



Grand Elk Owners Association
Design Review Board

APPLICATION FOR RESIDENTIAL IMPROVEMENTS AND MODIFICATIONS

This application is for review of any IMPROVEMENT or MODIFICATION as defined in the Grand Elk Ranch and Club Design Guidelines and Regulations, Chapters 2, 3, 4, 5, 6, 7, 8 and 9 and Appendix Items A - D. Application will be accepted for review when ALL information is provided, ALL fees & deposits are paid and upon verification Applicant/Property Owner is current on ALL Grand Elk Owners Association assessments, levies and/or fines.

TO BE COMPLETED BY APPLICANT. PLEASE FILL IN PDF FORM OR PRINT CLEARLY.

PROJECT LOCATION Lot _____ Village _____ Street Address of Lot _____

PROPERTY OWNER _____ Email _____

Mailing Address _____

Phone _____ Cell _____

BUILDER _____ **ARCHITECT** _____

Contact Person _____ Contact Person _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Cell _____ Cell _____

Email _____ Email _____

*The Preliminary Review is typically performed within one week after your **COMPLETE** submission is received.
It will detail changes, additions or deficiencies that need to be met before your application
will be scheduled for review by the Design Review Board.*

Where do you want the Preliminary Review notes sent?

EMAIL ADDRESS REQUIRED: _____

BUILDING PERMIT Refer to Section 9.1

Do you need a building permit from the Town of Granby? ____ YES ____ NO

To determine if your project requires a building permit, call (970) 887-2501 <https://www.townofgranby.com/permits>

*It is the Applicant's responsibility to check with the Town of Granby
to determine if a building permit is required **before** submitting an Application for DRB review.*

FEES: Refer to Section 8.5 and Appendix D. All Fees and Deposits MUST BE PAID IN FULL on the owner's portal with CFI at time of application submission. The Preliminary Review will not be scheduled if application is incomplete and fees & deposits are unpaid.

INSTRUCTIONS ON PAYING FEES & DEPOSITS: Email drbchair@grandelk.com to request fees & deposits be posted on the owner's portal. In the email, please state your name, lot, address and type of application (New Construction, Change Request/Variance, Improvement, Paint, etc.)

If project requires a Building Permit

Design Review Fee (nonrefundable):	\$500	CONFIRMED - PAID ON OWNER PORTAL	Date
Compliance Deposit (refundable):	\$100	CONFIRMED - PAID ON OWNER PORTAL	Date
Construction/Damage Deposit (refundable):	\$100	CONFIRMED - PAID ON OWNER PORTAL	Date

If project does not require Building Permit

Design Review Fee (nonrefundable):	\$200	CONFIRMED - PAID ON OWNER PORTAL	Date
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PROJECT DATA**TYPE OF IMPROVEMENT AND/OR MODIFICATION** Refer to Sections 3.19, 8.3 and 9.4 and Appendix A - D.

Modifications to and/or adjacent to building exterior:

Site Modifications:

Outbuilding

Landscaping (application not required for small replanting/maintenance)

Stairs and/or patio and/or courtyard

Fence

Hot tubs/spas

Driveway

Dog run

Parking area(s)

Swing set and/or playhouse

Paving

Greenhouse

Road

Changes to exterior color(s)

Retaining wall(s)

Addition of new windows/doors

Excavation or fill

Other: _____

Other: _____

Describe Project:

Number of Total Proposed Structures: _____ Dimensions (Length, Width, Height): _____

Attached to Home? YES NO

Please submit ELECTRONIC FILES for all items below. Refer to Section 9.2

- ☐ Completed Application* and payment of all Fees & Deposits

Site Plan* showing the location of the project, property line, setbacks, easements and underground utility locations Landscape Plan

Architectural Drawings - Exterior Elevations*, Floor Plans*, Roof Plan* and Lighting Plan, if applicable.

Actual material samples with the appropriate finish (stain, paint, etc.) mounted on a 2' x 3' board

A colored elevation of the street side of residence showing how materials and colors are utilized

Finish Schedule* with a list of building materials and colors. See Appendix E for approved colors.

(Note: Primary wall stain/paint color must be in the dark tones/shades of the chosen color)

Catalog Sheet(s)* showing materials or project, and/or anything that will better describe your project to the DRB

- All required items are to be received a minimum of **21 days** before the monthly Design Review Board meetings. Visit <https://grandelkliving.com/homeowners-association/design-review-board/> for meeting dates and due dates.
- **Please make sure date of submission, your name, property street address and legal description are on ALL items submitted.**
- Electronic files: Must label file with last name, legal description and what is shown in the file.
Example: "Jones L 72 Arrowhead Site Plan." Email required files to drbreview@grandelk.com.
- It is the responsibility of the Builder and/or Owner, Architect, Contractor or Authorized Agent to obtain a current copy of the most recently revised guidelines by visiting <https://grandelkliving.com/homeowners-association/design-review-board/>

STATEMENT OF RECOGNITION

I have read, understood and affirm that I will comply with the Grand Elk Ranch & Club Design Guidelines and Regulations concerning the guideline parameters and procedures for the design and construction processes at the Grand Elk Ranch & Club. I acknowledge that a Final Inspection & Release Letter is required to apply and obtain a Certificate of Occupancy from the Winter Park Building Department. I further acknowledge that I have authority to sign on behalf of the corporation/company if the owner and/or builder are a corporation/company. I further acknowledge that all fees and deposits are paid in full and all parties signing are current on all Grand Elk Owners Association assessments, levies and/or fines.

Property Owner Signature

Date _____

Builder Signature

Date _____

Updated: August 8, 2023