



Board of Zoning and Architectural Review
Application Checklist

PO Box 39, 507 Maroon Avenue,
Crested Butte, CO 81224
Contact: Molly Minneman
(970) 349-5338
mollym@crestedbutte-co.gov

Applicants for all development review must complete this checklist and submit it with the application. Refer to the referenced Municipal Code sections (16-22-100, 18-13-20) for additional information. Contact the Community Development Department.

- 1. Completed and signed Development Permit Application _____
(Include written description of proposal, including zone)
- 2. Limited Power of Attorney _____
- 3. Statement of Authority (for LLC’s and other entities) _____
- 4. Ownership & Encumbrance (O&E) Report _____
- 5. Provide a copy of the Recorded Conveyance Deed _____
- 6. Payment for publication _____
(Please see current fee schedule for more information)
- 7. Completed and signed Materials List _____
- 8. Provide material choices and/or color samples _____
(Photos are adequate)
- 9. **Plans** – 1 set to scale (1/4 or 1/8 scale) on 24” x 36” paper & _____
1 set reduced on 11” x 17” paper &
Pdf version
 - a. **Exterior elevations** *(existing and proposed)*, including: _____
 - All proposed levels *(including below grade)*
 - Graphic scale on each page
 - Natural and proposed grade
 - Dimensions and elevation datums
 - North arrow
 - Window wells including dimensions
 - Ridge heights above natural and finished grades
 - Roof pitches
 - Lighting
 - Materials with callouts
 - b. **Floor Plans** *(existing and proposed)* including: _____

- All proposed levels (including below grade)
 - Graphic scale on each page
 - Dimensions
 - North arrow
 - Window wells including dimensions
 - Door & window operation
 - Window sizes
 - Room function labels
- c. **Building sections** including: _____
- Dimensions
 - Door operation
 - Window sizes
 - Through any and all staircases (*if applicable*)
- d. **Streetscape**: *to scale, showing adjacent buildings.* _____
- For additions and alterations: streetscape indicating the project's size and height in relation to neighboring structures if the proposed addition increases the floor area by over 50% or if the roof line is proposed to be raised.
 - For new construction: streetscape indicating the mass and scale of the project in relation to neighboring structures and significant natural features.
- e. **Site Plan**: including: _____
- Large additions and new construction may require an ILC or topographical survey. Topographical information should be included for adjacent town rights-of-way and alleyways.
 - Include all adjacent Town rights-of-way to scale.
 - Natural and proposed (finished) grade with one foot contour intervals.
 - Existing easements (*both apparent and of record*), per a title search.
 - Building eaves and overhangs
 - Existing vegetation (*individual trees larger than 4" trunk diameter*)
 - Delineated wetlands
 - Significant natural features (*roads, rock outcrops, waterways, wet areas, etc.*)
 - Visible and buried utility connections
 - Property lines
 - Proposed parking layout

- Snow storage
- Walkways and driveways (*including substrate*)
- Setbacks, dimensioned to closest piece of the structure (*typically the eaves*)
- Site improvements (*including, but not limited to, retaining walls, fences, exterior lighting, decks, hot tubs and trash enclosures*)
- Landscape plan (*including the existing and proposed conditions, clearly identifying when significant landscaping will be removed*)
- Open space calculation

f. **Additional drawings**, may be required:

- If this is a new building or substantial street side remodel in the B-1, B-2, or B-3 zones then a 3-D rendering showing adjacent properties is required.
- Side-scape of primary and any secondary structures for new construction.
- Renderings/ 3-D for new residential construction or substantial additions.
- Sign locale for new commercial construction.

Commercial Projects:

g. The architectural plans should be stamped by a Colorado licensed architect and engineering plans stamped by a Colorado licensed engineer. An ICC certified code consultant may be required for projects depending upon the size and scope of the project and the Building Department load.

Applicant Agreement:

It is the applicant's responsibility to submit a complete application according to the Municipal Code requirements for each type of development. Any outstanding items should be discussed with the Community Development Director. My signature below indicates that I have completed this checklist to the best of my ability.

Applicant Signature: _____ **Date:** _____