

REVIEW SUBMITTAL CHECKLIST (for new home construction)

North Ridge Subdivision Design Review Committee (DRC) allows for a Pre-Planning Meeting if the Owner and their Architect wish to discuss the design intent prior to the start of the design phase. This meeting should be set up as soon as possible once the Owner establishes when they want to begin their project. A Sketch Plan Review is to determine that the project is falling within the limits of North Ridge Subdivision Design Guidelines to reduce the amount of Building and Site Design changes that could occur if Design Guidelines are not followed. A Final Plan Review is required. This is to verify that the project design has been completed according to the North Ridge Subdivision Design Guidelines.

The following are the Sketch Plan Review Checklist, Final Plan Review Checklist and Landscape Plan Check List. These are guides and minimum requirements for the review submittals by the Committee and/or Architect. Study the Design Guidelines to determine the detailed information that is needed for the reviews. The application, signed checklist, drawings, fees, deposits and material boards are all to be submitted for any review to begin.

Plans shall contain enough information for the DRC to accurately assess impacts on the site and adjacent sites, and should give an exact indication of building location(s), mass and materials, access, grading, limits of disturbance and erosion control methods.

___ Preliminary Plan Review Checklist

___ **Final Plan Review Checklist** (All information required for Preliminary Review is also required for the Final Review in addition to the information noted.)

___ Landscape Plan Review Checklist

Plan Requirements:

Title page to include:

- ___ Name, address and phone number of, Owner, Surveyor and Architect
- ___ Lot number, subdivision name, street address

Site Survey: (at a scale of 1" = 10' minimum)

- ___ Legal description of Lot boundaries and any easements
- ___ Existing topography, with a minimum two-foot contour intervals and extending to all property lines with indications of significant drainage ways
- ___ Building Envelope or setbacks
- ___ Easements on property
- ___ View Angles
- ___ Any natural land features such as rock outcroppings, watercourses or wetlands
- ___ Precise locations of all existing shrub masses, trees with two-inch or greater caliper
- ___ Horizontal and vertical location of all adjacent roads
- ___ Utility locations
- ___ Indication of north arrow and scale

Site Plan: (1" = 10' minimum (to include survey information)

- ☐ Topography at minimum of 2' intervals, existing and revised
- ☐ North Arrow and scale
- ☐ Building Envelope
- ☐ Location of proposed home and outline of roof
- ☐ Location of additional structures or elements proposed to be located on the site
- ☐ Driveway location, length and slope
- ☐ Location of all retaining walls
- ☐ Proposed utility runs and connections
- ☐ Existing vegetation
- ☐ Proposed hardscape
- ☐ Area of disturbance
- ☐ **At Final**, Elevation and materials of retaining walls
- ☐ **At Final**, note driveway, walk, patio materials
- ☐ **At Final**, Location of utility meters, trash enclosures, accessory buildings, fences, etc.

Conceptual Landscape Plan (1" = 10' minimum)

- ☐ Type and location of existing vegetation
- ☐ Area of lawn and planting beds and other improvements within the proposed landscape zones
- ☐ **At Final**, Plant materials, sizes and quantities
- ☐ **At Final**, Rock outcrops, driveways, patios and irrigation
- ☐ **At Final**, Outdoor lighting with cut sheets
- ☐ **At Final**, Erosion control and revegetation methods

Floor Plans: (1" = 4' minimum)

- ☐ Floor area calculation of all spaces including living space, garage, and any unfinished basement
- ☐ Spaces labeled by use
- ☐ Elevation of floor levels (relate to site plan elevations)
- ☐ Any adjoining decks or patios
- ☐ **At Final**, fully dimension plan including window and door sizes
- ☐ **At Final**, Show all plumbing fixtures, fireplaces and kitchen appliances

Roof Plan: (1" = 4' minimum)

- ☐ All roof pitches
- ☐ Any large rooftop equipment
- ☐ **At Final**, Dimension of roof overhang
- ☐ **At Final**, Any roof penetrations, chimneys, skylights or crickets
- ☐ **At Final**, Label roof materials

Exterior Elevations: (at 1" = 10' minimum)

- ☐ All pertinent elevations, (4) minimum including elevation of each floor
- ☐ Accurately depict exterior materials to be used
- ☐ Existing and finished grade with dimension of height per North Ridge Subdivision and Garfield County requirements
- ☐ Building height calculation drawn over building elevations
- ☐ **At Final**, Notation of all exterior materials and colors
- ☐ **At Final**, Location of address numbers

- ☐ **At Final**, Locate all exterior lighting
- ☐ **At Final**, Location of utility meters, trash enclosures, fences, etc.

Preliminary Material/Color Board

- ☐ Showing all materials and colors including stone, wall materials, roofing, trim, windows and doors
- ☐ Colored elevation of the street side of the residence
- ☐ **At Final**, new submission required only if changes have been made

Footing and Foundation Plan (1" = 4" minimum)

- ☐ **At Final**, Plans and section to show location and sizes of foundation walls and footings
- ☐ **At Final**, Indicate unexcavated and crawl space areas
- ☐ **At Final**, Drawings to be stamped by licensed Colorado structural engineer

Building Section: (at 1" = 4' minimum)

- ☐ **At Final**, Showing building configuration, foundation materials, exterior wall materials and heights
- ☐ **At Final**, Showing existing grade and proposed grading, finish floor and ridge elevations

Details (scale as required)

- ☐ **At Final**, design details for soffit, fascia, window head and sills, railing, material transition, porch, trellis, chimney, ridge and soffit vents, fencing and other details necessary to represent exterior of building

Wood Products Samples

- ☐ **At Final**, Samples of all wood siding and trim materials

Other Significant Structures:

- ☐ **At Final**, Plans and detailed elevations for items such as outbuildings, recreational facilities, sculptures, water features, play/sports equipment, retaining walls, dog runs, bridges, etc.

Exterior Lighting Plan:

- ☐ **At Final**, Separate exterior lighting plan with locations, quantity of fixtures and cut Sheets

Construction Management Plan: (at a scale of 1" = 10' minimum)

- ☐ **At Final**, Precise building location(s)
- ☐ **At Final**, Precise driveway and parking location(s)
- ☐ **At Final**, Location of any other outbuildings, solar apparatus, decks, terraces, fences, paths, pools, tennis courts, lighting, hot tubs/saunas or other structural construction
- ☐ **At Final**, Construction access
- ☐ **At Final**, Proposed grading (minimum one-foot contour intervals) and drainage, including any necessary structures, culverts, detention areas, etc.
- ☐ **At Final**, Proposed erosion control plan, delineating all disturbed areas and indicating control techniques to be used
- ☐ **At Final**, Routing of any required utilities including locations of any above-grade enclosures (switching boxes, transformers, etc.)
- ☐ **At Final**, Location of all construction vehicle parking
- ☐ **At Final**, Location of dumpsters, material storage, temporary toilets, staging, trailers or other temporary structures, and job signs.

Construction Schedule:

 At Final, Proposed schedule of construction

I have reviewed and completed the Review Submittal Checklist. All the information stated in the checklist requirements has been noted and is provided in the submittal as required.

Signature _____ Date _____

Printed Name of Applicant: _____ Lot # _____