

APPLICATION FOR RESIDENTIAL IMPROVEMENTS AND MODIFICATIONS

This application is for review of any IMPROVEMENT or MODIFICATION as defined in the Grand Elk Ranch and Club Design Guidelines and Regulations, Sections 3.19, 8.3 and 9.4.

This Application will be accepted for review when ALL information is provided.

TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.

PROJECT LOCATION Lot _____ Village _____ Street Address of Lot _____

PROPERTY OWNER _____ Email _____

Mailing Address _____

Phone _____ Cell _____

BUILDER _____ **ARCHITECT** _____

Contact Person _____ Contact Person _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Cell _____ Cell _____

Email _____ Email _____

*The Preliminary Review is typically performed within one week after your **COMPLETE** submission is received. It will detail changes, additions or deficiencies that need to be met before your application will be scheduled for review by the Design Review Board.*

Where do you want the Preliminary Review notes sent?

EMAIL ADDRESS REQUIRED: _____

BUILDING PERMIT Refer to Section 9.1

Do you need a building permit from the Town of Granby? ____ YES ____ NO

To determine if your project requires a building permit, call (970) 887-2501 <https://www.townofgranby.com/permits>

*It is the Applicant's responsibility to check with the Town of Granby to determine if a building permit is required **before** submitting an Application for DRB review.*

FEES Refer to Section 8.5 and Appendix D.

Fees and Deposits MUST accompany this Application before the Preliminary Review will be scheduled. Compliance and Construction/Damage Deposits may be refunded upon completion of project when all conditions have been accepted by the DRB. Make checks payable to **Grand Elk Owners Association**.

If project requires a Building Permit

Design Review Fee (nonrefundable): \$500 Check # _____ Date _____ Name on Check _____

Compliance Deposit (refundable): \$100 Check # _____ Date _____ Name on Check _____

Construction/Damage Deposit (refundable): \$100 Check # _____ Date _____ Name on Check _____

If project does not require Building Permit

Design Review Fee (nonrefundable): \$100 Check # _____ Date _____ Name on Check _____

Compliance Deposit (refundable): \$25 Check # _____ Date _____ Name on Check _____

Construction/Damage Deposit (refundable): \$25 Check # _____ Date _____ Name on Check _____

PROJECT DATA

TYPE OF IMPROVEMENT AND/OR MODIFICATION Refer to Sections 3.19, 8.3 and 9.4 and Appendix A - D.

Modifications to and/or adjacent to building exterior:

Site Modifications:

- Outbuilding
- Stairs and/or patio and/or courtyard
- Hot tubs/spas
- Dog run
- Swing set and/or playhouse
- Greenhouse
- Changes to exterior color(s)
- Addition of new windows/doors
- Other: _____

- Landscaping
- Fence
- Driveway
- Parking area(s)
- Paving
- Road
- Retaining wall(s)
- Excavation or fill
- Other: _____

Describe Project: _____

Number of Total Proposed Structures: _____ Dimensions (Length, Width, Height): _____

Attached to Home? YES NO

Please submit HARD COPIES and ELECTRONIC* FILES (indicated with *) for all items below. Refer to Section 9.2

Completed Application* and Fees

Site Plan* showing the location of the project, property line, setbacks, easements and underground utility locations

Landscape Plan

Architectural Drawings - Exterior Elevations*, Floor Plans*, Roof Plan* and Lighting Plan, if applicable.

Actual material samples with the appropriate finish (stain, paint, etc.) mounted on a 2' x 3' board

A colored elevation of the street side of residence showing how materials and colors are utilized

Finish Schedule* with a list of building materials and colors

Catalog Sheet(s)* showing materials or project, and/or anything that will better describe your project to the DRB

- All required items are to be received a minimum of 21 days before the monthly Design Review Board meetings. Contact Resort Management Group at 970-887-6030 (dial option 4) for a meeting schedule.
- Deliver all materials to the Grand Elk Owners Association office at Resort Management Group located at 62543 US Highway 40 (south of Granby).
- **Please make sure date of submission, your name, property street address and legal description are on ALL items submitted.**
- For electronic files, label file with last name, legal description and what is shown in the file. Example: "Jones L 72 Arrowhead Site Plan." Email required files to geoa@rmgwest.com.
- It is the responsibility of the Builder and/or Owner, Architect, Contractor or Authorized Agent to obtain a current copy of the most recently revised guidelines by calling 970-887-6030 or online at <https://grandelkliving.com/homeowners-association/design-review-board/>

Statement of Recognition

I have read, understood and will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations, dated _____ concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club.

Signed _____ Date _____

PLAN REVIEWER’S CHECKLIST FOR RESIDENTIAL IMPROVEMENTS AND MODIFICATIONS

Your Application will be reviewed by an independent Plan Reviewer to be checked for compliance. A report detailing any noncompliant issues or deficiencies will be emailed to the Applicant typically within a week from the cutoff date for submissions. It is the Applicant’s responsibility to remedy all noncompliant issues and deficiencies **before** this Application is submitted to the Design Review Board for review and final approval.

This Checklist is used for the Preliminary Review and is provided as a helpful reference tool for applicants. This Checklist may not constitute a complete list of required items. Please contact the Plan Reviewer at gedrb@aspenhi.com if you have questions.

Thank you for completing this application in its entirety.

	THESE 3 COLUMNS FOR DRB USE ONLY		
	COMPLIANT	NOT COMPLIANT	N/A
COMPLETED APPLICATION			
Hard copy			
Electronic file			
All Fees paid			
Date on ALL items submitted			
Owner’s Name on ALL items submitted			
Property Street Address on ALL items submitted			
Legal Description on ALL items submitted			
SURVEYED SITE PLAN Hard copy and Electronic file required			
Date			
Title Block with Name of Property Owner and Legal description			
Scale: 1” = 10’			
Topography indications every 2’			
North indicator			
Show dimensions for following:			
Property Line, Setbacks, Easements, Location of Underground Utilities			
Building Footprint with Roof Overhangs and Deck(s)			
Driveway, Parking Locations and Sidewalks			
Driveway Culvert (if required)			
Accessory Buildings and Fences			
Retaining Walls			
Finish Grading			
ARCHITECTURAL DRAWINGS Hard copy and Electronic file required			
Date			
Title Block with Name of Property Owner and Legal description			
Scale: 1/4” = 1’			
Exterior Elevations for all sides affected			
Floor Plans			
Roof Plan			
Landscape Plan			
BUILDING MATERIALS AND COLORS Hard copy and Electronic file required			
Date			
Title Block with Name of Property Owner and Legal description			
Finish Schedule with a List of Building Materials and Colors			
Colored elevation of the street side of residence			
Physical samples mounted to a 2’ x 3’ Sample Board			
Catalog Sheet(s) showing materials or project			