

**EMPIRE PASS DESIGN REVIEW BOARD**

**Custom Home Residential Application Form**

Application

Date: \_\_\_\_\_

Date of DRB

Meeting: \_\_\_\_\_

Type of

Review:  Preliminary Design  Final Design  
 Modification  Miscellaneous

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1. Application will be accepted after all information and materials are provided, as set forth in Section 2.7, *Book IV*, of the Design Guidelines. Please note that a complete application will streamline the approval process by decreasing the number of conditions of approval that the DRB may stipulate.
  2. The appropriate fee, as established in the DRB Fee Schedule, must be submitted at time of application. Please make checks payable to Empire Pass Design Review Board.
  3. Please contact the DRB staff regarding application questions.
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**SECTION I - PROJECT INFORMATION**

***Name of***

A. ***Project:*** \_\_\_\_\_  
***Project***  
***Description:*** \_\_\_\_\_  
\_\_\_\_\_

B. ***Location of Project:***

Legal  
Description: Filing: \_\_\_\_\_ Lot: \_\_\_\_\_  
Other: \_\_\_\_\_  
Street  
Address: \_\_\_\_\_

C. ***Owner(s):*** \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

D. ***Architect:*** \_\_\_\_\_ Firm: \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

E. **Landscape Arch.:** \_\_\_\_\_ Firm: \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

F. **Main Contact for the DRB:**  
 Owner       Architect       Other: \_\_\_\_\_

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

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(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:

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- B. Submission requirements:

- 1 Submit photos or previously approved plans.
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- 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:** \_\_\_\_\_

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A. Total Lot  
Acreage: \_\_\_\_\_ Acres

B. Maximum Allowable Gross  
Floor Area\*: \_\_\_\_\_ s.f.

C. Proposed Gross Floor Area:

Main Building: \_\_\_\_\_ s.f.

Accessory Buildings: \_\_\_\_\_ s.f.

Garage s. - 600  
: \_\_\_\_\_ f. s.f. = \_\_\_\_\_ s.f.

**Total:** \_\_\_\_\_ **s.f.**

D. Maximum Allowable Building  
Height\*\*:

Main Building \_\_\_\_\_  
Height: \_\_\_\_\_  
Accessory \_\_\_\_\_  
Building(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Number of Enclosed Parking  
Spaces: \_\_\_\_\_  
Number of Unenclosed  
Parking Spaces: \_\_\_\_\_  
**Total Parking  
Spaces:** \_\_\_\_\_

F. Number of  
Fireplaces: Gas: \_\_\_\_\_  
Wood: \_\_\_\_\_ (Maximum of 1)

G. Maximum Slope of \_\_\_\_\_ (First 20' of  
Driveway: \_\_\_\_\_ % driveway is \_\_\_\_\_ %)

\_\_\_\_\_ (Last 20' of \_\_\_\_\_  
driveway is \_\_\_\_\_ %)

\* Refer to Section 3.4, *Book I*, for Gross Floor Area requirements.  
\*\* Height calculation is to be illustrated on elevations and site sections.

**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 Walls	_____	_____
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):**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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>
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**Proposed  
Trees**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Proposed  
Shrubs**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





			<u>Square Feet *</u>
<b>Sod</b>			
<b>Seed</b>			
<b>Type of Edging</b>	_____		
	_____		
	_____		
<b>Type of Irrigation</b>	_____		
	_____		
	_____		
<b>Type or Method of Erosion Control**</b>	_____		
	_____		
	_____		
	_____		

\* 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: \_\_\_\_\_

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D Other Landscape Features (retaining walls, fences,  
. swimming pools, etc.)  
Please specify height materials and colors if applicable.

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

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

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

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H **Miscellaneous**

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I

. **Cut & Fill Quantities**

Cubic Yards

of Cut: \_\_\_\_\_

Cubic Yards

of Fill: \_\_\_\_\_