

Applicants for all development review must complete this checklist and submit it with the application. Refer to the referenced Land Use Code (LUC) sections for additional information. Contact the Planning Department with questions about these requirements.

MINIMUM CONTENTS (*LUC Sec. 5-202.C*)

- application form with applicant’s name, address, telephone number
- proof of agency, if applicable
- proof of ownership / disclosure of ownership of the parcel where development is proposed, including:
 - names of all owners of the property, and all owners of mineral estates of record (in the records of the San Miguel County Clerk and Recorder)
 - mortgages, judgments, liens, easements, contracts and all agreements affecting the parcel
 - legal description and street address, if such exists, of the parcel where development is proposed
- written description of the proposal and an explanation in written, graphic, or model form of how the proposed development complies with the review standards in Article 6 or Article 7 applicable to the development application
- development application fee (*see HARC Application; fee schedule is also at www.telluride-co.gov*)

DRAWINGS (*LUC Sec. 7-205, 7-207 and 7-208*)

- exterior elevations of the front, rear and side, which include:
 - all proposed levels (including below grade)
 - graphic scale on each page
 - property lines and setbacks
 - light and window wells (including dimensions)
 - average pre- and post-construction grade in USGS elevations
 - heights of highest ridge and its highest associated eave in USGS elevations

Note: Exterior elevations shall include structures and significant natural features on abutting properties.

- floor plans indicating the intensity and type of use, which include:
 - all proposed levels (including below grade)
 - graphic scale on each page
 - north arrow
 - property lines and setbacks
 - light and window wells
- drawing or photograph of any existing structure(s) and of the site of the proposed project
- street profile (provide the one that applies)
 - for additions and alterations: street profile 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: street profile indicating the mass and scale of the project in relation to neighboring structures and significant natural features
- title page, which includes:
 - vicinity map
 - gross floor area of any existing structure(s) and any proposed additions(s) or new structure(s)
 - table illustrating the dimensional requirements of the applicable zone district with a column listing the data for the proposed development plan, as illustrated in the table on the following page

DIMENSIONAL REQUIREMENTS COMPLIANCE (include completed table on title page of drawing set)

DIMENSIONAL LIMITATION	REQUIRED BY LUC FOR APPLICABLE ZONE DISTRICT	PROPOSED	COMPLIANT
lot size			
lot width			
front yard			
side yard (A)			
side yard (B)			
rear yard			
max floor area			
max building height			
max site coverage			
min roof pitch			
max ridge length			
parking			
net commercial use square feet*			
residential use square feet*			
residential use setback*			
floor area ratio*			

* If the project is in the Commercial or Historic Commercial zone districts.

LOT SIZE _____ sq.ft.	ZONE DISTRICT MAXIMUM ALLOWED	EXISTING	PROPOSED
Floor Area			
principle building			
secondary / accessory building			
Site Coverage			
enclosed parking			
unenclosed parking			

EXISTING CONDITIONS SURVEY REQUIREMENTS

A signed and sealed existing conditions survey certified by a Colorado Professional Land Surveyor (prepared in compliance with Colorado Revised Statutes 38-51-106) shall include the following at a minimum:

- one foot contour interval
 - existing improvements located on and within five feet of the subject property
 - existing easements (both apparent and of record), per a title search
- Note: Title work associated with easement research must be current within the last six months, unless a letter from the title company confirms that there have been no changes.*
- building eaves/overhangs
 - existing vegetation (individual trees larger than 3" trunk diameter)
 - delineated wetlands (or statement that none exist)
 - elevation datum statement
 - significant natural features (roads, rock outcrops, ponds, streams, wet areas)
 - visible utility connections
 - property lines

Note: This survey may include first floor and ridge heights of structures on and adjacent to the property.

PROPOSED SITE PLAN (LUC Sec. 7-205.D, 7-207.C and 7-208.C)

- layout of entire project and its relation to surrounding properties and the existing buildings and improvements thereon
- benchmark elevation of the project stated in U.S. Geologic Survey elevations
- low and high pre- and post-construction USGS elevations
- location of points of entry and exit of motor vehicles and the project's internal vehicular circulation pattern and the location of required parking
- location and layout of all parcel areas including required off-street parking and loading facilities
- site improvements including, but not limited to, walls and fences, exterior lighting, the design placement of any sign or other advertisement, light and window wells, decks, hot tubs, and trash enclosures
- landscape plan indicating the existing and proposed conditions of the parcel with notations clearly identifying significant existing vegetation to be removed

ADDITIONAL SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS (LUC Sec. 7-205, 7-207 and 7-208)

- housing mitigation plan as required by LUC Section 3-720.D, unless exempted pursuant to Section 3-720.B "Exemptions"
- cut sheets or photos of the types of all exterior materials including windows and doors
- For new construction projects in the Commercial or Historic Commercial zone districts, provide a sign plan showing the location and overall sign areas and their allocations
- an electronic PDF of the complete application ~ [click here to upload complete application to secure FTP site](#)

ADDITIONAL SUBMITTAL REQUIREMENTS FOR PRELIMINARY LARGE SCALE APPLICATIONS

(LUC Sec. 7-205.I, 7-205.G and 7-205.J)

- 1/8" = 1' scale model of the project. Within the Commercial, Historic Commercial and Accommodations II districts, a 1" = 20' scale massing model which includes all property within 150' of the project exclusive of ROWs shall be required as deemed necessary by the Planning Director. Only one of each model is required. Applicant shall erect a structurally sound visual device onsite to generally identify the height and mass of the proposed construction and the building footprint.

Note: Examples include plastic pipe or wood silhouettes. The device shall be erected at least 72 hours prior to the preliminary approval hearing, and maintained for an amount of time as deemed necessary by the Planning Director.

- street profile, drawn at 1/8" scale, indicating the size and height of the project in relationship to neighboring structures and all other structures on the block, and outstanding natural features, including but not limited to trees, rock outcroppings, gullies and vegetation
- drawing of the primary facade for projects in the Commercial and Historic Commercial zone districts, drawn at 1/4" scale

APPLICANT AGREEMENT

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

APPLICANT SIGNATURE _____ DATE _____