

APPLICATION FOR NEW HOME, HOME ADDITION OR MAJOR RENOVATION

This application is for review of any NEW HOME, HOME ADDITION OR MAJOR RENOVATION as defined in the Grand Elk Ranch and Club Design Guidelines and Regulations, Sections 2, 3, 4, 5, 7, 8 and 9 and Appendix Items A - D.

This Application will be accepted for review when ALL information is provided and ALL fees and deposits are paid.

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: _____

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**.

New Home, Original Submission

Design Review Fee (nonrefundable): \$1500 Check # _____ Date _____ Name on Check _____

Compliance Deposit: \$2500 Check # _____ Date _____ Name on Check _____

Construction/Damage Deposit: \$2500 Check # _____ Date _____ Name on Check _____

Home Addition or Major Renovation – projects requiring building permits

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

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

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

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

If your project does **NOT** need a building permit, please use the **APPLICATION FOR RESIDENTIAL IMPROVEMENTS AND MODIFICATIONS**.

*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.*

PROJECT DATA

Describe Dwelling Unit: _____

Total Lot Acreage: _____ Total Lot Square Footage: _____

Total Building Square Footage: _____ Foundation Square Footage: _____

Number of Enclosed Garage Stalls: _____ Number of Site Parking Places: _____

Location(s) of Site Parking Places: _____

Number of Total Proposed Structures: _____ Number of Stories: _____ Building Height: _____

Number of Bedrooms: _____ Number of Bathrooms: _____

Number of Kitchens: _____ Number of Fireplaces: Gas: _____ Wood Burning: _____

FINISH SCHEDULE – LIST OF BUILDING MATERIALS

For complete information, please see Section 5. Architectural Guidelines: Residential in the Grand Elk Design Guidelines and Regulations. Refer to Appendix C for a list of Recommended Exterior Materials.

The Applicant must submit a complete Finish Schedule* with a list of Building Materials and Colors (below). Actual material samples with the appropriate finish (stain, paint, etc.) are to be mounted on a 2' x 3' board and submitted with this Application. Provide a colored elevation of the street side of residence to show how materials and colors are utilized.

Catalog Sheet(s)* that will better describe specified materials may be acceptable for some items, i.e., windows, doors, garage doors, light fixtures.

Item	Material & Size	Style & Color	Manufacturer
Primary Roof			
Secondary Roof			
Primary Wall Material			
Other Wall Material			
Other Wall Material			
Stone			
Stucco			
Miscellaneous Accent Materials			
Flashing, Vents, Flues, etc.			
Chimney and Cap Details			
Fascia			
Soffit			
Exterior Lighting Fixtures			
Windows			
Window Trim			
Exterior Doors			
Garage Doors			
Door Trim			
Deck Material			
Railings/Balusters			
Concrete			
Retaining Walls			
Other Materials			
Other Materials			

A colored elevation of the street side of residence is required.

LANDSCAPE PLAN Refer to Section 4 and Appendix A & B. Landscaping must be completed within 24 months from issuance of Building Permit.

Please provide a specific layout for planting beds, grass areas, walks, patios, decks, retaining walls, and other site features, such as landscape edging, lighting, steps, etc. Show general layout of manicured zone, lawn zone, trees, etc. This may be shown on a site plan.

Square Footage of Manicured Landscape: _____ Square Footage of Sod: _____ Square Footage of Seed: _____

Square Footage of Permanent Underground Irrigation: _____ Type of Irrigation: _____

Method of Soil Erosion: _____

Miscellaneous or uncovered features (spa, etc.): _____

Type(s) of Site Lighting (locate on plans and submit cut sheet of fixtures): _____

Paving Materials: _____

Plant Materials:

A. Trees: _____

B. Shrubs: _____

C. Ground Cover: _____

D. Sod: _____

E. Seed: _____

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

- Completed Application* and payment of all Fees and Deposits

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*, Lighting Plan

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 **gedrb1@gmail.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.

PROPERTY OWNER Signature _____ Date _____

BUILDER Signature _____ Date _____

PLAN REVIEWER’S CHECKLIST FOR NEW HOME, HOME ADDITION OR MAJOR RENOVATION

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			
FLOOR PLANS Hard copy and Electronic file required			
Date			
Title Block with Name of Property Owner and Legal description			
Scale: 1/4" = 1'			
Exterior Dimensions			
Room Dimensions			
Room Use (i.e., living room, kitchen, etc.)			
Door and Window Openings and Sizes			
Kitchen Appliances			
Plumbing Fixtures			
Fireplaces			
Decks, Porches and Balconies			

		THESE 3 COLUMNS FOR DRB USE ONLY		
		COMPLIANT	NOT COMPLIANT	N/A
ELEVATIONS Hard copy and Electronic file required				
Date				
Title Block with Name of Property Owner and Legal description				
Scale: 1/4" = 1'				
Label all Elevations N, S, E, W - and - indicate which view is Front				
Roof Pitches - label all elevations				
Building Ridge Height - label all elevations				
Roofing Materials and Location - color and type				
Metal (Flashing, Vents, Flues, etc.) - color and type				
Chimney Height, Chimney Enclosure and Cap Details				
Chimney or direct vent for auxiliary fireplace, stove or heater - wall installation				
All Exterior Finishes Shown with Color and Type Specifications:				
	Primary Exterior Walls - location, color and type			
	Other Exterior Walls - location, color and type			
	Native/Cultured Stone - location, color and type			
	Stucco - location, color and type			
	Accents - location, color and type			
	Window Trim - location, color and type			
	Door Trim - location, color and type			
	Other Siding or Trim - location, color and type			
Fascia - color and type				
Soffit - color and type				
Exterior Light Fixtures - location, color and type				
Window detail - location, color and type				
Exterior Doors - location, color and type				
Garage Doors - location, color and type				
Deck Material - color and type				
Railings - color and type				
Balusters - color and type				
Exposed concrete, including deck post piers, retaining walls, etc. - detail on all elevations				
Existing and Finished Grade - detail on all elevations, include deck posts				
ROOF PLAN Hard copy and Electronic file required				
Date				
Title Block with Name of Property Owner and Legal description				
Indicate slope of each plan and length of each overhang				
Locate all chimneys, flues, plumbing vents, etc.				
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				

