



Grand Elk Owners Association

Design Review Board

APPLICATION FOR MULTIPLE FAMILY / COMMERCIAL DESIGN REVIEW

This application is for review of any Multiple Family/Commercial Design 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. This 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.

☐

NEW SUBMITTAL

☐

MODIFICATION

☐

RE-SUBMITTAL

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 _____

*This Application will be accepted for review when ALL information is provided, and ALL fees and deposits are paid. 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. All Fees and Deposits **MUST BE PAID IN FULL** on the owner's portal with CFI at time of application submission. The Preliminary Review will not be scheduled if application is incomplete, and fees & deposits are unpaid.

INSTRUCTIONS ON PAYING FEES & DEPOSITS: Email: drbchair@grandelk.com to request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address, and type of application (New Construction, Change Request/ Variance, Improvement, Paint, etc.)

___ Original Submission

Design Review Fee (nonrefundable)	\$1500	Confirmed – Paid on Owner Portal	_____	Date: _____
Compliance Deposit	\$2500	Confirmed – Paid on Owner Portal	_____	Date: _____
Construction/Damage Deposit	\$2500	Confirmed – Paid on Owner Portal	_____	Date: _____

___ Modifications – projects requiring building permits

Design Review Fee (nonrefundable)	\$1500	Confirmed – Paid on Owner Portal	_____	Date: _____
Compliance Deposit	\$2500	Confirmed – Paid on Owner Portal	_____	Date: _____
Construction/Damage Deposit	\$2500	Confirmed – Paid on Owner Portal	_____	Date: _____

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

___ Modifications – projects NOT requiring building permits

Design Review Fee (nonrefundable)	\$ 200	Confirmed – Paid on Owner Portal	_____	Date: _____
-----------------------------------	--------	----------------------------------	-------	-------------

___ Re-Submittal

Re-submittal fee	\$ 250	Confirmed – Paid on Owner Portal	_____	Date: _____
------------------	--------	----------------------------------	-------	-------------

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

**SAMPLE BOARD and FINISH SCHEDULE – LIST OF BUILDING MATERIALS
(BOTH MUST MATCH SUBMITTED PLANS)**

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 and Appendix E for color recommendations.

Complete the **Finish Schedule** below with a list of building materials and colors. Provide a **Sample Board** with clear color photos of all materials and colors that will be utilized. Include a full color **Rendering** of the front side of the dwelling with all items detailed, including garage door style and color, window color and exterior lighting fixture detail. The Sample Board should be one page only.

See Appendix E in Guidelines & Regulations for color requirements
(Primary wall stain/paint color must be in the dark tones/shades of the chosen color)

✓	Item	Material & Size	Style & Color (Appendix E)	Manufacturer
	Primary Roof			
	Secondary Roof			
	Chimney			
	Wood/Primary Wall Material			
	Stone			
	Stucco			
	Miscellaneous Accent Materials			
	Windows			
	Exterior Doors			
	Garage Doors			
	Window Trim			
	Door Trim			
	Fascia			
	Exterior Lighting Fixtures			
	Deck			
	Railings/Balusters			
	Concrete			
	Deck Posts, i.e. stone, wood			
	Retaining Walls			
	Other Materials			

ELECTRONIC SAMPLE BOARDS MUST BE ONE PAGE DISPLAYING ALL EXTERIOR MATERIALS , COMPONENTS & COLORS (See below)

A NEW RESIDENCE FOR
THE "LAST NAME" FAMILY
LOT X – BLOCK X GRAND ELK SUBDIVISION
GRAND COUNTY, COLORADO

SAMPLE

A. Roofing to be "Tamko" Weathered Wood in color.
 B. Windows and doors to be "MARVIN" Dark Bronze.
 C. Deck railing to be black metal balusters with wood posts.
 D. Decking to be "Trex" Gravel Path.
 E. Lap siding to be "LP SmartSide" Bridgeport.
 F. Fascia and window/door trim to be "LP SmartSide" Walnut in color.
 G. Exterior Lighting to be downlit with frosted glass.
 H. Stone to be "Telluride" Desert Tortoise Random.
 I. Shake siding to be "LP SmartSide" Khaki in color.
 J. Accent roofing to be metal
 K. Timbers to be "Sherwin Williams" Banyan Brown in color.

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: _____

LANDSCAPE PLAN Refer to Section 4 Landscaping must be completed within 24 months from issuance of Building Permit.

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 and quantity:

A. Trees: _____

B. Shrubs: _____

C. Ground Cover: _____

D. Sod: _____

E. Seed: _____

Please submit ELECTRONIC FILES for all items below.

- **Application** - which includes the written Finish Schedule (page 2) and a written Landscape Plan (page 3)
- **Sample Board with Rendering** of the front side of the home, showing the exact color of finish materials to be used.
- **Surveyed Site Plan** - show footprint of building, decks, driveway and sidewalks, property line, setbacks, easements, streets, underground utility locations, and topo indications every 10'. Please also show the location of the specific lot within the subdivision.
- **Elevations** - showing all exterior finishes, lighting locations and proposed finish grade; label elevations with N-S-E-W and FRONT
- **Floor plans** - for each level, including below grade and exteriors, like patios and decks
- **Roof Plan** - showing roof pitches and overhangs; location of any chimneys

Label electronic files with Document Type, Name of Property Owner, Lot and Village and Street Address. EXAMPLE: **"SITE PLAN Jones G1 Arrowhead 360 Thompson Road."** Send each required item in a separate file. On each drawing, show a title block with the Name of Property Owner, Lot and Village, Street Address and Date. Refer to Section 9.2

All required items are to be received a **minimum of 21 days** before the monthly Design Review Board meetings.

Email all files to drbreview@grandelk.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 affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/company. I further acknowledge that all fees and deposits are paid in full and that all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.

Owner's Signature _____ Date _____

Builder's Signature _____ Date _____