



## **Eagle Ranch Homeowners Association DESIGN REVIEW BOARD (DRB)**

### **DESIGN REVIEW PROCESS OVERVIEW NEW HOMES & MAJOR IMPROVEMENTS TO EXISTING PROPERTIES**

**Contact:** Design Review Board Administrator: 970-328-2174  
[eagleranchdrb@eastwest.com](mailto:eagleranchdrb@eastwest.com)

*Please refer to our design guidelines for more detailed information.*

Design Review Board (DRB) approval is required for all new homes, and major modifications to existing properties, prior to issuance of a building permit.

The design review process utilizes Design Guidelines adopted by the Board of Directors of the Homeowners Association. The Guidelines and the design review process are required pursuant to the Master Declaration of Covenants, Conditions and Restrictions for Eagle Ranch. The current Guidelines are posted on the Eagle Ranch website. All applicants are encouraged to familiarize themselves with the Guidelines and all Governing Documents before submitting plans for the design review process.

#### **1. Register your Project**

The Design Guidelines, fee schedules, contact information, and related project requirements are updated as needed. Please email the DRB Administrator, [eagleranchdrb@eastwest.com](mailto:eagleranchdrb@eastwest.com), to register your project so you are on our radar.

#### **2. Scheduling**

The DRB will address requests for approval of an application in the order in which applications are received, subject to the volume of submitted applications at the time of submittal. Verification of the receipt of all required materials for an application occurs when the DRB Administrator has independently determined that all required materials have been submitted. Once the DRB Administrator determines that all required materials are received, the Applicant will be notified accordingly, and the application will be set upon the DRB meeting schedule. Alternatively, if once the DRB completes its review of the application for completeness it is determined that the application is not complete, the Applicant will be advised of additional documents, materials, and information needed which process shall continue until the DRB Administrator determines that all required documents, materials, and information have been received. The Applicant will be notified, and the application will be set upon the DRB meeting schedule. The mere submittal of an application and accompanying materials does not constitute receipt by the DRB of all required materials.

All required materials for Preliminary or Final review must be submitted to the DRB in accordance with the Submittal Deadlines established for each DRB Meeting date. To expedite the design review process, ensure that the Preliminary Submittal is complete according to the Master Design Guidelines. Incomplete submittals



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will cause delays in the review process.

### **3. Fees & Deposits**

The current fee and deposit schedule is available on the eagle Ranch website. Please ensure you submit the correct checks and amounts at preliminary review package submission and at the final review meeting.

### **4. DRB Meetings**

The DRB typically meets monthly, on the third Thursday of each month. Meetings are held in the conference room of the Eagle Ranch offices at 1143 Capitol Street, Suite 208. Meetings are scheduled to begin at 2:00PM and usually complete by 5:00PM. The DRB Administrator will provide an agenda to each applicant scheduled for the upcoming meeting. Times associated with the agenda are estimated start times and not a definitive start time. These meetings are open to the public. The meetings are subject to change due to staffing and quorum requirements. Meetings are held in person with hybrid options available.

### **5. Design Review Process**

The design review process consists of a:

- Pre-design conference (required for new construction)
- Preliminary review (required for new construction)
- Final Review (required)
- Technical Review (required)

#### ***Pre-Design Conference***

The DRB Administrator will conduct a pre-design conference for all new construction projects and may request a meeting for major modifications to existing properties. These meetings are intended to clarify design questions or help an applicant interpret the Guidelines under unique circumstances. The fee charged for the pre-design conference is outlined in the current fee schedule.

#### ***Preliminary & Final Reviews***

Each application package completes a two-step process of preliminary and final review. The requirements for each package can be found in the Design Guidelines and Application forms available on the Eagle Ranch website. The applicant's submittal packages are reviewed by the DRB Administrator, who provides the DRB Board analysis on the application's compliance with the guidelines. The applications are reviewed at regularly scheduled DRB meetings. You must schedule submission of your application to begin the review process with the DRB Administrator who can determine the next available slot. Applications and supporting documentation/plans shall be in electronic format and uploaded to the appropriate Drop-Box folder.

### **6. Technical Review**

Prior to applicants submitting plans to the Town of Eagle for a Building Permit, the DRB Administrator will



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review the final plan set, including architectural, landscaping, and structural plans, for compliance with Eagle Ranch Design Guidelines and to ensure the final plans match those reviewed by the Design Review Board.

It is the applicant's responsibility to ensure that the final plans match those reviewed and approved by the Board. Modifications between final review and technical review may result in delaying your approval.

The Town of Eagle requires a set of plans approved by the Design Review Board Administrator prior to commencement of your review for a building permit.

### **7. Construction Process**

The DRB staff and Board also conduct meetings, inspections, and compliance reviews throughout the construction process. A handy ***construction phase checklist*** is available on the Eagle ranch website to manage DRB required inspections, deadlines, and submittals. ***Prior to construction*** the applicant's contractor must contact the Administer to schedule an onsite pre-construction meeting. The purpose of this meeting is to ensure that the contractor is familiar with the protocol for constructing a home in Eagle Ranch and to alert the contractor to specific site issues or any changes to the Guidelines or construction procedures.

It is the contractor's and/or applicant's responsibility to maintain the construction site in an orderly manner. Failure to sweep the streets and keep them clear of mud, prevent overflowing trash dumpsters or blowing trash, or maintain the construction fencing will require the Eagle Ranch HOA staff to conduct site cleanup work. Any cleanup work will be charged to the applicant for time, materials, and administrative oversight. These charges will be invoiced or deducted from the builder's compliance deposit as well as any other violations of the Eagle Ranch Rules & Regulations and the construction documents. Prior to rough framing inspection, which is conducted by the Town of Eagle Building Department, the applicant shall provide to the DRB verification of the height of the building. A Height Verification Form is attached to the Final Review Application or may be obtained from the DRB Administrator.

### **8. Completion and Closure**

A final inspection will occur when all landscaping and exterior light fixtures have been installed, all vents and flues have been painted to match the exterior color of the home, chimney caps are on, and all traces of construction have been cleared and the property, and if necessary, the adjacent property is restored (reseeded and irrigated etc.). Before the DRB will issue a Certificate of Completion and the builder's completion deposit returned: the DRB will inspect to determine all work is completed per the approved plans and copies of the Improvement Location Survey (or ILC).

*This document is intended to provide a summary but is not comprehensive. Please refer to the Eagle Ranch website for more comprehensive information, including the Design Guidelines and all community Governing Documents*