

EMPIRE PASS DESIGN REVIEW BOARD

Townhouse / Cluster Home Application Form

Application

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

Date of DRB

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

Type of  Preliminary

Review: Design  Final Design

Modification  Miscellaneous

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 "\_\_\_\_\_".
3. Please contact the DRB staff regarding application questions.

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: \_\_\_\_\_

Fax

Telephone: \_\_\_\_\_ : \_\_\_\_\_

Email: \_\_\_\_\_

D. **Architect:** \_\_\_\_\_ Firm: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Fax

Telephone: \_\_\_\_\_ : \_\_\_\_\_

Email: \_\_\_\_\_

E. **Landscape Firm**  
**Arch.:** \_\_\_\_\_ : \_\_\_\_\_  
Mailing \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ : \_\_\_\_\_  
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 for all buildings 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.
- 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, quantities and sizes.
- B. Fill out pertinent sections of the Application Form.

**SECTION III - PROJECT DATA**

**Lot Number / Project**

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

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- Total Lot
- A.** Acreage: \_\_\_\_\_ Acres  
Number of Residential
- B.** Units: \_\_\_\_\_  
Recommended Gross
- C.** Floor Area\*:  
Total Gross Floor Area \_\_\_\_\_ Total Saleable
- D.** (all units): \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Maximum Allowable Building
- E.** Height\*\*:  
Total Number of Parking Enclos \_\_\_\_\_ Unenclos
- F.** Spaces: \_\_\_\_\_ ed: \_\_\_\_\_ ed: \_\_\_\_\_  
Maximum Slope of
- G.** Neighborhood Streets: \_\_\_\_\_  
Width of Neighborhood
- H.** Streets: \_\_\_\_\_  
Maximum Slope of
- I.** Driveways: \_\_\_\_\_  
Number of Gas Fireplaces  
(Wood Burning Fireplaces
- J.** NOT Allowed) \_\_\_\_\_

**Unit Breakdowns**

- K. Unit Type 1**
- Gross Floor Area  
(per unit)\*: \_\_\_\_\_
- Building Height\*\*: \_\_\_\_\_
- Number of Bedrooms \_\_\_\_\_
- Number of  
Bathrooms \_\_\_\_\_
- Parking Spaces  
Covered \_\_\_\_\_
- Parking Spaces  
Uncovered \_\_\_\_\_

- L. Unit Type 2**
- Gross Floor Area  
(per unit)\*: \_\_\_\_\_
- Building Height\*\*: \_\_\_\_\_

Number of Bedrooms	_____
Number of Bathrooms	_____
Parking Spaces Covered	_____
Parking Spaces Uncovered	_____

\* Refer to Section 3.4, *Book II*, for Gross Floor Area requirements.  
 \*\* Height calculation is to be illustrated on elevations and site sections.  
 \*\*\* A maximum of one wood-burning fireplace is allowed per building, not per unit.

**SECTION III - PROJECT DATA (continued)**

***Lot Number / Project***

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

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**M. Unit Type 3**

Gross Floor Area (per unit)*:	_____
Building Height**:	_____
Number of Bedrooms	_____
Number of Bathrooms	_____
Parking Spaces Covered	_____
Parking Spaces Uncovered	_____

**N. Unit Type 4**

Gross Floor Area (per unit)*:	_____
Building Height**:	_____
Number of Bedrooms	_____
Number of Bathrooms	_____
Parking Spaces Covered	_____
Parking Spaces Uncovered	_____

**O. Unit Type 5**

Gross Floor Area  
(per unit)\*: \_\_\_\_\_

Building Height\*\* : \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Number of  
Bathrooms \_\_\_\_\_

Parking Spaces  
Covered \_\_\_\_\_

Parking Spaces  
Uncovered \_\_\_\_\_

\* Refer to Section 3.4, *Book II*, 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:** \_\_\_\_\_

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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*.

<b>A. Building Materials</b>	<b>Type of Material</b>	<b>Specification, Product, Color, Material, etc.</b>
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" caliber DBH or greater.
  - Evergreen: 50% at a minimum of 10' in height; 50% at 14' minimum.
  - Deciduous: 50% at a minimum of 2" caliber DBH; 50% at 3" caliber minimum.
- ◆ Shrubs: Minimum 5-gallon container.

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

\_\_\_\_\_

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**Type or  
Method of  
Erosion  
Control\*\***

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