



TWIN BUTTES DESIGN REVIEW APPLICATION
(Meeting Dates: Every 2nd and 4th Tuesday of the Month)

Type of Request (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Site Plan Review | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Conceptual/Final Design Review | <input type="checkbox"/> Remodel/Addition |
| <input type="checkbox"/> Additional Design Review Required
(<i>post Final Design Review</i>) | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> ADU Review (<i>post review of main dwelling</i>) | <input type="checkbox"/> Exterior Paint |

Submittal Date: _____

Project Name/Contact Person: _____

Property Address: _____

Owner: _____

Address: _____

Phone: _____

Email: _____

Architect: _____

Address: _____

Phone: _____

Email: _____

Owner Rep: _____

Address: _____

Phone: _____

Email: _____

Builder: _____

Address: _____

Phone: _____

Email: _____

Project Description/Notes/Comments (if a variance is requested, include a completed Variance Application): _____

The undersigned authorizes the Twin Buttes Design Review Committee to proceed with processing this application under the requirements of the Twin Buttes Design Standards and Guidelines, as amended.

Owner/Applicant: _____

Date: _____

FOR OFFICE USE:

Application Received by: _____

Date: _____

Fee received: \$ _____

Date Paid: _____

Project No. _____

Complete Submittal: yes _____ no _____



TWIN BUTTES

DESIGN REVIEW COMMITTEE 2019 FEE SCHEDULE

DESIGN REVIEW FEES - NEW CONSTRUCTION	AMOUNT	DATE DUE
<i>Fees are assessed per review for all projects, including Single Family Residential, Duplex, Multi-Family, Commercial, and Mixed Use</i>		
Preliminary Site Plan Review (Commercial, Multi-Family, Mixed Use & Duplex Projects only)	No Fee Required	
Conceptual Design Review	\$750.00	Date of Submittal
Final Design Review	\$750.00	Date of Submittal
ADU Design Review – Includes Conceptual and Final <i>(Fee applies only to ADU Design Review subsequent to design review of main dwelling)</i>	\$750.00	Date of Submittal
Further Design Review Requiring Additional DRC Review Meeting	\$500.00	Date of Submittal
MODIFICATION TO EXISTING IMPROVEMENTS		
Design Changes During Construction:		
Planning Director Review Committee Approval Required	\$0.00	N/A
Per Meeting Fee	\$250.00	With Application
Maximum Fee	\$750.00	
Landscape Plan	\$100.00	With Application
Remodel/Addition:		
Minor - without addition of square footage <i>(e.g., fence and deck additions, roof overhang addition, paint color change, signage review)</i>	\$100.00	With Application
Modification with addition of square footage that can be approved by Planning Director <i>(Project must be reviewed by the Planning Director to determine if Committee approval is required.)</i>	\$100.00	With Application
Modification requiring Committee approval:		
Per Meeting Fee	\$250.00	With Application
Maximum Fee	\$750.00	

Please make checks payable to: Twin Buttes Metropolitan District No. 1



CONCEPTUAL DESIGN REVIEW – SUBMITTAL CHECKLIST

Commercial; Multi-Family; Detached Duplexes; Mixed Use

Project Name: _____ Submittal Date: _____
Property Address: _____

This checklist presents the minimum requirements as outlined in the Design Standards and Guidelines and must be submitted with the Design Review Application. Please refer to the appropriate guidelines for additional information as needed. Submittals must be complete to be accepted for review.

- _____ Preliminary Site Plan Review completed (Sec. 2.7.1)
- _____ Design Review Application and Conceptual Design Review Fee
- _____ Variance Request Application (Sec. 2.12.2), if applicable – include:
 - Completed Application and Attachments
 - Copy of Adjacent Property Owner Notice and post office stamped certified mail receipts. Contact the Planning Manager for the list of property owners to notice.
- _____ Basic project information narrative, including lot size, FAR and proposed floor area
- _____ Perspective and Informal Sketches – provide at a minimum front and back views to articulate the building's mass and scale

- _____ Conceptual Site Plan illustrating:
 - Property boundaries/setbacks/easements
 - Location of all Proposed Structures and other Site Improvements
 - Access to buildings
 - Building(s) roof height elevation relative to existing grade
 - Preliminary grading and drainage plans, including any site retainage
 - Trees taller than 6' planned for removal shall be clearly marked on the Site Plan
 - On-site tree marking completed
 - Site staking completed (Sec. 2.5)

- _____ Topographic Survey by a Licensed Surveyor at 1:20 scale or larger, illustrating:
 - Building Area
 - Adjacent street, paths and sidewalks
 - 2' contour intervals that extend 10' outside property lines to ensure consideration of impact on adjacent properties
 - All easements, including sunset easement if applicable
 - Existing drainage
 - Significant trees, rock outcroppings and other natural landscape features
 - Mature stands of trees
 - Trees with 8" or greater caliper
 - Any other structures or improvements affecting the design of the project
 - Location of water, sewer and communication taps for the lot

- _____ Photos of the site and surrounding area indicating the relationship of the proposed structures and improvements to site and adjacent lots
- _____ General idea of materials considered for the project
- _____ Massing model – digital or print accepted
- _____ An accurate 3D street view depiction, with color and detail, of the building(s) with the front entry. If design is not yet complete, this may be provided in the Final Design Review submittal.

- _____ Preliminary Signage Plan (non-residential single use-building, multiple use/tenant, and non-residential structures within the Mixed Use Districts) indicating sign locations, sizes, materials, and lighting;
- _____ Preliminary Building Exterior Lighting Plan
- _____ Supporting Photographs or Product Cut Sheets, as necessary



FINAL DESIGN REVIEW – SUBMITTAL CHECKLIST

Commercial; Multi-Family; Detached Duplexes; Mixed Use

Project Name: _____ Submittal Date: _____
Property Address: _____

This checklist presents the minimum requirements as outlined in the Design Standards and Guidelines and must be submitted with the Design Review Application. Please refer to the appropriate guidelines for additional information as needed. Submittals must be complete to be accepted for review.

- _____ Design Review Fee payable to Twin Buttes Metropolitan District No. 1
- _____ Variance Request Application (Sec. 2.12.2), if applicable – include:
 - Completed Application and Attachments
 - Copy of Property Owner Notice, List of Property Owners, and post office stamped certified mail receipts
- _____ Basic project information, including lot size, FAR and proposed floor area
- _____ Response to conditions identified in Conceptual Design Review
- _____ REScheck Certificate of Compliance for the 2015 IECC

- _____ Topographic Survey by a Licensed Surveyor at 1:20 scale or larger, illustrating:
 - Building Area
 - Adjacent street, paths and sidewalks
 - 2' contour intervals that extend 10' outside property lines to ensure consideration of impact on adjacent properties
 - All easements, including sunset easement if applicable
 - Existing drainage
 - Significant trees, rock outcroppings and other natural landscape features
 - Mature stands of trees
 - Trees with 8" or greater caliper
 - Any other structures or improvements affecting the design of the project
 - Location of water, sewer and communication taps for the lot

- _____ Site Plan (1"=20' scale) illustrating:
 - Lot line and setback dimensions including encroachment data
 - All easements
 - Location of all proposed structures and other site improvements
 - Tree, lawn and sidewalk dimensions (*See Appendix 6.2 re: sidewalk and curb cuts*)
 - Garage, carport and parking lot plan
 - Accessory Dwelling Unit (square footage) – if applicable
 - Utility locations and setbacks
 - Retaining wall, existing and proposed grades and other natural features
 - Access to residence

- Utility Service Lines and Meter Locations

(Note: a 1" water tap and meter is required to be purchased from the city, however, the tap fee charged by the CoD at building permit is based on a ¾" tap and owner will be billed at the ¾ meter rate.)

_____ Grading and Drainage Plan (1"=20' scale) illustrating:

- Existing Drainage
- Proposed Drainage during construction

(See Appendix 6.3 – Notice Re: Storm Water Management Plan Permitting)

- Proposed Final Drainage Plan, prepared and stamped by a Professional Engineer

_____ Building Elevations at 1/8" = 1'-0" scale or larger with sufficient detail for review of:

- Massing and Scale
- Fenestration
- Plate height(s)
- Roof pitches
- Maximum height, from finish grade to uppermost roof peak
- Building Materials
- Walls and fences that are an integral part of the elevation

_____ Floor Plans, including proposed square footage, at 1/8" = 1'-0" scale or larger, for each proposed level with sufficient detail for review showing:

- Overall and critical dimensions, room names and sizes
- Total living area square footage
- Total number of bedrooms
- Total number of bathrooms
- Number of off-street parking (garage and/or carport)
- Related exterior elements such as walks, courts, terraces, decks, fences and patios

_____ Landscape and Exterior Lighting Plans at 1/8"=1'-0" scale or larger with sufficient detail for review showing:

- Building footprints and driveway locations
- Planting types, sizes and quantities (planting schedule and legend)
(See Appendix 6.4 Re: Streetscape Tree Installation Requirements)
- Hardscape and fencing design details
- Location of 2" communications conduit from buildings to private junction box for cable, phone & internet connections
- Exterior lighting locations
- Light Fixture Specifications with Manufacturer Recommended Specifications

_____ Signage Plan and Exterior Lighting Plan (non-residential single-use buildings, multiple use/tenant, and non-residential structures within the Mixed Use Districts) showing:

- Elevation
- Size
- Quantity and Total Square Footage
- Materials
- Address Marker Locations (front and alley locations)

_____ Material and Color Palettes:

Photos and/or samples of the materials and color palette, including the manufacturer names and any specs, must be submitted showing the primary, accent and roof color scheme.

Note: Vibrant colors may over time fade and shall be considered as a factor in determining appropriate colors.

_____ Character Defining Architectural Details Plan:

Dimension and specify typical exterior architectural details at 1" = 1'0" scale minimum, including wall section details as needed to clarify unique building conditions.

_____ 3D Picture:

Provide an accurate 3D street view depiction, with color and detail, of the building(s) with the front entry.

Note: DRC reserves the right to request key architectural details (i.e., eaves, gables, corbels, columns, windows and door treatments, etc.) that support the architectural style.

_____ Amount and location of employee and guest parking, if applicable

_____ Truck loading and service needs, if applicable

_____ If construction of buildings is to be phased, include a Construction Phasing Schedule shown as a table on the site plan or as a separate graphic

_____ Construction Manager Plan (see Sections 4.12.10 and 4.12.13):

Site plan showing:

- Perimeter fencing with attached screening;
- Tree protection for trees to be saved;
- Limits of disturbance and fencing at such line;
- Erosion control and water quality protection;
- Laydown/storage areas;
- Parking areas;
- Portable toilet location(s); and
- Dumpster and recycling bin locations
- Management Plan for a tidy construction work site