 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.
- 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.

Once all of the information above is compiled two (2) copies 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 Package it 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.