



Town of Red Cliff How to Guide for all DESIGN APPLICATIONS

When do I need to apply for Design Review?

The purpose of the design guidelines is to maintain and enhance the overall design of the buildings in Red Cliff. Design review applications are required any time a property owner (residential commercial or industrial) proposes one of the following items:

- The design of a new building to be submitted for permit and constructed
- An exterior modification to an existing design

If there is ever a question as to whether or not a Design Application is required, please contact the Town Administrator before scheduling or commencing any work.

How does the application process work?

Depending on the type of construction work you anticipate doing to your property, the first step of the process is always to contact the Town of Red Cliff Administrator. The Administrator or Staff can help you determine if an application is required.

For Design Applications, a pre-application meeting with the Town Administrator or staff is suggested. Once you submit the application and required fee for design review, staff reviews the application for completeness and will inform you of what items (if any) are still needed for review.

MINOR MODIFICATIONS

- For minor modifications in existing residences and previously approved projects, such as insignificant exterior window or door changes. Re-roofing, porches or decks; Staff may submit a simple sketch to the Planning & Zoning Commission for approval at the next available meeting. Once approved, you will need to apply for a building permit.

RESIDENTIAL REMODELS – NEW BUILDINGS

- For a single family or duplex design, Staff must have a **Minimum of 10 working days** to review the application for completeness.
- For multi-family or commercial design, Staff must have a **Minimum of 15 working days** to review the application for completeness.
- For both, after application is determined to be complete, the Planner may then require an additional **10 – 15 day time period for review.**
THERE WILL BE AN ADDITIONAL CHARGE FOR PLANNER TIME AT \$76.50/HOUR

SUGGESTED DESIGN REVIEW SUBMITTAL CHECKLIST FOR REMODELS AND NEW BUILDINGS

Design Submittal suggested to include the following:

1. Conceptual Site plan
2. ILC and topographical Survey with stamped RLS survey by a Colorado Licensed surveyor.
3. *If a Survey or ILC is required (such as any new building or additions) it should be less than two years old with any areas over 40% slope shaded.*
4. Conceptual Building Elevation (All Elevations)
5. Conceptual Building Materials and areas of application
6. Conceptual Floor Plans (All Levels)
7. Conceptual Landscape Plan
8. Two (2) 24X36 plan sets

Please Note: All Drawings should be to scale and legible. The applicant should be in attendance in person for the scheduled meeting or have an appointed representative at the meeting.

Process Continued:

Once the application is submitted, the Planner will provide the Commission with a staff report on your design that will list recommendations and outlines all the technical issues (such as grading or drainage items) and provide comments on how well your design complies with the relevant guideline criteria. At the meeting the Commission will take action on your application, (i.e. either suggest the Board approve it, deny it, or table it on the recommendation of further items as needed). If you receive approval, you may proceed to building permit submittal.

PROCESS SUMMARY

- Meet with Planner or staff to determine what is required for your project.
- Submit all applicable fees to the Administrator with a copy of items submitted.
- Design is submitted to the Commission only after the Planner has reviewed the application for up to 15 days, and then staff will schedule the application for the Planning and Zoning Agenda.
- If Design is approved, proceed to Building Permit.

For More Information Contact:

Town of Red Cliff Office Phone: (970) 827-5303 Office Fax: (970) 827-5300

Email: Manager@townofredcliff.org

Mailing: PO Box 40; 400 Pine Street; Red Cliff, CO 81649



Planning & Zoning Design

Fees: _____

APPLICANTS CONTACT INFORMATION

NAME: _____
Last *First*

ADDRESS: _____
Street *City* *State* *Zip*

TELEPHONE: _____ FAX: _____

CELL PHONE: _____ EMAIL: _____

OWNERS CONTACT INFORMATION

NAME: _____
Last *First*

ADDRESS: _____
Street

TELEPHONE: _____ FAX: _____

CELL PHONE: _____ EMAIL: _____

PROJECT INFORMATION

Lot: _____ Block: _____ Street Address: _____

Type of Project: Addition Single Family Duplex Triplex Other

Please describe your project: *Arch, Style, Square Feet, Height, Materials, Color, and Unique Features*

Acknowledgement

I (we) represent that all information provided to the "Town of Red Cliff" in connection with this application is true and correct, and that I (we) understand the "Town of Red Cliff" regulations applicable to this project, and understand that incomplete submittals may delay application review. Owner designates "Applicant" as indicated to act as owner's representative in all application submittals related to this project.

Applicant _____

Owner _____

Print Name _____

Print Name _____

Date _____

Date _____