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# Town of BOW MAR Colorado

5395 Lakeshore Drive • Bow Mar • Colorado 80123 • 303-794-6065

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## BOW MAR DESIGN REVIEW BOARD Application for Review

### **\*GENERAL PROPERTY REQUESTS\***

Examples include (this list is not exhaustive) re-roofing, re-painting, windows, driveways and culverts, chicken coops, mailboxes, exterior detailing, stucco, etc.

**(NOTE:** incomplete applications may not be considered by the DRB. To ensure your application is considered, complete the entire application and submit all required materials)

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Date of Completion \_\_\_\_/\_\_\_\_/\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

#### Homeowner Checklist:

- Homeowner, Architect and Builder has read DRB guidelines and Bow Mar Building Ordinances found on [www.bowmar.gov](http://www.bowmar.gov)
- Complete DRB application. DRB needs 2 copies and recommends you make one for yourself.
- Turn in your project application to [mbirkeness@crsofcolorado.com](mailto:mbirkeness@crsofcolorado.com) by the 24th of the month so notification can be placed in the *Bow Mar Bulletin* prior to your DRB presentation.
- Submit two sets of Architectural Plans that include:
  - Lot Survey/Site Plan showing building envelope, hardscape, topography, **highlighting the highest point on the front setback**, shot by an engineer and stamped. This item is necessary if any work can potentially be near a property line or set back line.
  - Architectural Drawings with comprehensive elevations detailing structure, height, and building details with engineered measurements.
  - Drainage Plan stamped by an engineer, if grading is being changed.
- Color rendering/Materials board: samples must meet the following criteria – paint samples must be on at least a 12x12 piece of the actual material to be painted on (e.g. if painting on stucco, paint the actual color of choice on stucco to show the DRB) and actual materials used should be presented to the DRB at the meeting. Also included should be photos, from ground level, of the current view/materials/etc.
- Contiguous neighbors have signed your plans indicating they have been notified of the project.



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Street Cut/Driveway Permit Completed and Submitted.

**Variances:**

Are you requesting a variance?  Yes  no

**Setback Variance:** This is for building within the required 40 foot setback.  
Which lot line(s) are you requesting variance for and what is the amount required?

\_\_\_\_\_

In order for the Town of Bow Mar to grant a variance to the Town's ordinances, you will need to explain in detail why such a variance should be considered. Is a variance your only option? What is your hardship?

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**\*Immediate Neighbors Acknowledged? Signatures below and on plans.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description:** Please describe exactly what changes/modifications you plan:

\_\_\_\_\_  
\_\_\_\_\_



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**Re-roofing:** Type and material as it relates to the existing roof. Will the new roof be compatible with existing?  yes  no

In either case, describe the roofing materials that will be used:

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**Windows/Exterior Doors/Shutters:** Please describe the type and material as it relates to your existing windows. **\*Note: vinyl replacement windows are not allowed and will not be approved by DRB.**

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## CONSTRUCTION DATES:

**PROPOSED START DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_ If actual construction/landscaping is not initiated within 180 days from the issuance of a permit or plan acceptance, the plans must be resubmitted to DRB and begin the process anew.

**ANTICIPATED COMPLETION DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_ The Town of Bow Mar allows a maximum of 365 days from the day the building permit is issued for construction. If construction is not completed within the allotted time, the Building Commissioner shall assess monetary penalties that must be paid prior to the next inspection.

## ARCHITECT INFORMATION

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (S) \_\_\_\_\_

## ENGINEER INFORMATION

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (S) \_\_\_\_\_

## CONTRACTOR INFORMATION

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (S) \_\_\_\_\_

Is any work being performed by the homeowner?  **yes**                       **no**

If yes, please describe the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S SIGNATURE/S**

**DATE**



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