

## Submittals & Approvals: *What Is Turned In And When*

All new construction projects are reviewed by the Design Review Committee (DRC) for approval. DRC meetings are held the second to last Thursday of each month; meeting schedules are subject to change based on Directors' schedules. Prior to final design document completion, it is recommended to meet with the Association Manager for an omissions and errors review.

1. Prepare a Submittal Packet for the DRC containing:
  - a. Architectural Review Application with fee
  - b. (3) hard copies and (1) digital file of the site plan, floor plan, and elevations

Samples of exterior finishes should be available for the DRC meeting.

2. Schedule a meeting with the Association Manager for a review of your Submittal Packet for completeness, accuracy and compliance.
  - a. IF COMPLETE AND IN COMPLIANCE, you will be placed on the agenda.
  - b. IF INCOMPLETE OR NOT IN COMPLIANCE, you will be notified of the deficient items.

Your project WILL NOT be placed on the meeting agenda until your application package is deemed complete and in compliance.

3. Packet is due by **10:00AM on Monday, two weeks prior to the scheduled DRC meeting date**. Late submittals will be on the following month's meeting agenda.
4. The DRC will vote to approve or request updates for re-submittal. Re-submittal may not require another DRC meeting review.
5. After DRC approval, submit (2) complete sets of plans stamped by a licensed architect or engineer for the Association Manager's stamp and approval. All forms and the Performance Deposit fee are due. The POA will issue a Letter of Approval and return (1) of the stamped sets.

For Submittals to CB South Metropolitan District and Gunnison County:

- Tap Fees are paid to Crested Butte South Metropolitan District prior to submitting plans for permit to the Gunnison County Building Department.
- Stamped plans from Crested Butte South P.O.A., Crested Butte South Approval Letter and Tap Fee payment voucher are submitted to the Gunnison County Building Department.
- If you are located in the Geological Hazard Area you will be required to have a geological hazard study performed on your property at your expense.