



Board of Zoning and Architectural Review  
**Application Checklist**

PO Box 39, 507 Maroon Avenue,  
Crested Butte, CO 81224  
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**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) or Property 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** – 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
  - Floor level elevation datum
- 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
- Recorded easements

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