

Email: _____

F. **Main Contact for the DRB:**

Owner Architect Other: _____

I have read and will comply with the Empire Pass Design and Construction Guidelines.

(Printed name and Signature of Owner)

Date

SECTION II – SUBMITTAL REQUIREMENTS

Lot Number / Project

Name: _____

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- ◆ A Pre-Design Conference with the DRB is required for all residential projects within Empire Pass. This meeting is to occur prior to the Preliminary Design Review. See Section 2.6, *Book IV*, of the Design Guidelines.
 - ◆ Fees are to be submitted at time of Preliminary Design application. Fees are based on the current Design Review Board Fee Schedule, available from the DRB office.
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1. Preliminary and Final Design Review:

- A. Submit all plans, materials, study models, samples and documents as outlined in Chapter 2, *Book IV* of the Design Guidelines.
- B. Submit three full-size sets and two half-size (scalable) sets of all materials.
- C. Submit completed Application Form: Sections I, III, IV and V.
- D. Upon submittal of the Preliminary Design Review application, **tree tagging** and footprint / ridgeline **staking** is to be completed as described in Section 2.7.3, *Book IV*.

2. Modifications to Preliminary / Final Design Approval

- A. Describe item(s) to be modified:

- B. Submission requirements:

- 1. Submit photos or previously approved plans.
- 2. Submit modified plans as appropriate. Bubble or otherwise indicate location of revisions.

- C. Submit all applicable sections of application form.

3. Miscellaneous / Minor Improvement Review

- A. Contact the DRB for requisite submission materials.
- B. Fill out pertinent sections of the Application Form.

SECTION III – PROJECT DATA

Lot Number / Project Name: _____

- Total Lot
- A. Acreage: _____ Acres
- B. Number of Residential Units: _____
- C. Maximum Allowable Gross Floor _____ s.f.
- D. ^{Area*}
Total Saleable Square _____ s.f.
- E. Proposed Gross Floor Area:
- Residential Units: _____ s.f.
- Lobby(s): _____ s.f.
- Circulation: _____ s.f.
- Undeveloped: _____ s.f.
- Garages: _____ s.f.
- Total:** _____ **s.f.**
- F. Unit Square Footages:
- Unit / Model 1: _____ s.f. Unit / Model 4: _____ s.f.
- Unit / Model 2: _____ s.f. Unit / Model 5: _____ s.f.
- Unit / Model 3: _____ s.f. Unit / Model 6: _____ s.f.
- G. Maximum Allowable Building Height: _____
- Maximum Proposed Building
 Height**:
 Height of ridges at building ends**:
- End 1 ridge height: _____ for _____ % of building length.
- End 2 ridge height: _____ for _____ % of building length.
- H. Number of enclosed parking spaces: _____
- Number of at-grade parking spaces: _____
- Total parking spaces:** _____
- I. Number of fireplaces: Gas: _____
- Wood***: _____
- Maximum slope of
- J. driveway: _____

* Refer to Section 3.4, *Book III*, for Gross Floor Area requirements.

- ** Height calculation is to be illustrated on elevations and site sections. Please also indicate how the single Story roof requirement for 10% of building length on 3 of 4 elevations has been met. (See Section 3.5, *Book III*.)
- *** A maximum of one wood-burning fireplace is allowed per building, not per unit.

SECTION IV – LIST OF MATERIALS

Lot Number / Project Name: _____

The following information must be submitted to the DRB prior to attending the meeting. Color chips, siding samples, etc. are to be presented to the DRB at Final Design Review. **Please note that a full-scale on-site mock-up of all proposed exterior materials and colors is required during the construction phase**, as described in Section 3.3.2 of *Book IV*.

A. Building Materials	Type of Material	Specification, Product, Color, Material, etc.
Roof (Pitch is _____)	_____	_____
Primary Wall	_____	_____
Stone Walls	_____	_____
Other Walls	_____	_____
Retaining Walls	_____	_____
Fascia	_____	_____
Soffits	_____	_____
Window	_____	_____
Window Trim	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____
Door Trim	_____	_____
Hand or Deck Rails	_____	_____
Flues, Caps	_____	_____
Flashings	_____	_____
Snow Guards/Gutters	_____	_____
Chimney Enclosures	_____	_____
Trash Enclosures (locate on plan)	_____	_____
Fencing	_____	_____
Hardscape / Paving Material	_____	_____
Other Miscellaneous	_____	_____
Utility Locations*	_____	_____
Exterior Light Fixtures**	_____	_____

- * Please indicate location of utility meters and exterior light fixtures on plans.
- ** Attach cut sheets at Final Design Review for exterior light fixtures indicating type, material, wattage and glass material.

SECTION V – LANDSCAPE PLAN

Lot Number / Project Name: _____

Please note minimum sizes for plant materials:

- ◆ Trees – 1:1 mitigation for removal of all trees 6” caliper DBH or greater.
 - Evergreen: 50% at a minimum of 10’ in height; 50% at 14’ minimum.
 - Deciduous: 50% at a minimum of 2” caliper DBH; 50% at 3” caliper minimum.
- ◆ Shrubs: Minimum 5-gallon container.

A. Existing Trees to be Removed (quantity and size):

B. Tree Report

Submit an arborist’s report as outlined in Section 2.7.2 of *Book IV*.

C. PLANT MATERIALS:	<i>Botanical Name</i>	<i>Common Name</i>	<i>Quant.</i>	<i>Size*</i>
Proposed Trees	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Proposed Shrubs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

* Quantity, size and square footage are not required for Preliminary Design Review submissions.

SECTION V – LANDSCAPE PLAN (continued)

Lot Number / Project Name: _____

C. PLANT MATERIALS:	<i>Botanical Name</i>	<i>Common Name</i>	<i>Quant.</i>	<i>Size*</i>
Ground Cover	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Sod	_____	_____	<u><i>Square Feet*</i></u>	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Seed	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Type of Edging	_____			

Type of Irrigation	_____			

Type or Method of	_____			

Erosion Control**

- * Quantity, size and square footage are not required for Preliminary Design Review submissions.
- ** Submit Erosion Control and Revegetation Plan with Final Design Review Submission.

SECTION V – LANDSCAPE PLAN (continued)

Lot Number / Project

Name: _____

D. OTHER LANDSCAPE FEATURES (retaining walls, fences, swimming pools, etc.)
Please specify height materials and colors if applicable.

E. Paving Materials (driveways, walkways, patios, etc.)

F. Exterior Signage (submit description, details and/or cut sheets if applicable)

G. Site Lighting (describe and note lighting locations on plan; submit cut sheets, wattage and other specifications)

H. Miscellaneous

I. Cut & Fill Quantities

Cubic Yards of Cut: _____

Cubic Yards of Fill: _____