



Design Review Process Guide

Appendix B Design and Guideline Standards: https://library.municode.com/co/minturn/codes/charter_and_municipal_code?nodeId=MUNICIPAL_CODE_APXBMIDESTGU

Permit Overview:

- Application fee: Minor DRB (fences, administrative approval) \$75 - Major DRB (requires a public hearing) \$200
 - If the design fits the definition of Major Construction (all new construction projects and any building addition that increases the building footprint and/or square footage of an existing structure) then please see Sec. 16-21-615 as linked below for the more extensive list that is required.
https://library.municode.com/co/minturn/codes/charter_and_municipal_code?nodeId=MUNICIPAL_CODE_CH16ZO_ART21ADPR_DIV4MIPR_S16-21-615DEREAP
 - Design review applications are typically submitted by the owner, their agent, or others that have a legitimate interest in the property.
 - Design review applications are first submitted to the Planning Director for review and then brought before the Planning Commission.
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Application Contents:

- Complete application form:
<https://www.minturn.org/sites/minturnco/files/uploads/design-review.pdf>
 - A recent survey within the last five years of the existing property:
 - An Improvement Location Survey or
 - A Land Survey Plat
 - A scaled site plan with topography, setbacks, existing water features (live streams, water bodies), and buildings on the site.
 - Architecture details, including window and door detail, building floor plans, if applicable, exterior materials, dimensions and colors.
 - A landscape plan showing the removal of any vegetation as well as any new grading, revegetating/seeding, trees, shrubs or ground cover.
 - A parking plan.
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What to expect:

- A pre-application meeting is held with the Planning Director.
- Once the Planning Director has determined that the applicant has all necessary application materials and plans, the application is submitted.
- The Planning Director reviews the application for a minimum of 10 days and then schedules a Design Review Board (DRB) hearing.
- The DRB either approves, approves with conditions, or denies the application.

