

Application Checklist

THIS SECTION TO BE COMPLETED ENTIRELY BY THE APPLICANT

Owners(s) Name(s)		
PROPOSED PROJECT		
SUBDIVISION		
LOT NUMBER		
ADDRESS IF ASSIGNED		
PROJECT TYPE		CHECK ONLY ONE
NEW RESIDENCE (WITH OR WITHOUT ANCILLARY BUILDINGS)		
ANCILLARY BUILDING (EXISTING RESIDENCE)		
ALTERATION OF, OR ADDITION TO, EXISTING RESIDENCE		
GREENHOUSE OR SHED		
FENCE		
OTHER STRUCTURES PERMITTED BY SPOA COVENANTS		
TYPE OF REVIEW REQUESTED		CHECK ONLY ONE
INFORMAL REVIEW		
FORMAL REVIEW		
REVIEW FEE		
NEW RESIDENCE (WITH OR WITHOUT ANCILLARY STRUCTURES) MUST BE PAID AT TIME OF APPLICATION		\$250
EXISTING RESIDENCE		NO FEE
GREENHOUSE OR SHED		NO FEE
FENCE		NO FEE
REQUIRED FOR BOTH INFORMAL AND FORMAL REVIEW		DATE PROVIDED
IF PROJECT IS WITHIN A CONDO DEVELOPMENT, REDHAWK, COYOTE RUN, NEIGHBORHOODS AT YOUNG'S PEAK, BLACKTAIL, PROOF OF LOCAL HOA REVIEW AND APPROVAL IS PROVIDED		
A SIGNED APPLICATION FORM, SIGNED BY ALL LEGAL OWNERS		
FULL PAYMENT OF ANY REQUIRED FEE. SEE REVIEW FEE SECTION ABOVE		
REQUIRED FOR FORMAL REVIEW		DATE PROVIDED
PROOF OF PERMIT APPLICATION WITH ROUTT COUNTY BUILDING DEPARTMENT		
REQUIRED COMPONENTS TO BE PROVIDED IN THE SUBMITTED PLANS		YES/NO/NA
EACH DWELLING, AND GARAGE, AND ANCILLARY BUILDING SQUARE FOOTAGE		
A SITE PLAN SHOWING ALL EASEMENTS AND SETBACKS		
A SITE PLAN SHOWING ANY (PROPOSED OR EXISTING) PROPANE TANK, WELL, SEPTIC VAULT, SOLAR ARRAY, OR OUTDOOR WATER CISTERN		
A SITE OR LANDSCAPE PLAN SHOWING THE LOCATION AND TYPE OF ANY TREE(S) TO BE REMOVED AND METHOD OF REMOVAL		
THE TYPES OF MATERIAL USED FOR ROOF, SIDINGS, TRIMS, DECKS, AND WINDOW FRAMES		
PICTURES, TRUE COLOR RENDERINGS OR PANTONE COLOR CHARTS, IDENTIFYING THE COLOR FOR ALL EXTERIOR MATERIALS USED FOR ROOF, SIDINGS, TRIMS, DECKS, AND WINDOW FRAMES		
DO YOU PLAN ON HAVING ANY TEMPORARY STRUCTURES OR TRAILERS STAGED ON THE PROPERTY DURING CONSTRUCTION. IF YES, THERE IS A 180 DAY LIMIT PER COVENANTS		

THIS SECTION BELOW IS INFORMATIONAL ONLY - TO BE COMPLETED BY SPOA

ITEMS LISTED SHOULD ACCOMPANY OR BE SHOWN IN THE APPLICATION

ACC Submission Review Checklist

RESIDENCE OR ANCILLARY BUILDING			
INFORMAL REVIEW	REQUIREMENT	FORMAL REVIEW	NOTES
	A GIS print from the County website showing the location of the Lot in relation to the surrounding Lots		
	A site plan, preferably showing topography lines, W/ the proposed location of the building(s) on the Lot and the proposed location of any propane tank __, well __, septic vault __, solar array __, outdoor water cistern __, on the Lot		
	If not shown on the site map, map of the Lot and the immediately surrounding Lots w/ approximate location of the proposed building(s) and any Residences located on the surrounding Lots [map may be drawn by hand]		
	Floor plans, W/ dimensions, for all proposed buildings		
	Elevations, w/dimensions, elevations show the location on the exterior of the house of all materials (sheet metal __, corrugated metal __, wood __, manufactured wood __, stucco __, asphalt shingles __, wood shingles __, cement board __, stone __ and manufactured stone __) [location may be shown by hand-written notes]		
	Pictures showing the exterior materials (sheet metal, corrugated metal, wood, manufactured wood, stucco, asphalt shingles, wood shingles, cement board, stone and manufactured stone) in the colors proposed to be used for roofing __, siding __, trim __, decks __, window frames __		
	Written proof, such as a paper receipt from Routt County, or a screen shot of the Routt County Building Department online records, showing that the plans delivered to the managing agent have been submitted to Routt County for approval		
Conforming Conditions Check			
	Review of County Property Records to confirm owner(S)		
	Dwelling has Min 1,000 SF and max 6,000 SF incl. garage(s) (5,000 max living (apartment and condos limited differently)		
	Max height 40' above grade		
	Greenhouse or Shed or meeting requirements		
	Ancillary Building included? Max 50% SF of Living Space in Dwelling		
	Are the colors, proposed location, design and materials compliant with policies 2019-1 and 2019-2		
	Does the proposed structure "harmonize" with other nearby residences?		
	Does the proposed structure blend into the background and not unnecessarily stand out?		
	Does the proposed structure try to maintain a feeling of open space?		
	Does the proposed structure substantially block the view of an existing residence in a way that could be avoided?		
	Does the proposed structure comply with any restrictive covenants specific to that subdivision?		
	Does any portion of the proposed structure(s) or improvements sit on a front, rear, or side easement, or encroach on a setback line?		

ALTERATION OF EXTERIOR OF, OR ADDITION TO, EXISTING RESIDENCE

INFORMAL REVIEW	REQUIREMENT	FORMAL REVIEW	NOTES
	A site plan, preferably showing topography lines, W/ the proposed location of the structure(s) on the Lot and the proposed location of any propane tank on the Lot		
	Elevations, w/dimensions, elevations show the location on the exterior of the house of all materials (sheet metal__, corrugated metal__, wood__, manufactured wood__, stucco__, asphalt shingles__, wood shingles__, cement board__, stone__ and manufactured stone__) [location may be shown by hand-written notes]		
	Pictures showing the exterior materials (sheet metal, corrugated metal, wood, manufactured wood, stucco, asphalt shingles, wood shingles, cement board, stone and manufactured stone) in the colors proposed		
	If a building addition, does it meet all the Conforming Conditions Check		

FENCE

REQUIREMENT	REVIEW	NOTES
Existing residence on the lot		
The fence not over, across or upon any portion subject to an easement, drainage or roads, described on the recorded plat that includes the Lot.		
The top rail of the fence will not be more than 4' above ground level over the entire length of the fence		
The fence will consist only of posts buried in the ground (either directly, or embedded in concrete), not more than 3 rails attached to and perpendicular to the posts, except hog wire may be attached to the posts and rails on the interior side		
The fence posts will be wood, stained or painted in a brown color, cross section not greater than 6X6 inches		
The fence rails will be wood, stained or painted in a brown color, and not larger than two inches by six inches (nominal) if constructed with dimensional lumber and not larger than three inches by six inches (actual) if constructed with roughhewn lumber, such as split rails		
The fence is requiring non-conforming or conditional approval from ACC		

SHED OR GREENHOUSE

REQUIREMENT	REVIEW	NOTES
Existing Residence on the lot		
There are no other sheds or greenhouses on the Lot.		
The shed or greenhouse will not be built over, across or upon any portion of a Lot subject to an easement for installation and maintenance of utilities, drainage facilities or roads, described on the recorded plat that includes the Lot.		
The floor area of the shed or greenhouse will not be greater than one hundred twenty (120) square feet and max height of 12' above ground		
The shed or greenhouse will be constructed such that the interior is completely enclosed by the walls and roof.		

The shed or greenhouse will have no plumbing other than plumbing designed to deliver water to plants in a greenhouse		
The shed or greenhouse not placed between the front of the house and the road serving the Lot, but will, instead, be placed on a rear or side portion of the Lot		
The shed or greenhouse is requiring non-conforming or conditional approval from the ACC		