

Cordillera Valley Club

Notice to Property Owners of Design Review Board Applications Requirements and Procedures Revised March 23, 2011

- A. Exempt: No neighbor notification is required for the following types of applications: Minor modifications, modification to approved plans, addition of livable area of less than 500 sq. ft., minor landscape additions or alterations, minor landscape modifications outside of the building envelope, and any application that in the opinion of the Administrator does not have the potential for significant impacts to adjacent or neighboring properties.
- B. 14-day Notice: 14 day notice of potential action on an application is required for all improvements that are not exempt or for those improvements that in the opinion of the Administrator may have the potential for significant impacts to adjacent or neighboring properties.
- C. 30-day notice: 30 day notice of potential action on an application is required for changes to the building envelope boundary and location, significant landscape improvements or alterations outside of the building envelope, or any building modification outside of the building envelope.
- D. Notice Procedure: Where neighbor notification is required, applicants shall provide a list of mailing addresses for all owners of adjacent property (adjacency includes properties across an adjacent roadway, stream, or natural feature) to the subject property boundary. The list shall include the neighbors property addresses within CVC as well as the legal description. The applicant shall also provide addressed envelopes with the return address of the Administrator with sufficient postage to mail the notice to the neighbors. The envelopes shall include the proper completed notice but the envelopes shall not be sealed. The Administrator shall ensure the notice contains the appropriate information and if so shall cause the notice to be mailed by first class mail or other reasonable alternative as approved by the Administrator. Notice forms are available from the Administrator. The notice to neighboring properties is a courtesy notice. Failure to receive the neighbor notice is not grounds for overturning any decision of the Design Review Board or the Administrator. Neither the DRB nor the Administrator has any responsibility for the correctness or completeness of any of the notice information. Acceptable address information for neighboring properties includes information obtained from the Eagle County Assessor's Office or webpage. Use of email notification to neighboring property owners may be an acceptable form of notice if a comprehensive system of email registration and notification is put in place by the Administrator.

- E. Approvals Within Notice Period: Neighbor notification is not intended to cause delay with the review and approval of applications. In general, administrative decisions on applications should wait until the appropriate notice period has concluded in order to receive and potentially address the comments of neighbors. Decisions of the DRB may be made during the notice period but shall be conditioned upon receipt of timely input from neighboring properties. If comments are received by the Administrator after the DRB has taken action and within the notice period and if in the opinion of the Administrator the comments warrant review and discussion with the DRB, the Administrator may schedule a hearing to re-review the subject application. The Administrator also has the authority to condition an application to address any credible concerns. In no case shall an applicant or property owner commence work until the notice period has concluded unless waived by the DRB or the Administrator.