



REQUIREMENTS*	Variance									
	Density	GRFA	Height	Landscaping	Parking	Recycling Exemption	Retaining Wall	Setback	Site Coverage	Sign
# of Plan Sets (paper app only)	1	1	1	1	1	1	1	1	1	1
Architectural Elevations			Y			Y		Y	Y	Y
Architectural Floor Plans	Y	Y	Y			Y				
Architectural or Massing Model			Y - if required by administrator					Y - if required by administrator		
Creation & Recording of Final Plat										
Environmental Impact Report										
Exterior Building Materials List			Y			Y		Y	Y	
Exterior Color & Material Samples			Y			Y	Y	Y	Y	Y
Floodplain Analysis										
GRFA Floor Area Calculations	Y	Y	Y			Y				
Joint Porperty/HOA Approval Letter	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Landscape Plan				Y	Y - if parking area changes	Y	Y	Y - if setback affects existing landscaping	Y - if site coverage change affects existing landscaping	
Lighting Plan						Y				Y
Parking Needs Assessment					Y					
Photo Rendering			Y - if required by administrator							
Photos of existing site & adjacent structures			Y	Y		Y	Y	Y	Y	Y
Project Narrative	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Site & Grading Plan			Y	Y	Y	Y	Y	Y	Y	Only for free standing signs
Site Development Standards Calculations	Y	Y	Y	Y	Y	Y		Y	Y	Y
Site-Specific Geological Hazard Report			Y - if site is in a GSA zone	Y - if site is in a GSA zone		Y - if site is in a GSA zone	Y - if site is in a GSA zone	Y - if site is in a GSA zone	Y - if site is in a GSA zone	Y - if site is in a GSA zone
Stamped & Addressed Envelopes & List of Adjacent Property Owners	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stamped Topographic Survey	For site coverage changes	For site coverage changes	Y	Y	Y	Y	Y	Y	Y	Only for free standing signs
Sun/Shade Analysis			Y - if required by administrator			Y		Y - if required by administrator		
Title Report (incl. Schedules A & B)	Y	Y	Y	Y	Y		Y	Y	Y	Only for free standing signs
Topographic Cross-Section							Y			
Vicinity Map			Y					Y		

**\*Requirements** – For details of each requirement above, see table below.

<p><b># of Plan Sets (paper app only)</b></p>	<ul style="list-style-type: none"> <li>❖ If submitting paper plans, minimum 11"x17" or larger. 24"x36" is recommended. All sheets within the set must be the same size.</li> </ul>
<p><b>Architectural Elevations</b></p>	<ul style="list-style-type: none"> <li>❖ Architectural Scale of 1/8"=1' or larger; 1/4"=1' is preferred.</li> <li>❖ All elevations, existing and proposed, of the proposed development shall be drawn to scale and fully dimensioned. The elevation drawings must show both existing and finished grades. Floor plans and building elevations must be drawn at the same scale.</li> <li>❖ Show all building faces including angles not represented well on the normal building elevations.</li> <li>❖ Elevations shall show proposed finished elevation of floors and roofs on all levels.</li> <li>❖ All exterior materials and colors shall be specified on the elevations.</li> <li>❖ The following shall be shown graphically and fully dimensioned: fascia, trim, railings, chimney caps, meter locations, meter screening methods and window details.</li> <li>❖ Show all proposed exterior lighting fixtures on the building.</li> <li>❖ Illustrate all decks, porches and balconies.</li> <li>❖ Indicate the roof and building drainage system (i.e. gutters and downspouts).</li> <li>❖ Indicate all rooftop mechanical systems and all other roof structures, if applicable.</li> <li>❖ Illustrate proposed building height elevation on roof lines and ridges. These elevations should coordinate with the finished floor elevations and the datum used for the survey.</li> <li>❖ Exterior colors and material samples shall be submitted to staff and presented at the Design Review Board meeting.</li> </ul>
<p><b>Architectural Floor Plans</b></p>	<ul style="list-style-type: none"> <li>❖ Architectural Scale of 1/8"=1' or larger; 1/4"=1' is preferred.</li> <li>❖ All floor plans, existing and proposed, of the proposed development shall be drawn to scale and fully dimensioned.</li> <li>❖ Floor plans and building elevations must be drawn at the same scale.</li> <li>❖ Clearly indicate the inside face and outside face, of the sheathing, of the exterior structural walls of the building.</li> <li>❖ Label floor plans to indicate the proposed floor area use (i.e. bedroom, kitchen, etc.).</li> <li>❖ One set of floor plans must be "red-lined" indicating how the gross residential floor area (GRFA) was calculated. See Title 12, Chapter 15 - Gross Residential Floor Area for regulations.</li> <li>❖ Provide dimensions of all roof eaves and overhangs.</li> <li>❖ Applicable changes must be "bubbled" for review.</li> </ul>
<p><b>Architectural or Massing Model</b></p>	<ul style="list-style-type: none"> <li>❖ Depicting the proposed development in relationship to development on adjacent parcels.</li> </ul>
<p><b>Creation &amp; Recording of Final Plat</b></p>	<p><b>Reference applicable criteria and findings in Title 13, Vail Town Code for specific plat requirements.</b></p> <ul style="list-style-type: none"> <li>❖ Final plat size shall be 24 inches by 36 inches.</li> <li>❖ Scale of 100 feet = 1 inch or larger.</li> <li>❖ Margins of 1-1/2 inches - 2 inches.</li> <li>❖ Accurate dimensions to the nearest one-hundredth (0.01) of a foot for all lines, angles and curves used to describe boundaries, streets, setbacks, alleys, easements, structures, areas to be reserved or dedicated for public or common uses and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle, arc chord distances and bearings. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within a limit of one in ten thousand (10,000).</li> <li>❖ North arrow and graphic scale.</li> <li>❖ A systematic identification of all existing and proposed buildings, units, lots, blocks, and names for all streets.</li> <li>❖ Names of all adjoining subdivisions with dotted lines of abutting lots. If adjoining land is unplatted, it shall be shown as such.</li> <li>❖ An identification of the streets, alleys, parks, and other public areas or facilities as shown on the plat, and a dedication thereof to the public use. An identification of the easements as shown on the plat and a grant thereof to the public use. Areas reserved for future public acquisition shall also be shown on the plat.</li> <li>❖ A written survey description of the area including the total acreage to the nearest appropriate significant figure. The acreage of each lot or parcel shall be shown in this manner as well.</li> <li>❖ A description of all survey monuments, both found and set, which mark the boundaries of the subdivision, and a description of all monuments used in conducting the survey. Monument perimeter per Colorado statutes. Two (2) perimeter monuments shall be established as major control monuments, the materials which shall be determined by the town engineer.</li> <li>❖ A statement by the land surveyor explaining how bearing base was determined.</li> <li>❖ Any agreements with utility companies when required.</li> <li>❖ Protective covenants in form for recording.</li> <li>❖ The applicant shall collect all signatures except the Town Administrator and the County Recorder, and submit the signed plat to the Community Development Department, 75 South Frontage Road, Vail, CO. Upon execution of final signatures, the APPLICANT is responsible to record the plat and any additional documentation with the Eagle County Clerk &amp; Recorder.</li> <li>❖ Please visit <a href="http://eaglecounty.us/clerkandrecorder/recording">http://eaglecounty.us/clerkandrecorder/recording</a> for current recording requirements and fees.</li> </ul>

<b>Environmental Impact Report</b>	❖ Environmental impact report, per Chapter 12-12, Vail Town Code.
<b>Exterior Building Materials List</b>	❖ Also to be included on elevations and in materials samples, including location, type of material and color. Please specify the manufacturer's name, the color name and number.
<b>Exterior Color &amp; Material Samples</b>	❖ Exterior color and material samples and specifications.
<b>Floodplain Analysis</b>	❖ An engineered floodplain analysis of the impacts to the floodplain prepared by a qualified licensed professional engineer. <b>Additional for Floodplain Modification:</b>
	❖ Description of the extent to which any floodplain will be altered including why, when, how and when it will be replaced back to its original configuration, and addressing each relevant factor in 12-21-11E(2), Vail Town Code. ❖ Copy of submitted application for a conditional FIRM and floodway revision through FEMA, if applicable.
<b>GRFA Floor Area Calculations</b>	❖ Include allowable, existing, proposed, and total GRFA for all units in the development lot, including the other half of a duplex.
<b>Joint Property/HOA Approval Letter</b>	❖ 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.
<b>Landscape Plan</b>	❖ Engineering Scale of 1"=20' or 1"=10' ❖ Landscape plan must be drawn at the same scale as the site plan ❖ Location of existing trees, 4: diameter or larger. Indicate trees to remain, to be relocated (including new location), and to be removed. Large stands of trees may be shown (as bubble) if the stand is not being affected by the proposed improvements and grading. ❖ Indicate all existing ground cover and shrubs. ❖ Detailed legend, listing the type and size (caliper for deciduous trees, height for conifers, gallon size for shrubs and height for foundation shrubs) of all the existing and proposed plant material including ground cover. ❖ Delineate critical root zones for existing trees in close proximity to site grading and construction. ❖ Indicate the location of all proposed plantings. ❖ The location and type of existing and proposed watering systems. ❖ Existing and proposed contour lines. Retaining walls shall be included with the top of wall and the bottom of wall elevations noted. ❖ Landscaping summary, including the botanical and common names, size and quantity of trees to be removed and proposed trees. The minimum size for proposed trees is 2" caliper deciduous trees, coniferous trees that are six feet in height, and 5 gallon shrubs. Also specify types of groundcover and proposed square footage. Include a description of any other landscaping features (ponds, fountains, retaining walls, pools, etc.)
<b>Lighting Plan</b>	❖ Indicate type, location and number of fixtures. ❖ Include height above grade. ❖ Cut sheet(s) for proposed fixtures.
<b>Parking Needs Assessment</b>	❖ Parking needs assessment and vehicular circulation analysis prepared by a qualified professional.
<b>Photo Renderings</b>	❖ Photo renderings and/or other graphic material to demonstrate the special relationship of the proposed development to adjacent properties, public spaces, and adopted public view corridors.
<b>Photos of existing site &amp; adjacent structures</b>	❖ Photos of existing site and adjacent structures, where applicable.
<b>Project Narrative</b>	❖ Project narrative describing the background, purpose and details of the proposal (Address to: Planning & Environmental Commission). Also include the following: <ul style="list-style-type: none"> <li>➢ Describe the nature of the proposed use and measures proposed to make the use compatible with the other properties in the vicinity.</li> <li>➢ The relation and impact of the use on development objectives of the Town.</li> <li>➢ The effect of the use on light and air, distribution of population, transportation facilities, utilities, schools, parks and recreation facilities, and other public facilities and facility needs.</li> <li>➢ The effect upon traffic, with particular reference to congestion, automotive and pedestrian safety and convenience, traffic flow and control, access, maneuverability, and removal of snow from the streets and parking area.</li> <li>➢ The effect upon the character of the area in which the proposed use is to be located, including the scale and bulk of the proposed use in relation to surrounding uses.</li> </ul>
	<b>Reference applicable criteria and findings from the Vail Town Code for the specific type of application.</b>

<b>Site &amp; Grading Plan</b>	<ul style="list-style-type: none"> <li>❖ Engineering Scale of 1"=20' or 1"=10' (The site and grading plan must be drawn at the same scale as the topographic survey.)</li> <li>❖ Lot size and buildable area (buildable area excludes red hazard avalanche, slopes greater than 40%, and floodplain).</li> <li>❖ Property and setback lines.</li> <li>❖ Existing and proposed easements.</li> <li>❖ Existing and proposed grades. All disturbed areas must be returned to a 2:1 grade or PE stamped details of slope protection and/or stable soils are required.</li> <li>❖ Existing and proposed layout of buildings and other structures including decks, patios, fences and walls. Indicate the foundation with a dashed line and the roof edge with a solid line.</li> <li>❖ All proposed roof ridge lines with proposed ridge elevations. Indicate existing (natural grade prior to construction of structure) and proposed grades shown underneath all roof lines. This will be used to calculate building height.</li> <li>❖ Proposed driveways: Site plan must show driveway type, finished surface, heated or unheated, grade, percent slope, dimensions, turning radii, sight distance, required parking spaces with 9'x19' surface parking spaces and 9'x18' enclosed spaces, and spot elevations at the property line, garage slab and as necessary along the centerline of the driveway to accurately reflect grade.</li> <li>❖ A 4' wide unheated concrete pan at the edge of driveway.</li> <li>❖ Locations of all utilities including meter pits, existing sources and proposed service lines from sources to the structures.</li> <li>❖ Proposed surface drainage on and off-site, including culverts.</li> <li>❖ Location of landscaped areas.</li> <li>❖ Location of limits of disturbance fencing.</li> <li>❖ Names of all adjacent roadways.</li> <li>❖ Snow storage must be shown within property boundaries adjacent to driveway (30% of driveway area if unheated, 10% of driveway area if heated).</li> <li>❖ Proposed dumpster location and detail of dumpster enclosure.</li> <li>❖ Retaining walls with proposed elevations at top and bottom of walls. A detailed cross-section and elevation drawings shall be provided on the plan or separate sheet. Stamped engineering drawings are required for walls between 4' and 6' in height and all combination walls.</li> <li>❖ If less than one half acre is to be disturbed, proper erosion control devices need to be shown on the site plan. If more than one-half acre is to be disturbed, then a separate professionally engineered and PE stamped Erosion Control Plan must be submitted.</li> <li>❖ 100-year floodplain</li> <li>❖ Location of all geologic/environmental hazard areas.</li> <li>❖ Delineate areas to be phased and appropriate timing, if applicable.</li> </ul>
<b>Site Development Standards Calculations</b>	<ul style="list-style-type: none"> <li>❖ Include existing and proposed landscape area, site coverage, building height, number of dwelling units and employee housing units, setbacks, number of enclosed and unenclosed parking spaces, driveway area, snow storage area, etc.</li> <li>❖ One set of consolidated overlapped floor plans must visually demonstrate how site coverage was calculated. See Section 12-2-2, Definitions, Vail Town Code, for those elements which are considered site coverage.</li> </ul>
<b>Site-Specific Geological Hazard Report</b>	<ul style="list-style-type: none"> <li>❖ If a property is located in or adjacent to a mapped hazard area (i.e. snow avalanche, rockfall, debris flow, floodplain, wetland, poor soils, etc.), the Community Development Department may require a site-specific geological investigation. Must be submitted &amp; reviewed prior to issuance of a building permit.</li> </ul>
<b>Stamped &amp; Addressed Envelopes &amp; List of Adjacent Property Owners</b>	<ul style="list-style-type: none"> <li>❖ Include the subject property and all properties adjacent to the subject property, including properties behind and across the streets. The list of property owners shall include the owners' name(s), corresponding mailing address, and the physical address and legal description of the property owned by each. The applicant is responsible for correct names and mailing addresses. This information is available from the Eagle County Assessor's Office.</li> </ul>

<b>Stamped Topographic Survey</b>	<ul style="list-style-type: none"> <li>❖ Stamp and signature of a licensed surveyor</li> <li>❖ Date of survey</li> <li>❖ North arrow and graphic bar scale</li> <li>❖ Scale of 1"=10' or 1"=20'</li> <li>❖ Legal description and physical address</li> <li>❖ Lot size and buildable area (buildable area excludes red hazard avalanche, slopes greater than 40%, and floodplain)</li> <li>❖ Ties to existing benchmark, either USGS landmark or sewer invert. This information must be clearly stated on the survey.</li> <li>❖ Property boundaries to the nearest hundredth of a foot (.01') accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.</li> <li>❖ Show right of way and property lines; including bearings, distances and curve information.</li> <li>❖ Indicate all easements identified on the subdivision plat and recorded against the property as indicated in the title report. List any easement restrictions.</li> <li>❖ Spot Elevations at the edge of asphalt, along the street frontage of the property at twenty-five foot intervals (25'), and a minimum of one spot elevation on either side of the lot.</li> <li>❖ Topographic conditions at two foot contour intervals (2').</li> <li>❖ Existing trees or groups of trees having trunks with diameters of 4" or more, as measured from a point one foot above grade.</li> <li>❖ Rock outcroppings and other significant natural features (large boulders, intermittent streams, etc.).</li> <li>❖ All existing improvements (including foundation walls, roof overhangs, building overhangs, etc.).</li> <li>❖ Environmental Hazards (i.e. rockfall, debris flow, avalanche, wetlands, floodplain, soils)</li> <li>❖ Wetland delineation and provide any necessary approvals or permits from Colorado Department of Natural Resources and/or Army Corps of Engineers.</li> <li>❖ Watercourse setbacks, if applicable (show centerline and edge of stream or creek in addition to the required stream or creek setback)</li> <li>❖ Show all utility meter locations, including any pedestals on site or in the right of way adjacent to the site. Exact location of existing utility sources and proposed service lines from their source to the structure. Utilities to include: Cable TV Sewer Gas Telephone Water Electric</li> <li>❖ Size and type of drainage culverts, swales, etc.</li> <li>❖ Adjacent roadways labeled and edge of asphalt for both sides of the roadway shown for a minimum of 250' in either direction from property.</li> <li>❖ Any adjacent sidewalks and trails.</li> </ul>
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<b>Sun/Shade Analysis</b>	<ul style="list-style-type: none"> <li>❖ Analysis of the existing and proposed building for the spring/fall equinox (March 21/September 23) and winter solstice (December 21) at ten o'clock (10:00) AM and two o'clock (2:00) PM unless the Department of Community Development determines that the proposed addition has no impact on the existing sun/shade pattern. The following sun table shall be used when preparing this analysis: <table border="1" data-bbox="454 1197 1055 1386" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Spring/Fall Equinox</u></th> <th style="text-align: left;"><u>Sun Angle</u></th> </tr> </thead> <tbody> <tr> <td>10:00 AM</td> <td>40° east of south, 50° declination</td> </tr> <tr> <td>2:00 PM</td> <td>42° west of south, 50° declination</td> </tr> <tr> <th style="text-align: left;"><u>Winter Solstice</u></th> <th style="text-align: left;"><u>Sun Angle</u></th> </tr> <tr> <td>10:00 AM</td> <td>30° east of south, 20° declination</td> </tr> <tr> <td>2:00 PM</td> <td>30° west of south, 20° declination</td> </tr> </tbody> </table> </li> </ul>	<u>Spring/Fall Equinox</u>	<u>Sun Angle</u>	10:00 AM	40° east of south, 50° declination	2:00 PM	42° west of south, 50° declination	<u>Winter Solstice</u>	<u>Sun Angle</u>	10:00 AM	30° east of south, 20° declination	2:00 PM	30° west of south, 20° declination
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<b>Title Report (incl. Schedules A &amp; B)</b>	<ul style="list-style-type: none"> <li>❖ Verifies ownership and easements.</li> </ul>
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<b>Topographic Cross-Section</b>	<ul style="list-style-type: none"> <li>❖ Detailed topographic cross sections provided by a licensed professional surveyor of the area proposed to be altered, showing existing and proposed conditions.</li> </ul>
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<b>Vicinity Map</b>	<ul style="list-style-type: none"> <li>❖ A map indicating the existing and proposed project boundaries.</li> </ul>
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**The Administrator and/or PEC may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to properly evaluate the proposal.**

Applications deemed by the Community Development Department to have design, land use or other issues which may have a significant impact on the community may require review by consultants in addition to Town staff. Should a determination be made by the Town staff that an outside consultant is needed, the Community Development Department may hire the consultant. The Department shall estimate the amount of money necessary to pay the consultant and this amount shall be forwarded to the Town by the applicant at the time of determination. Expenses incurred by the Town in excess of the amount forwarded by the applicant shall be paid to the Town by the applicant within 30 days of notification by the Town. Any excess funds will be returned to the applicant upon review completion.

If this application requires separate review by any local, State or Federal agency other than the Town of Vail, the application fee shall be increased by \$200. Examples of such review may include but are not limited to: Colorado Department of Transportation Highway Access Permits, U.S. Army Corps of Engineers Section 404 Permit, etc.

The applicant shall be responsible for paying any publishing fees which are in excess of 50% of the application fee. If, at the applicant's request, any matter is postponed for hearing, causing the matter to be re-published, then the entire fee for such re-publication shall be paid by the applicant.

