



BELDEN PLACE  
DESIGN + USE  
GUIDELINES



## Belden Place Design + Use Guidelines

Welcome to Belden Place.

- I. Introduction
- II. Neighborhoods
- III. Residences + Site Elements
- IV. Organization + Structure
- V. Wildfire Mitigation
- VI. Neighborhood Standards
- VII. Community Standards
  - A. Storage + Trash
  - B. Decks + Porches
  - C. Fencing
  - D. Garages + Garage Doors
  - E. Parking + Driveways
  - F. Snow Storage
  - G. Accessory Structures
  - H. Address Markers
  - I. Landscaping + Patios
  - J. Outdoor Fireplaces
  - K. Exterior Lighting
  - L. Exterior Sound
  - M. Exterior Equipment + Satellite Dishes
  - N. Wind + Solar Energy
  - O. Exterior Modifications + Repairs
- VIII. Building Envelope Amendment



## Belden Place Design + Use Guidelines

### I. INTRODUCTION

These Design Guidelines are developed to shape the look and feel of residences and areas in the Belden Place PUD and to assist property owners in the enhancement and maintenance of their homes. All primary structures are intended to be designed and built or contracted by the Developer (or Declarant) and will be in agreement with Town of Minturn building and architectural design requirements; therefore, these Design Guidelines primarily address other elements that may be desired by Owners and guidelines for promoting safe and healthy living within the community.

The overall architectural aesthetic is mountain modern with urban industrial influences to invoke a mining town impression. Single family residences feature multi-level living with visual height and multi-level decks for outdoor living. Multi-family flats feature unified living areas and single level living with strong connections to the outdoors via windows and decks while maintaining the independence and light of three exterior side walls per unit.

Belden Place homes are designed to give residents interaction with neighbors in this pocket neighborhood while providing private outdoor living areas that encourage the pursuit and enjoyment of the health and wellness benefits of Colorado living. Residences are designed for active living in all areas of the home and property, while providing storage spaces in the garage along with car parking.

Sidewalks and pathways connect residences to the community park as well as open space across the road and encourage mobility, activity and interaction among Belden Place residents.

### II. NEIGHBORHOOD

Belden Place is home to single family, duplex and multi-family homes centered around a neighborhood park. Intentional indoor outdoor connections with sliding glass doors, elevated decks, large opening windows and patios encourage connectivity to neighbors and the outdoors. Neighborhood sidewalks and paths encourage multi-modal connectivity to the Town of Minturn and add to the charm of small town living.

### III. RESIDENCES AND SITE ELEMENTS

Single Family, duplex and multi-family homes will be built on rigid frames and installed on a traditional foundation. Garages, decks, patios, arbors and connecting features will be constructed on site to establish the home on the lot. Back yards, patios and elevated decks, along with side yards will create the primary outdoor areas for these units. Multi-family homes will have garage entry to a shared underground parking area with storage and elevator access to the flats.

#### **IV. ORGANIZATION + STRUCTURE**

The organizational structure and guidance for functions and authority of the Architectural Review Committee (hereafter “ARC”) derives from the Master Declaration of Covenants, Conditions, and Restrictions for Belden Place.

The Design Guidelines are binding upon all persons who at any time construct, reconstruct, refinish, alter or maintain any improvement upon the property, or make any change in the natural or existing surface, drainage or plant life thereof. The Design Guidelines are administered and enforced by the ARC in accordance with the Declaration and the procedures herein and therein set forth. The Design Guidelines may be amended from time to time and it is the responsibility of each owner or other person to obtain and review a copy of the most recently revised Design Guidelines. ARC decisions are effective for twelve months maximum.

##### **A. ARCHITECTURAL REVIEW COMMITTEE MEMBERSHIP**

1. The ARC shall consist of three to five members appointed by the Board of Directors of the Belden Place Association (or Declarant during the Period of Declarant Control.) Three members shall constitute a quorum to transact any business of the ARC. At its discretion, the Board of Directors may designate an alternate member of the ARC to substitute for any regular member unable to be present at regularly scheduled meetings. Members of the ARC need not be members of the Belden Place Association.
2. The regular term of office for each member shall be three years, with no more than a maximum of nine consecutive years, coinciding with the fiscal year of the Association. Any member may be removed by the Board of Directors of the Belden Place Association at any time by written notice to such appointee. A successor to fill such vacancy shall serve the remainder of the term of the former member. Any member of the ARC may at any time resign upon written notice delivered to the Board of Directors of the Belden Place Association.

##### **B. DUTIES AND POWERS**

1. All plans for site preparation, building construction, landscaping and site modifications, modifications to the exterior of buildings, alterations or enlargement of an existing structure, paving, fencing, sign erection or other improvements must receive written approval from the ARC. Approval from the ARC must be received prior to initiating any of the above activities. Alterations or remodeling of existing improvements which are completely within a building or structure and which do not change the exterior appearance of a structure may be undertaken without ARC approval.
2. During the construction process, no changes, alterations or additions to any plan or specification shall be made prior to obtaining written approval by the ARC.
3. The ARC shall rely on and have the right to interpret the guidelines contained herein as the primary basis for evaluating development proposals. The approval or consent of the ARC shall not be unreasonably withheld, actions taken shall not be arbitrary or capricious and decisions shall be conclusive and binding on all interested parties, subject only to the right of appeal by the applicant to the Board of Directors and review by the ARC.

Notwithstanding the above, the ARC shall have sole discretion to approve or deny any proposed improvement or development. Upon showing of good cause, the ARC may approve variances from any regulation or restriction contained herein, in accordance with the provisions of the Declaration of Covenants, Conditions and Restrictions for the Belden Place Association.

4. The ARC or its designated representative may monitor any approved project to the extent required to insure that the construction or work on such project complies with any and all plans and construction procedures. The ARC or its designated representative may enter upon any property at any reasonable time to inspect the progress, work status, or completion of any project. In addition to the enforcement of these guidelines, the ARC may withdraw approval of any project, and require all activity at such project to cease and desist if deviations from approved plans or construction procedures are not corrected or reconciled within 24 hours after written notification to the Owner specifying such deviations. Any material to be submitted or notice given to the ARC shall be submitted at the office of the ARC.

#### C. OPERATING PROCEDURES

1. The ARC shall select its own chairman and vice-chairman from among its members. The chairman, or in his/her absence the vice-chairman, shall be the presiding officer of ARC meetings. In the absence of both the chairman and the vice-chairman, the members present shall appoint a member to serve as acting chairman. Meetings shall be held upon call of the chairman or vice-chairman. All meetings shall be held in Eagle County.
2. Three members shall constitute a quorum for the transaction of all business. The affirmative vote of a majority of the members of the ARC shall constitute the action of the ARC on any matter before it. An alternate member may participate at any meeting at which there is not a quorum and shall have all of the full authority of a regular member. In the absence of a quorum, ARC meetings shall be adjourned to a later time or date as determined by the chairman.

#### D. REVIEW PROCESS

Any Owner requesting ARC approval must be current on all dues and fees owed to the ARC or Association before receiving ARC review.

All site development and improvements shall conform to the following design review and construction procedures and all other applicable local, county, state and federal governing codes, regulations and restrictions. It is the responsibility of the Owner/architect to become familiar with all regulations and requirements applicable to development within Belden Place, and to secure copies of the most current versions of all applicable regulations. The following list of codes, regulations and other documents are provided for informational purposes only, and serve as examples of other governing regulations that may apply:

- Belden Place Construction Rules and Regulations
- Belden Place Planned Unit Development Control Document

## Belden Place Design + Use Guidelines

- Master Declaration of Covenants, Conditions and Restrictions for Belden Place and any Sub-associations
- Town of Minturn Development Code
- Uniform Building Code (or applicable building codes as adopted by the Town of Minturn)
- Uniform Mechanical Code (or applicable mechanical codes as adopted by the Town of Minturn)
- Uniform Plumbing Code (or applicable plumbing codes as adopted by the Town of Minturn)
- Uniform Fire Code
- National Electrical Code (or applicable electrical codes as adopted by the Town of Minturn)
- NFPA 101 Life Safety Code
- ANSI A117.1 – Accessibility Standards for Buildings and Facilities

The following pages outline the Sketch Plan Review and Final Plan Review steps in the design review and construction process. Refer to the appropriate checklists for requirements.

1. The fee schedule shall be adopted by the ARC. A design review fee shall be submitted to the ARC in order to defray the cost of reviewing submittals and for site and building inspections. For this purpose, habitable space is defined by the Eagle County Land Use Regulations. A compliance deposit will be submitted, if required, after final approval and before construction begins. The compliance deposit shall be returned to the owner upon a successful final inspection minus any fines or charges imposed by the ARC. All fees shall be payable to the Belden Place Association. The plans will be stamped as “Approved by the Belden Place Association” after the Final Plan Review is completed, all fees and deposits are paid and the Compliance Agreement is signed by the owner.
2. The ARC meetings shall be held once a month, as needed. Submittal deadline is the first Monday of every month. If that Monday is a holiday, submittal deadline shall be the following business day. Applicants with incomplete submittals may submit a completed application for the following month, or as soon as possible, with permission of the ARC, based on the ARC schedule.
3. Sketch Plan Review is to review the design and materials of the proposed improvement or modification. Applicant should submit the items on the Sketch Plan Application which includes, but is not limited to:
  - Owner Information
  - Property Information
  - Site Plan at 1:10 scale or larger showing property boundaries, existing structures and landscape, existing and proposed grades and drainage, and parking and snow storage areas, and all requested improvements if requesting site additions
  - Exterior elevations with materials if requesting exterior modifications to existing features
  - Desired schedule for improvements
  - Final Plan Review is to review the final proposed design and materials with any additional information requested at Sketch and should also include:
    - Compliance Agreement and Deposit, if required
    - Final plans on sheets no smaller than 11 X 17
    - PDF files of all plans and materials sheets

4. All changes to any part of the ARC approved plans shall be submitted to the ARC. Failure to submit modifications may result in a cease construction notice and/or loss of the owner's compliance deposit. Refer to the ARC Fee Schedule for modifications submitted during the construction process. Modifications include any exterior changes to any structure, landscape, or site. Approval must be granted, in writing, by the ARC before the modification work may commence.
5. Upon final completion of all portions of the construction activity, including all landscaping the Owner shall request a final inspection from the ARC. Thereafter, ARC shall inspect the construction site to ensure that all portions of the construction activity are fully complete and have been performed in compliance with the approved final plans and these design guidelines. Upon successful completion of the project, the compliance deposit release form shall be completed by ARC, signed by ARC and Owner and funds released to Owner.

#### **E. DESIGN CONSULTANTS**

The ARC is authorized to retain the services of one or more consulting architects, landscape architects or land planning consultants to advise and assist the ARC in performing design review functions. Such consultants may be retained to assist the ARC on a single project, on a number of projects or on a continuing basis. Costs of such services shall be borne by the applicant based on the current fee schedule.

#### **F. AMENDMENTS OF DESIGN GUIDELINES**

The Belden Place Design Guidelines may be amended from time to time at the sole discretion of the ARC. All such additions, revisions or other amendments shall have an effective date designated and shall be made part of the Belden Place Design Guidelines and shall have the same force and effect. Each owner is responsible for obtaining the most current set of design guidelines from the ARC.

#### **G. ENFORCEMENT**

The ARC shall have primary responsibility for the enforcement of the Design Guidelines and restrictions. Authority of the ARC shall be as outlined in the Master Declaration of Covenants, Conditions and Restrictions for Belden Place.

#### **H. CONFLICT OF INTEREST**

All conflicts of interest by a member of the ARC must be made public in open hearing during a regularly scheduled meeting prior to the review of the plans/project in question.

#### **I. WILDFIRE MITIGATION**

Belden Place intends to utilize fire resistant materials. In addition to owner education, the ARC will continue to update and enforce its guidelines concerning wild and domestic fire risk. Owners and residents should be cognizant of their close proximity to neighbors, open space, Forest Service and BLM Lands. In the design, maintenance and improvement of properties and

landscape, Owners should consult several resources to educate themselves on the importance of and procedures for mitigating fire risk.

Eagle County Wildfire regulations, National Fire Protection Association, Colorado State University and Colorado State Forest Service have excellent resources for building and plant materials, creating defensible space and other fire prevention measures. Buildings shall be designed and built by Developer with sensitivity to wildfire dangers. Owners will need to be diligent in the planning of their yard space. Landscape plans must be approved by ARC prior to construction.

## **VI. NEIGHBORHOOD STANDARDS**

### **A. BELDEN PLACE NEIGHBORHOOD OVERVIEW**

#### **1. Planning/Land Use Areas**

The Belden Place neighborhood is composed of single-family or duplex residential, multi-family condominiums and townhomes; and, public open space, which permits play areas and/or other outdoor recreation amenities and community gathering space. Other nuances you may find in Belden Place include, but are not limited to: entry monuments, gates and signage, sales marketing center (until all homes have been sold), temporary construction shelters or storage structures (until all homes have been constructed), administration office, model facilities with signage (until all homes have been sold), pedestrian paths, private roads, parking, maintenance facilities, utility and drainage easements, utility and drainage structures, non-commercial gardening, solar/wind energy devices, satellite dishes, shade structures, backyard sheds, landscaping, garages. All residential uses such as home occupations, are as permitted via the Belden Place PUD Guide.

#### **2. Individual Site Planning + Lot Standards**

Residential lot sizes are determined by the Belden Place Final Plat. Building heights and setbacks are defined in the PUD Document.

Grading must be maintained by Owners at the slope and pitch fixed by the final grading so as to maintain the established draining pattern over the Lot.

## **VII. COMMUNITY STANDARDS**

### **A. STORAGE + TRASH**

Belden Place encourages Owners and residents to keep their properties in a neat and clean condition. Adequate areas shall be provided for trash containers and storage areas for patio furniture, maintenance and recreational equipment. If storage areas are outside, such areas shall be enclosed or screened from view from public areas and from adjacent properties. The enclosures or screens shall be compatible with the overall style, form and materials of the residence. Trash containers shall be designed to prevent access by wildlife and domestic animals and shall not be left outside overnight. As such, trash shelters and general storage units structures at or under 30 square feet will be allowed without ARC approval in the side or rear yard, provided they are complementary in color and design to the residence. Storage structures in the front yard, over 30 square feet, or those intending to stand out from the

residence as an accent may only be installed with written approval of the ARC. Storage structures or trash shelters shall not exceed the height of the residence.

## **B. DECKS + PORCHES**

Decks and porches allow greater connections between indoor and outdoor spaces and can encourage better use of entries, roofs, yards and outdoor areas. Additions of decks or porches may be constructed with written approval of the ARC. The location and size of terraces, patios, walkways and decks should be determined based on the characteristics of the site as well as the location of interior spaces. On above grade decks, support columns and underside of decking shall be finished to match materials used on the main residence. Screening or enclosure of the area below an above grade deck is only allowed with written approval of the ARC. All decks shall be constructed using pervious design, with the exception of on grade walkways, sidewalks, or patios using large flagstone or similar materials.

These improvements must have a primary structure on the lot. Acceptable paving materials for terraces, patios and walkways include flagstone, sandstone, cobbles, brick pavers, concrete pavers and exposed or colored concrete. Materials and design should coordinate with the residence. Second story decks not covered by roof should not project farther than 6 feet beyond the outer wall plane of the building perimeter. Second story deck supports should be massed to provide visual grounding of the piers. Owners should consider the maximum lot coverage area when deciding on design, materials and locations.

## **C. FENCING**

The intent of fences in Belden Place is to create private outdoor areas while retaining the connected nature of a close knit community. Fences are allowed with written ARC approval.

Fence design and materials should be sensitive to fire dangers. Non-flammable fencing has a zero setback requirement in rear and side yards. No vinyl fencing is permitted. No fencing is permitted in the front yard.

In rear yards, fencing is allowed up to 72" in height, and may be designed as privacy fencing. In side yards, fencing is permitted up to 60" in height and may only run from the rear portion of the residence to 6' less of the front corner of the home to ensure fire access is accessible to the roof. All side yard fencing shall be wooden split-rail or other approved material and design. Wood fencing should be stained, whitewashed or painted on both sides unless reclaimed or finished in another manner. No chain link or plain welded wire fencing is allowed. Boulder walls or individual boulders utilized in a landscape plan should have at least 1/3 of their mass buried in the ground for structural integrity.

It is recommended that terraced retaining walls be used for extreme grade changes. Terraced walls shall be designed with a minimum of three feet from the back of the lower wall to the face of the upper wall in order to allow for the use of plants between terraces.

Walls used to screen equipment, trash containers, storage of patio furniture, and maintenance and recreational equipment may not exceed 72". Screening shall only be permitted in the rear yard, unless affixed to the residence wall in the side yard (i.e. attached ski locker).

Winter fencing of individual landscaping elements is allowed and should be black or green and fastened to vertical stakes with inconspicuous fasteners. Effort should be made to make the protection as aesthetically neat and pleasing as possible. Winter fencing may be installed between October and May but must be removed and stored out of site from the street or adjacent neighbors during other times. Larger areas of winter fencing may be allowed with written approval of the ARC.

#### **D. GARAGE DOORS**

Garage doors should accent the structure and create a connection with the residence. If a residence has multiple garages, all doors must be identical in appearance.

#### **E. PARKING + DRIVEWAYS**

Residential parking requires two spaces for a one or two bedroom unit, three spaces for a three or four bedroom unit and four spaces for a five bedroom unit and up. In addition, one guest space is required for every eight units. Outdoor parking spaces are to be at least 9' X 18' and indoor spaces at least 9' X 18'. Pervious parking materials are encouraged, especially for spaces after the first two. Appropriate surfaces for driveways include stamped concrete, cobbles, brick pavers, exposed or colored concrete, asphalt, supported grass, gravel or other stone. Other materials may be approved by ARC. Owners may not make the entire front yard frontage impervious.

Parking spaces may not be rented out and must be used by owners and their guests only. Trailers or non-vehicles are not permitted in parking spaces.

#### **F. SNOW STORAGE**

An area not less than 5% of the driveway and required parking area must be available for snow storage.

#### **G. ACCESSORY STRUCTURES**

Outbuildings and sheds of no larger than 100 sq. ft can add tremendous functionality and enjoyment to outdoor and backyard areas. These structures are allowed in side and rear yards only, with written approval of the ARC and should contribute to the style and character of the residence. Additionally, placement of sheds must be sensitive to the orientation of neighboring patios and yards. All lots must have a primary residence before any other structure can be approved. Structures may not be used as accessory dwelling units or rented as such. Structures must be not taller than the second floor of a 3-story primary residence, or one-story of a two-story primary residence. Owners must adhere to dimensional limitations for their lot.

#### **H. ADDRESS MARKERS**

Address numbers must be displayed at a size and of a material so as to be readily visible at night. Address numbers may be displayed directly on the residence. The numbers must be oriented to be visible from the likely approach of emergency vehicles. Wood post or stone

markers are typical and alternative markers will be considered; however, all ancillary address markers (not house numbers) must be approved in writing by ARC.

## **I. LANDSCAPING AND PATIOS**

Landscaping in Belden Place is intended to primarily be water wise, regionally appropriate and resource efficient. Lawns, ground covers, ornamental grasses, shrubs, perennials and trees should be designed on the lot with sensitivity to the environment and water usage in our arid climate.

Landscape design must be wildfire sensitive. Plant materials close to structures should be slow to burn if taller and otherwise, low to the ground and preferably, set away from the building's edge. Stone, boulders, rock, gravel can help accomplish this while still creating a finished aesthetic. See Appendices for several suggested landscape design types with options for plant materials. Lots may be irrigated, but with awareness of the native soils and sensitivity to erosion control and water conservation needs. Yards intending to be irrigated may need to replace native soils with more receptive soil types for the plan intended. Irrigation systems and plans must be approved in writing by ARC.

Patios can provide landscaping that minimizes dust, yet uses little to no water. Suggested materials for patios are flagstone, pavers, and natural stone. Patio designs and materials must be approved by the ARC in writing. Asphalt is not a suitable patio material.

## **J. OUTDOOR FIREPLACES**

No open fires shall be lighted or permitted on any property within the community except in a contained cooking unit while attended or within an exterior fireplace designed to prevent dispersal of burning embers. Sturdy freestanding or built in gas and water vapor fire pits are allowed while attended. No resident shall permit any condition on his/her lot which creates a fire hazard or is in violation of fire prevention regulations. No fuels shall be stored so as to support a wildfire.

## **K. EXTERIOR LIGHTING**

The intent of lighting guidelines is to maintain the rural character, preserve the night sky and protect neighboring properties from bright lights and indirect light sources. Exterior lighting should be dark sky and neighbor sensitive. No light may be emitted which is unreasonably bright or causes unreasonable glare. Light bulbs/lamps should be downcast and shielded with glare softening material from as many vantage points as feasible. Frosted, seeded, opaque, or pitted glass is required for exterior light fixtures. Low wattage bulbs must be installed and shall not exceed 60 watts total. In light fixtures with multiple bulbs, the total wattage cannot exceed 60 watts. The lowest effective light level should be used.

Driveways, porches and patios, entrances and pathways may be illuminated for safety and security. Driveway or pathway lighting shall be low level down lighting, in order to reduce glare to pedestrian or vehicular traffic. Flood lights should not be used any longer than needed. Soft, low lighting should be used in yards and side yards should be minimally lit where the adjacent residence is in close proximity. Hours of use for non-essential exterior lighting may be

established and enforced. Spotlights and any other large landscape lights shall not be permitted. Up-lighting of trees is not permitted. Solar lights may be used without limitation; however, must still be downcast and not create glare or a nuisance to neighbors.

#### **L. EXTERIOR SOUND**

Residents are encouraged to use outdoor speakers, including wireless handheld speakers, sensitively. Hours of use for outdoor speakers may be established and enforced.

#### **M. EXTERIOR EQUIPMENT + SATELLITE DISHES**

Outdoor mechanical and electrical equipment such as metering devices, transformers and air conditioning units shall be screened from the view of adjacent lots and public spaces. Wall mounted equipment shall be enclosed with material to match exterior wall material of the residence. Satellite antenna one meter or smaller in diameter are allowed but shall be installed in the least conspicuous location available on a lot which permits acceptable signals, without unreasonable delay or increase in the cost of installation, maintenance, or use.

#### **N. WIND + SOLAR ENERGY**

Wind and solar energy devices may be approved with written permission of the ARC. Ground mounted wind generating devices should not be taller than the primary residence. Solar devices should be integrated into the design of the structure and placed so as to cause the least amount of glare or reflection into the living spaces of neighboring homes. Freestanding solar panels are only allowed with written approval of the ARC.

#### **O. EXTERIOR MODIFICATIONS + REPAIRS**

All modifications to the exterior materials of a structure must be approved in writing by the ARC. Repairs of existing elements with the same materials and re-staining or re-painting of the same colors and finish types do not need to be approved. Siena Lake allows for a diverse aesthetic and individual expression within the parameters of maintaining a cohesive community look and feel.

All Architectural Review Committee Documents, Forms and Applications will be available on the Siena Lake Association website. Submissions may be emailed or uploaded unless paper documents are required.

Paper documents should be delivered to the association office at 1251 Minturn, Colorado (to be updated.)

### **VIII. BUILDING ENVELOPE AMENDMENT/LOT LINE AMENDMENT**

All proposed building envelope amendments and/or lot line amendments shall conform to the following design review procedures and all other local, county, state and federal governing codes, regulations and restrictions.

A. Step 1- Pre-Design Meeting:

Applicant to schedule meeting with the Belden Place Design Review Board administration.  
The pre-design meeting will address the following issues:

Proposed request  
Impacts to adjacent property owners  
Procedures required for application  
Design review fee  
Public approval process.

B. Step 2 – Design Review Meeting

The purpose of the meeting is to discuss the Owner/Applicant's proposal for a building envelope amendment or lot line amendment. It is required that the Owner/Applicant's design team attends the meeting and that this meeting be held prior to initiating any application to the Town of Minturn. Applicants must submit, at minimum, one week prior to the scheduled meeting date. Upon receipt of the information required for the meeting, the Design Review Board shall notify the Applicant one day prior to the meeting for the scheduled time. As part of the review, the Belden Place Design Review Board shall visit the proposed site. Prior to the Design Review Board site visit, the Owner/Applicant shall have the site staked to indicate the proposed change. Staking must show the existing lot corners, building envelope corners and the proposed lot corners, building envelope corners. The Owner/Applicant and/or its representative shall attend the meeting to present the proposed change to the Design Review Board and to address any questions regarding the proposed change.

Submittal Requirements: Design Review Board Meeting:

1. Complete Application, signed
2. Application Review Fee
3. Building Envelope / Lot Line Adjustment Site Plan, prepared by a Registered Land Surveyor
4. (1) copy on 24"x 36" sheet and electronic PDF format; scale of 1" = 10'
5. Existing and proposed building envelope
6. Existing and proposed property lines
7. All adjacent properties, their lot lines and building envelope locations; for building envelope adjustment
8. Names and addresses of all adjacent property owners within 75 feet of applicant property.
9. Notice to adjacent property owner's written statement of the proposed change, for DRB to approve. Form provided by Belden Place Design Review Board
10. Approval letter for adjacent property owners of Belden Place within 75 feet, for DRB to approve. Form provided by Belden Place Design Review Board.

In the event the Belden Place Design Review Board rejects the Owner/Applicant's proposed change in the meeting, the Owner/Applicant may revise its plans and resubmit to the Belden Place Design Review Board. Applicant must request a meeting with the Design Review Board Coordinator to review submittal before sending forms and letters to adjacent property owners.

C. Step 3 – Adjacent Property Owner Notification

Applicant is responsible for mailing all adjacent property owners the Notice to Adjacent Property Owner describing reason for request, Adjacent Property Owner Approval Letter, and

Site Plan (reduced to 8.5x11) of proposed request by a Registered Land Surveyor.

- Applicant must send by certified mail, return receipt required Return Address:  
Belden Place Design Review Board Address TBD
- Applicant to give Design Review Board Administration all mailing receipts.
- Schedule a meeting with Town of Minturn Planning Department for submittal requirements.

D. Step 4- Town of Minturn Planning Department

After 30 days from Adjacent Property Owner mailing date/receipt, the Design Review Board will give written Approval or Denial to the applicant. If all adjacent property owners return their approval or denial letter, the Design Review board may provide approval or denial earlier than 30 days.

- The proposed amendment will be approved by the Design Review Board, if they find that the following criteria are met:

The amendment does not substantially impact in an adverse manner the adjacent property owner to whom the notice of the proposed building envelope or lot line amendment has been sent, or is required by geologic or other hazard considerations.

- Applicant must provide 1 copy (24 x 36) of the Amended "Final" Plat and electronic pdf format to the Belden Place Design Review Board.
- Once Belden Place Design Review Board approval has been received, applicant can submit to the Town of Minturn Planning Department. The Town Council will hold a public hearing for final approval.
- The building envelope amendment or lot line adjustment will be approved by the Town, if they find that the following criteria are met:
  - The amendment does not substantially impact in an adverse manner the property owners to whom the notice of the proposed building envelope amendment or lot line adjustment has been sent, or is required by geologic or other hazard considerations.
  - Once approved, the Amended Final Plat shall be recorded and become a matter of record.

E. Step 5- Submittal Requirements Building Permit

Upon approval from the Town of Minturn, the Design Review Board will conduct further review if a building permit is required.

- All plans MUST be stamped by the DRB prior to being submitted to the Town of Minturn. Failure to do so may result in fines and penalties up to TBD.
- The approved Amended Final Plat shall be submitted with the building permit application.