

**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, Chapters 2, 3, 4, 5, 6, 7, 8 and 9 and Appendix Items A - D. Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.*

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 (application not required for small replanting/maintenance)
- 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 payment of all Fees & 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\* 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 [gedrb1@gmail.com](mailto: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 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](mailto: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
<b>COMPLETED APPLICATION</b>			
Hard copy			
Electronic file			
All Fees paid & all GEOA assessments/fines/levies current			
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			
<b>SURVEYED SITE PLAN</b> 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			
<b>ARCHITECTURAL DRAWINGS</b> 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			
<b>BUILDING MATERIALS AND COLORS</b> 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			