



# DESIGN REVIEW PROCESS APPLICATION

PLANNING & DEVELOPMENT SERVICES  
455 Mountain Village Blvd. Suite A  
Mountain Village, CO 81435  
970-728-1392  
970-728-4342 Fax  
cd@mtnvillage.org

Revised 9.15.22`

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**The Planning & Development Services Department is here to assist you with your development application pursuant to the Community Development Code (CDC).**

**This publication outlines the Design Review Process Development Application process of the CDC and also provides the submittal requirements for such development application.**

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## **Contents of the Publication**

This publication is intended to address the submittal requirements for a Design Review Development Application. However, it is each applicant's responsibility to review the CDC and any associated regulations to ensure a full understanding of the development application process.

## **Development Review Process**

After any required conceptual worksession with the Design Review Board (DRB) and/or the Town Council, design review process development applications shall be processed as a determination of no effect (DNE), class 1, class 2 or class 3 development applications as follows:

**Determination of No Effect:** Staff level review by email – no formal approval necessary

**Class 1 application:** Staff development application review process;

**Class 2 application:** Staff-DRB chair development application review process;

**Class 3 application:** DRB development application review process;

***Determination of No Effect (DNE). The following types of applications are processed as a determination of no effect.***

1. Must be a modification that is like for like. For example, reconstructing a deck with the same material and dimension; replacing a roof with the same material; changing a window or door of the same dimension, size and material, replacing a retaining wall with the same material, dimension and location, replacing landscaping like for like.

Application Requirements for a DNE.

- **Application** (page 10 of this application packet)
- **Brief Description** (Can be provided on the application)
- **A site plan, survey** (if needed), **drawings, photographs, and material examples, cut sheets or descriptions** sufficient so that staff can evaluate the requested type of replacement (like-for-like) work that will occur on the property. (Attached to an email in pdf or jpg format)

## ***What to expect***

Planning staff will evaluate your application and determine whether a Class 1,2 or 3 design review (design review) is required or not. If not required, and the applicant has otherwise demonstrated that the proposed modification is considered to have no effect, staff will draft an email to the applicant that states that design review is not required. Also, the applicant must print and submit the email as part of a building permit application (if a building permit is required) to further demonstrate design review is not necessary.



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***Class 1 Applications.*** *The following types of Design Review Process development applications shall be processed as class 1 applications:*

1. Design revisions or remodeling that are minor in nature, does not alter the massing of the structure and does not compromise the intent of the Design Regulations or approved plans provided the developer provides a courtesy notice to all property owners within 400 feet of the lot affected by the redevelopment;
2. Painting or staining of an existing home or structure that is different than the existing paint or stain;
3. Roofing replacement that is different than the existing roof material;
4. Insubstantial landscaping and grading development applications;
5. Sign permits;
6. Bridges for recreational or pedestrian paths;
7. Fire mitigation and forestry management projects;
8. New or modified lighting on all buildings and structures;
9. The replacement of a lift with a new lift provided the capacity of the lift is not changing;
10. Minor golf course improvements or landscaping, such green or tee replacements; and
11. Minor ski resort improvements such as replacing or installing a snowmaking line.

***Class 2 Development Applications.*** *The following types of Design Review Process development applications shall be processed as class 2 applications:*

1. Building additions that do not increase the floor area by more than twenty-five percent (25%) of the primary structure;
2. Design revisions or remodeling that are more significant in nature, minimally alters the massing of the structure and does not compromise the intent of the Design Regulations or approved plans provided the developer provides a courtesy notice to all property owners within 400 feet of the lot affected by the redevelopment;
3. New or remodeled, non-residential buildings or structures with less than 2,500 sq. ft. of floor area; and
4. Substantial landscaping and grading development applications;

If any design variation is sought for class 1 or 2 development applications set forth above, such development application shall be processed as a class 3 application. The review authority may elect to elevate a Design Review Process development application to a class 3 process based on complicating factors, complex design or other similar considerations. If the review authority elects to elevate a Design Review Process development application to a class 3 process, no public notice of such application is required.

***Class 3 Development Applications.*** *All other Design Review Process development applications not listed above shall be processed as class 3 applications.*

The development application process generally consists of the following steps:



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- Step 1: Pre-submittal Meeting with Applicant and Planning Division (Class 2 and 3 Applications, or if Required for Class 1 Applications)**
- Step 2: Applicant Development Application Submittal**
- Step 3: Planning Division Development Application Completeness Check**
- Step 4: Planning Division Development Application Referral and Review**
- Step 5: Planning Division Follow-up Communication**
- Step 6: Applicant Plan Revisions**
- Step 7: Planning Division Schedule Review Authority Public Hearings (Class 3 Applications for Initial Architecture and Site Review and Final Review)**
- Step 8: Applicant Public Noticing for Class 3 Applications (Minimum of 15days prior to hearing)**
- Step 9: Planning Division Preparation of Staff Reports (Typically only for Class 2 and 3 applications)**
- Step 10: Two Design Review Board Public Hearings are required for Class 3 Applications (Class 1 and 2 Applications May be Elevated)**
- Step 11: Review Authority Action**
- Step 12: Planning Division Provides Notice of Action**
- Step 13: Effective Date of Application Decision and Appeal**
- Step 14: Length of Validity (Generally 18 months unless longer vesting)**

### **Development Application Submittal Requirements:**

The following forms, information and plans will need to be submitted in order to have a complete development application. Situations will occur when all of the listed submittal requirements will not be required and where items not listed as submittal requirements will be required in order for the Town to have sufficient information to fully evaluate the impacts of a development application. The Planning Division is therefore authorized to determine, based on the nature of a development application, whether to waive submittal requirements or require additional submittal requirements.



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Submitted (Office Use)	RS*	Item No	Submittal Requirements
	<input type="checkbox"/>	1.	<p><b>Application Forms and Fee Acknowledgement Form.</b> Forms Completed Signed (Attached).</p> <p>1.a <b>“Housing Mitigation Worksheet.</b> Applicant shall fill out the worksheet at the following link to estimate housing mitigation fees required per the square footage of the proposed development. This worksheet should be printed, signed, and returned with this application. Actual fees will be redetermined, assessed and payable at time of building permit.</p> <p>Link: <a href="https://townofmountainvillage.com/community/housing/community-housing/">https://townofmountainvillage.com/community/housing/community-housing/</a></p>
	<input type="checkbox"/>	2.	<p><b>Fees.</b></p> <ul style="list-style-type: none"> <li>A. Determination of No Effect. No Fee</li> <li>B. Class 1: \$250 for 2 hours; hourly rate thereafter</li> <li>C. Class 2: \$500 for 4 hours; hourly rate thereafter</li> <li>D. Class 3: \$3,500 plus per unit fee</li> </ul> <p>The applicant and property owner are responsible for paying all Town fees as set forth in the fee resolution, and are also required by the CDC to pay for Town Legal fees, the cost of special studies, and other fees as set forth in the CDC. Such fees are considered a condition precedent to having a complete development application, and shall be paid prior to the Town issuing the final approval</p>
	<input type="checkbox"/>	3.	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	<input type="checkbox"/>	4.	<b>Agency Letter.</b> If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached).
	<input type="checkbox"/>	5.	<p><b>HOA Letter.</b> For development on property that is owned in common by a homeowners association, the development application shall include:</p> <ul style="list-style-type: none"> <li>A. A letter from the Homeowner’s Association (HOA) board giving permission for the application (Attached), and where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote.</li> <li>B. A copy of the HOA governing documents, including bylaws and declaration.</li> </ul>
	<input type="checkbox"/>	6.	<b>Title Report.</b> Copy of current title report for the property listing all encumbrances.
	<input type="checkbox"/> <input checked="" type="checkbox"/>	7.	<b>Development Narrative.</b> A written narrative of the development application that outlines the request. The narrative should include a summary of how the application meets the key requirements of the CDC, such as the applicable criteria for decision
	<input type="checkbox"/> <input checked="" type="checkbox"/>	8.	<b>Existing Condition Plan.</b> A stamped, monumented land survey prepared by a Colorado registered land surveyor showing existing site and surrounding access (driveway or roadway route, utility route, etc.) conditions drawn at a scale of 1” = 10’ to a maximum of 1” = 30’ showing the following information:
	<input type="checkbox"/> <input checked="" type="checkbox"/>		<b>A. Lot Size.</b> Lot size needs to be shown.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		<b>B. Existing Lot Lines.</b> Existing platted lot lines need to be shown with distances, bearings and a basis of bearing. Existing property pins or monuments found and the relationship to the established corner also need to be shown.



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	<input type="checkbox"/> ◆		<b>C. Existing Topography.</b> Existing topography needs to be shown with two foot contour intervals, including spot elevations at the edge of asphalt along any roadway or driveway frontage for the intended access-way at 25 foot intervals.
	<input type="checkbox"/> ◆		<b>D. Steep Slopes.</b> Any slopes that are 30% or greater shall be mapped with a shaded or hatch pattern.
	<input type="checkbox"/> ◆		<b>E. Wetlands, Ponds, Streams or Drainages (if any).</b> Wetland, ponds, streams and drainages need to be shown. Recent wetland delineation by qualified consultant must be surveyed and shown on proposed site plan for United States Army Corps of Engineers approval. If wetland are located adjacent to the development site, such wetland area also needs to be shown (17.6.1 B)
	<input type="checkbox"/> ◆		<b>F. Easements.</b> Indicate all easements shown on the governing plats and recorded against the property.
	<input type="checkbox"/> ◆		<b>G. Utilities.</b> All underground and above ground utilities and pedestals or transformers need to be shown.
	<input type="checkbox"/> ◆		<b>H. Existing Improvements.</b> Any existing site improvements need to be shown, such as buildings (including drip lines), drainage systems, trails (if part of official Town trails system as shown in the Comprehensive Plan), sidewalks, roadways, driveways, lite poles and fences.
	<input type="checkbox"/> ◆		<b>I. Fire Mitigation/Forestry Management.</b> A Tree survey of all trees with a diameter at breast height of four inches (4") or greater shall be shown to ensure compliance with the fire mitigation and forestry management requirements ( 17.6.1 A)
	<input type="checkbox"/> ◆	9.	<b>Proposed Development Plan.</b> The following information needs to be submitted:
	<input type="checkbox"/> ◆		<b>A. Site Plan.</b> A site plan showing all proposed development improvements with an engineered scale of 1"=10' to a maximum of 1" =30' showing: <ul style="list-style-type: none"> <li>i. Existing topography, existing utility pedestals and transformers, proposed grading, wetlands, trees with a bdh of 4" or greater, ponds, streams, drainages, setbacks and easements.</li> <li>ii. Proposed buildings, with roof drip lines clearly shown.</li> <li>iii. Composite utility plan including but not limited to proposed gas and electric meter locations and any new transformer locations.</li> <li>iv. Proposed parking areas and spaces, required signage (adaptable parking spaces, loading/unloading area, no parking etc.), address monuments, sidewalks, lighting, trash/recycling enclosures, amenity area, patios, decks and other proposed improvements clearly shown.</li> <li>v. Proposed landscaping.</li> <li>vi. Project summary that lists project data, including but not limited to lot size, zoning designations on the lot or site, building height, average building height, required parking and maximum lot coverage.</li> </ul>
	<input type="checkbox"/> ◆		<b>B. Grading Plan.</b> An access and grading plan prepared by a Colorado registered professional engineer showing how the project can meet the CDC roadway and driveway standards



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			(17.6.6), grading and drainage design requirements (17.5.5 and 17.5.7) and pedestrian connections, as applicable, with existing grading in a dashed line, propose degrading shown with a solid line and spot elevations as needed.
	<input type="checkbox"/> <input checked="" type="checkbox"/>		<p><b>C. Building Elevations and floor Plans.</b> Architectural plans prepared by a Colorado licensed architect designed in accordance with the applicable regulations of the CDEC (Design Regulations, Zoning Regulation, etc.) including but not limited to building <b>elevations</b> and floor plans with a scale of 1/4" = 1' to 1/16" = 1' for larger scale projects.</p> <ul style="list-style-type: none"> <li>i. Floor plans labeled, dimensions and drawn in sufficient detail</li> <li>ii. All elevations of proposed buildings with all exterior wall materials clearly labeled and calculated in a table format to comply with section 17.5.6E and</li> <li>iii. Maximum building height and maximum average height with plan submittal requirements pursuant to CDC section 17.3.11, including but not limited to a table calculating the maximum average building height.</li> <li>iv. Roof plan that meets the roof form Design Regulations in section 17.5.6.C, including but not limited to roof design, snow and ice shed prevention devices, pitch, eaves and fascia, drainage and material.</li> <li>v. Roof plan overlaid on a topographic survey with all ridgeline heights labeled in USGS elevation</li> <li>vi. Window and door schedule to comply with CDC section 17.5.6.G-H Details of recess of windows and doors within stucco or stone walls.</li> <li>vii. Address monument design and lighting to comply with CDC section 17.5.13.E(4) and 17.5.13.F.</li> </ul>
	<input type="checkbox"/> <input checked="" type="checkbox"/>		<p><b>D. Computer Massing Model.</b> A computer massing model with interactive viewing capability (360-degree rotation, fly by, etc.) showing the proposed buildings, including roof forms, illustrating building mass and proportion, site contours of 2' intervals, and surrounding development to scale so the building design can be evaluated pursuant to the Design Regulations.</p>
	<input checked="" type="checkbox"/>		<p><b>E. Landscape Plan.</b> A Landscape plan in accordance with the Landscaping Regulations (17.5.9) shall be designed and prepared by an American Society of Landscape Architecture certified designer or a landscape professional with experience in creating and planting landscape plans in montane and subalpine life zones.</p>
	<input checked="" type="checkbox"/>		<p><b>F. Outdoor Lighting Plan.</b> A conceptual outdoor lighting plan in accordance with the Lighting Regulations (17.5.12) including but not limited to the need to provide full cut-off light fixtures.</p>
	<input checked="" type="checkbox"/>		<p><b>G. Construction Mitigation Plan.</b> Maps or plans and written narrative describing layout of the construction site to show:</p> <ul style="list-style-type: none"> <li>i. Limits of construction disturbance, including limits of excavation;</li> <li>ii. Location of cranes and crane radius (if applicable);</li> <li>iii. Limits of tree removal;</li> <li>iv. Identification of trees to remain within the limits of disturbance;</li> <li>v. Location of construction fencing and details of methods to protect the trees to be preserved on a site and any other vegetation;</li> <li>vi. Location of building materials storage areas, cut and slash storage and route of</li> </ul>



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			<p>removal;</p> <p><b>vii.</b> Construction parking (location and amount);</p> <p><b>viii.</b> Location of port-a-toilet;</p> <p><b>ix.</b> Location and size of construction trailer;</p> <p><b>x.</b> Location and methods of erosion control and methods to protect ponds, streams and wetland is applicable;</p> <p><b>xi.</b> Location and size of trash container of enclosure and route of removal; and</p> <p><b>xii.</b> Location of bear proof container for all food waste.</p>
	<input type="checkbox"/> ◆		<p><b>H. Material Board.</b> The applicant shall submit photos of proposed materials and a 2'x3' materials board with sampled of stone, siding material, colors, accent material and roofing at the time of the DRB Review for Class 3 applications. A 4'x4' stone mockup shall be constructed on site prior to commencement of stone work.</p>
	<input type="checkbox"/> ◆	10.	<p><b>A. Engineered Infrastructure Plan.</b> The development shall include sufficient infrastructure designed by a Colorado registered professional engineer, including but not limited to vehicular and pedestrian access, mass transit connections, parking, traffic circulation, fire access, water, sewer and other utilities.</p> <p><b>i. Utility Plan.</b> A composite utility plan showing the intended routes for providing water, sewer, electric, cable and telecommunications.</p> <p><b>ii. Availability of Water, Sewage Disposal and Utilities.</b> The applicant shall consult with the director of the Public Works Department, San Miguel Power association and Source Gas prior to the submission of a development application to include statements from such agencies in the application on the availability of utilities to serve the intended development.</p> <p><b>iii. Access Plan.</b> An access plan providing access to and from the site of the development shall be provided, including any needed infrastructure improvements as may be required by the Subdivision Regulations and the Road and Driveway Standards.</p>
	<input type="checkbox"/> ◆	11.	<p><b>Practicable Alternatives Analysis:</b> For development proposing disturbance to wetlands, the general easement or slopes greater than 30%, the Town may require an applicant prepare a practicable alternative to demonstrate why it is not practicable to avoid such areas.</p>
	<input type="checkbox"/> ◆	12.	<p><b>Design Variation.</b> If a design variation is requested pursuant to the Design Variation Process in the CDC section 17.4.11.E(5), the application shall include a detailed narrative on how such variation meets the criteria in section 17.4.11.E(5)(e).</p>
	◆	13.	<p><b>Public Improvements Cost Spreadsheet.</b> For multi-family, mixed use or commercial development, or as otherwise required by the CDC or a development agreement, the developer shall submit a spreadsheet breaking down the cost of the construction of any public facilities or improvements that are necessary for the development, with such spreadsheet providing the line item total cost, unit type (EG. Lineal feet, cubic yards, sq. Ft.)</p>
	<input type="checkbox"/> ◆	14.	<p><b>Plan Set Sheet Requirements.</b> All plan sets as set forth in these submittal requirements shall be formatted to have a sheet size of 24" x 36", with cover sheet providing the contact information of all plan consultants, vicinity map, and sheet index; and all sheets showing date of original plan preparation and all revision dates, sheet labels and numbers, borders, title blocks, project name, lot number, address legends.</p> <p><b>A.</b> All plans submitted by a Colorado licensed architect. Surveyor, geologist or interior</p>



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			designer shall be electronically stamped and signed without a locked signature to allow for commenting on the plan sets.
	<input type="checkbox"/> <input checked="" type="checkbox"/>	15.	<b>Licensed Architect Required.</b> All development applications for a structure or building to be constructed, altered or modified within the town are required to be stamped by a Colorado licensed architect. If allowed by the CRS 12-25-301 et seq, the Director of Community Development may exempt a remodeling development application for this requirement, if he/she determines that such remodeling is minor in nature and without any modification to a building's mass, or for a remodeling that is simply proposing the replacement of exterior materials and associated minor alterations.
	<input type="checkbox"/> <input checked="" type="checkbox"/>	16.	<b>ePlan Submittal.</b> All development applications shall be submitted pursuant to the ePlans submittal process as outlined in the following publication: <a href="https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf">https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf</a>

Questions and/or comments on ePlans Process can be directed to [cd@mtnvillage.org](mailto:cd@mtnvillage.org) or call 970-728-1392.





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### TOWN OF MOUNTAIN VILLAGE FEE REQUIREMENTS ACKNOWLEDGEMENT

The Town of Mountain Village requires specific fees to be paid with a development application including legal and attorney fees associated with processing land development applications, inquiries and review. Please read and acknowledge the below fee requirement which are found at Community Development Code Section 17.4.4. General Provisions Applicable to All Development Application Classes, Section L. Fees.

#### L. Fees

**1. Fee Schedule.** The Town Council shall, from time to time, adopt a fee resolution setting forth all development application fees and associated permit fees. Fees for submittals not listed in the fee schedule resolution shall be determined by the Director of Community Development on a case-by-case basis determined by the similarity between the submittal and the development applications listed on the fee schedule together with the estimated number of hours of staff time the review of the submittal will require. No development application shall be processed, nor any development or building permits shall be issued until all outstanding fees or moneys owed by the applicant, lot owner, developer or related entity, as defined by the Municipal Code, to the Town, in any amount for any purpose, including but not limited to any fees, delinquent taxes, required Town licenses, permit fees, court fines, costs, judgments, surcharges, assessments, parking fines or attorney's fees are paid to the Town.

**2. Town Attorney Fees.** The applicant shall be responsible for all legal fees incurred by the Town in the processing and review of any development application or other submittal, including but not limited to any Town Attorney fees and expenses incurred by the Town in the legal review of a development application together with the legal review of any associated legal documents or issues. Legal expenses so incurred shall be paid for by the applicant prior to the issuance of any permits.

**3. Property or Development Inquiries.** The Town requires that Town Attorney legal fees and expenses be paid for all development or property inquiries where a legal review is deemed necessary by the Town. The developer or person making the inquiry, whichever the case may be, shall be informed of this obligation and execute a written agreement to pay such legal expenses prior to the Town Attorney conducting any legal review. A deposit may be required by the Director of Community Development prior to the commencement of the legal review.

**4. Other Fees.** The applicant shall be responsible for all other fees associated with the review of a development application or other submittal conducted by any outside professional consultant, engineer, agency or organization and which are deemed necessary by the Town for a proper review.

**5. Recordation Fees.** The Community Development Department will record all final plats, development agreements and other legal instruments. The applicant shall be responsible for the fees associated with the recording of all legal instruments.

I have read and acknowledge the fee requirements associated with my application.

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(signature required)

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(date)



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APPLICANT INFORMATION			
<b>Name:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Mountain Village Business License Number:</b>			
PROPERTY INFORMATION			
<b>Physical Address:</b>		<b>Acreage:</b>	
<b>Zone District:</b>	<b>Zoning Designations:</b>	<b>Density Assigned to the Lot or Site:</b>	
<b>Legal Description:</b>			
<b>Existing Land Uses:</b>			
<b>Proposed Land Uses:</b>			
OWNER INFORMATION			
<b>Property Owner:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
DESCRIPTION OF REQUEST			



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**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, \_\_\_\_\_, the owner of Lot \_\_\_\_\_ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the development application or the imposition of penalties and/or fines pursuant to the Community Development Code. We have familiarized ourselves with the rules, regulations and procedures with respect to preparing and filing the development application. We agree to allow access to the proposed development site at all times by members of Town staff, DRB and Town Council. We agree that if this request is approved, it is issued on the representations made in the development application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, I understand and agree that I am responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan(s) (including but not limited to: landscaping, paving, lighting, etc.). We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Applicant/Agent Date

OFFICE USE ONLY	
Fee Paid:	By:
	Planner:



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## OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize (agent *name*) \_\_\_\_\_  
of (agent's business name) \_\_\_\_\_ to be and to act as my designated  
representative and represent the development application through all aspects of the development review  
process with the Town of Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)



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## HOA APPROVAL LETTER

I, (*print name*) \_\_\_\_\_, the HOA president of property located at \_\_\_\_\_, provide this letter as written approval of the plans dated \_\_\_\_\_ which have been submitted to the Town of Mountain Village Planning & Development Services Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include (*indicate below*):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)