

Aldasoro Ranch Design Review Board



Sketch/Final Plan Checklist

This document is not a substitution for the Aldasoro Ranch Design Review Rules & Regulations. Applicants are responsible for reading and understanding all Design Review Rules & Regulations.

Lot #	Filing	Applicant	Design Firm
Address	Planning Meeting Date	Sketch Review Date	Final Review Date
Wildlife Habitat	Turn Out Lot	Height Restricted	Wetland Buffer
Deed Restricted	Tree Escrow	Other Conditions	

Governing Documents

- *Design Review Board Regulations 5th Amended & Restated, June 28, 2022*
[HOC Design Review Regulations](#)
- *Water Regulations #10, January 24, 2023*
[HOC Water Rules & Regulations](#)

Fees

- *Aldasoro Ranch Homeowners Company Fee Schedule, June 1, 2023*
[HOC Schedule of Fees](#)
- Alpine Planning, LLC, the HOC consulting planner, charges \$140/hr.
- Cost reimbursement for any experts the HOC may require
- Other Additional fees charged by outside entities (*not paid to the HOC*)
 - San Miguel County Plan Review Fee, Building Permit Fee, Affordable Housing Fee
 - Town of Telluride Sewer Tap Fee
 - Black Hills Energy, San Miguel Power Association, and telecommunications/internet companies each charge an installation and user fee

Communication

Applicant and their design team will correspond only with the HOC staff and Alpine Planning. They will not communicate with the Design Review Board or the Board of Directors. *Section 7.1.3*

Critical Path

Aldasoro Ranch DRB Meetings & Noticing Dates
[HOC Meetings & Noticing Dates Deadlines](#)

Action	Timing
Cost Reimbursement Agreement <i>Section 3.14</i>	
Planning meeting <i>Section 7.1.1</i>	
Submit DRB Review Application Form and fees	40 days prior to Sketch Plan Review Meeting

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Submit Sketch Plan Review Submittal <i>Section 7.1.4</i>	40 days prior to Sketch Plan Review Meeting & within 1 year of pre-planning meeting
Alpine Planning conducts Completeness Review of Sketch Plan Review Submittal	10 days
Notice to owners within 400 feet of the Lot boundary <i>Section 7.4</i> https://mapping.sanmiguelcountyco.gov/viewer/index.html?viewer=Noticing	30 days prior to Sketch Plan Review Meeting
Post Sketch Plan Review Submittal on AR website	30 days prior to Sketch Plan Review Meeting
Erect site visual aids	7 days prior to Sketch Plan Review Meeting
Staking Map to HOC	7 days prior to Sketch Plan Review Meeting
SKETCH PLAN REVIEW MEETING Site walk and DRB Sketch Plan Review meeting	
Remove site visual aids	Within 3 days of Site Walk
Telluride Fire Protection District driveway approval prior to Final Plan Review Submittal	
Submit Final Plan Review Submittal	40 days prior to Final Plan Review Meeting & within 1 year of Sketch Plan Approval
Alpine Planning conducts Completeness Review of Final Plan Review Submittal	10 days
Notice to owners within 400 feet of the Lot boundary	30 days prior to Final Plan Review Meeting
Post Final Plan Review Submittal on AR website	30 days prior to Final Plan Review Meeting
FINAL PLAN REVIEW MEETING DRB Final Plan Review meeting	
Submit Staff Permit Set	Within 90 days of DRB Final Plan Certificate of Approval
Alpine Planning conducts Completeness Review of Staff Permit Set Submittal	10 days
Paving, Landscape, Improvement Completion and Clean Up Agreement <i>Section 3.16</i>	
Payment of fees & escrows	
STAFF PERMIT SET APPROVAL Stamped Set for Building Permit Application	
San Miguel County building permit	
Pre-construction meeting	
Break ground	
Foundation, Stem Walls & Pad Survey	
Erect Final Materials Board on site	
HOC Framing Inspection	
Top of Parapets and Roof Structures Survey	
Utility As-Builts Documentation	
ILC Survey of final project	
HOC Final Inspection	
HOC Certificate of Compliance	

Site Visual Aid/Staking Requirements & Documentation

- Requirements
 - Story poles with ropes and flagging demonstrating the main ridge height and highest point on each structure
 - Locate the center of the Building Site as verified by a surveyor
 - Driveway centerline stationing main road where driveway leaves the road and up to house
 - Drainage and culvert schematic
 - Cut limits and retaining walls
 - Proposed address monument location
 - Locations of the corners of the Residence or major Improvement
 - Where applicable, when a designated building site is proposed for relocation, the location of the designated and proposed building sites
 - All plants proposed for transplanting marked using blue flags and their respective locations for transplanting staked
 - Any trees to be removed are to be marked with red flagging
 - Other depictions and designations directed by the HOC Manager
- Documentation
 - Provide the HOC with a Staking Map clearly identifying and labelling each of the Site Visual Aids, which shall be prepared and certified as being accurate by the project surveyor.

Plan Formatting

- Plans shall be submitted in a digital format
- Plans shall be prepared at 24" x 36" size
- Minimum of 1/8" scale
- Plan pages should retain same formatting and number/name from Sketch to Final submissions
- Include a cover sheet with:
 - name of owners
 - lot number
 - contact information for:
 - architecture firm,
 - civil engineering firm
 - surveying firm
 - other team member information
 - table of contents
 - table of requested Limited Design Exception including Section, regulation standard and exception sought
 - table summary of key project elements and how met
 - proposed density
 - floor area square footage
 - absolute height
 - maximum visible height
 - exterior material summary with areas and percentage
 - number of bedrooms
 - parking requirement

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- building height requirements
- notation that the approved Exterior Material Board shall be erected on site that shows all the approved exterior materials in the approved colors and finishes
- notation that the proposed development will comply with the Aldasoro Ranch Water Operations Rules and Regulations

Sketch Plan Review Submittal Requirements

The Sketch Plan Review will address the design development phase of the project considering site conditions, building floor plans and elevations, roof design, architectural character/expression, mass and scale, and exterior materials.

Sketch Plan Review Submittal Requirements	Submitted	Sheet #	Comments
A. DRB Review Application Form & Fees			
B. Project Narrative (See <i>Definitions</i>) Include requests for Limited Design Exceptions in the Narrative. <i>Section 3.6</i>			
C. Current Title Work. A current title report, not more than a year old, identifying the ownership of the property and all encumbrances affecting the property, including agreements, easements, covenants and other instruments of record affecting the Lot.			
E. Existing Conditions Survey. 1" = 10' to 1" = 30'. An existing Conditions Survey done by a Colorado Licensed Surveyor. An Existing Conditions Survey shall include:			
• Designated Building Site Boundary (Including survey tie in points with bearing and distance).			
• Location of the areas of agreements, easements, covenants and other instruments of record affecting the Lot.			
• Tree survey showing trees with a caliper of 4" or more within 30' of the proposed disturbance areas.			
F. Subsurface soils Investigation and Foundation Recommendation prepared by a Colorado Licensed Professional Engineer.			
G. Site Plan. 1" = 10' to 1" = 30'. Overall Site Plan at the same scale as the Existing Conditions Survey, showing the entire property and adjacent roads, Lots, open space, etc.			

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Sketch Plan Review Submittal Requirements	Submitted	Sheet #	Comments
Detailed Site Plan showing:			
• Lot boundaries (lines, bearings, and dimensions)			
• Building Site Boundary (Including survey tie in points with bearing and distance from existing conditions survey)			
• All easements, including the general easement			
• Adjacent roads and driveways			
• Significant existing features, ditches, creeks, and delineated wetland areas (Per County and US Army Corps wetland definitions).			
• Existing trees over 4" caliper to be kept or removed.			
• Address Monument location. <i>Section 5.13</i>			
• Building footprint (building with solid line and roof dripline with dashed line), driveway and outdoor parking areas (with dimensions 9' x 18').			
• Snow storage areas.			
• Decks and patios.			
• Walkways and paths.			
• Grading plan - Prepared by Colorado Licensed Professional Engineer <ul style="list-style-type: none"> • Existing and proposed topographical contours at 2' intervals • Site drainage • Driveway grades • Limits of disturbance • Retaining walls indicating top of wall and bottom of wall locations and elevations 			
• Utility plan showing gas, power, water, telecommunications, sewer and associated transformers and pedestals, fire hydrants, meter locations			
H. Landscape Plan. Section 6 (1" = 20' min scale) Overall Landscape Plan at the same scale as Existing Conditions Survey. Detailed Landscape Plan at 1" = 20' or Larger, showing appropriate information on Site Plan as listed above plus:			
• Building Site Boundary (Including survey tie in points with bearing and distance from existing conditions survey).			
• Vegetation and existing trees over 4" caliper that are proposed to be kept or removed.			
• Location, sizes, quantities and species of new plant materials, including: trees, shrubs, ground			

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Sketch Plan Review Submittal Requirements	Submitted	Sheet #	Comments
cover, annual, perennials, sod, etc., with landscape legend.			
<ul style="list-style-type: none"> Proposed landscape features such as berms, retaining walls, water features, fire pit, dog confinement area, gazebos, etc. 			
<ul style="list-style-type: none"> Significant existing features, ditches, creeks, and delineated wetland areas (Per County and US Army Corps wetland definitions). 			
I. Building Floor Plans. (1/8 or 1/4" = 1' scale)			
<i>Section 4.1 & 4.2</i>			
<ul style="list-style-type: none"> Building Site Boundary 			
<ul style="list-style-type: none"> Room use designations and layout. 			
<ul style="list-style-type: none"> Garage parking space minimum size at 9' x 18' each. <i>Section 5.10</i> 			
<ul style="list-style-type: none"> Enclosed and integrated trash enclosure. <i>Section 5.12</i> 			
<ul style="list-style-type: none"> Exterior lighting locations. <i>Section 4.7</i> 			
J. Roof Plan <i>Section 4.3</i>			
<ul style="list-style-type: none"> Entire roof shall be located within Building Site Boundary 			
<ul style="list-style-type: none"> Building Site Boundary 			
<ul style="list-style-type: none"> Roof outline in a dashed line and exterior walls in solid line. 			
<ul style="list-style-type: none"> Existing topography (dashed line) and proposed topography (solid line) below the roof (transparent). 			
<ul style="list-style-type: none"> Roof ridges and roof eaves in USGS. 			
<ul style="list-style-type: none"> Proposed grading below the roof outside the home with patios, walkways, driveways and other finished surfaces showing USGS spot elevations. 			
<ul style="list-style-type: none"> Snow retention and gutters. 			
<ul style="list-style-type: none"> Satellite dish. <i>Section 5.18</i> 			
<ul style="list-style-type: none"> Solar panels. <i>Section 5.19</i> 			
K. Exterior Elevations. (1/8 or 1/4" = 1' scale)			
<ul style="list-style-type: none"> Elevations must also show existing grade (dashed line) and finished grade (solid line) adjacent to the elevation extending 10' beyond the home; USGS ridge and eave heights, finished floor heights and finished grade heights adjacent to the elevation. 			
<ul style="list-style-type: none"> Doors and windows with the square feet of glass areas notated on each glass door and window. <i>Section 4.6</i> 			

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Sketch Plan Review Submittal Requirements	Submitted	Sheet #	Comments
<ul style="list-style-type: none"> Window and door detail showing 5" minimum recess in stone veneer. <i>Section 4.4.1</i> 			
<ul style="list-style-type: none"> Areas of stone in square feet on each stone area. 			
<ul style="list-style-type: none"> Height Measurements – see <i>Building Height Calculations</i> below. 			
<ul style="list-style-type: none"> Exterior lighting locations. <i>Section 4.7</i> 			
<ul style="list-style-type: none"> Design materials and colors for the following elements using call outs: 			
<ul style="list-style-type: none"> Railings. 			
<ul style="list-style-type: none"> Chimney cap. <i>Section 4.5</i> 			
<ul style="list-style-type: none"> Fascia and soffits 			
<ul style="list-style-type: none"> Trim type and size. 			
<ul style="list-style-type: none"> Flashing. 			
<ul style="list-style-type: none"> Exterior siding / cladding type and size. <i>Section 4.4</i> 			
<ul style="list-style-type: none"> Masonry and grouting pattern. <i>Section 4.4.1</i> 			
<ul style="list-style-type: none"> Roofing. <i>Section 4.3</i> 			
<ul style="list-style-type: none"> Windows. <i>Section 4.6</i> 			
<ul style="list-style-type: none"> Exterior doors. 			
<ul style="list-style-type: none"> Ventilation (all plastic pipe must be metal clad). <i>Section 4.5</i> 			
<ul style="list-style-type: none"> Beams & columns. 			
<p>L. Building Height Calculations <i>Section 5.2</i> Shall be listed on the Building Elevations.</p>			
<ul style="list-style-type: none"> Absolute height per <i>Section 5.2.1</i> 			
<ul style="list-style-type: none"> Maximum visible height per <i>Section 5.2.2</i> 			
<p>M. Exterior Wall Material Table</p>			
<ul style="list-style-type: none"> Exterior elevations that show the exterior materials for each elevation that calculate the wall material areas in square feet for each elevation and provide a total in table form showing the area and percentage for all exterior materials including but not limited to stone, wood, metal, windows (glazing) and doors. 			
<ul style="list-style-type: none"> Maximum allowed glazing is 35% of total the gross exterior wall surface. (Glazing in doors count as part of the 35%) <i>Section 4.6</i> 			
<ul style="list-style-type: none"> Stone must be at least 35% of the gross exterior wall surface. <i>Section 4.4.1</i> 			

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Sketch Plan Review Submittal Requirements	Submitted	Sheet #	Comments
N. Model. Provide a digital scale model (PDF rotatable model, or multiple CAD model renderings) indicating:			
• Building massing, including decks, patios, etc.			
• Finish site grading.			
• Driveway and parking areas.			
• Landscaping.			
• Indicate proposed colors of exterior materials.			
O. Supplemental Material. Any other drawings, materials or samples necessary to convey the design intent of the proposed project, or any information requested by the HOC.			

Final Plan Review Submittal Requirements

The Final Plan Review Submittal shall address the construction drawings phase of the project considering all Sketch Plan approval conditions and finalizing the plans for Improvements. Changes will be summarized in the Final Project Narrative and be highlighted in red on the relevant plan pages.

Final Plan Review Submittal Requirements	Submitted	Sheet #	Comments
A. Final Project Narrative. The Applicant shall prepare and submit an updated project narrative addressing the elements required by the HOC at Sketch Plan Review Submittal approval, compliance with any DRB conditions and a summary of any plan changes.			
B. Final Site Plan. Show the same elements as required for the Sketch Plan Review.			
C. Final Landscape Plan. Section 6 The Final Landscape Plan must be drawn at the same scale as the Site Plan showing the entire Lot. Plans for areas requiring detailed landscape design must be drawn at a scale of 1" = 10' to 1" = 30' to match site plan scale. The Landscape Plan shall indicate at least the following elements:			
• General locations, sizes, quantities, and species of new plant materials proposed.			
• Plant schedule keyed to the Landscape Plan identifying material by scientific nomenclature quantity, size, and a description of the root system treatment.			

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Final Plan Review Submittal Requirements	Submitted	Sheet #	Comments
<ul style="list-style-type: none"> • Location of all landscape features, such as ponds, streams, pathways, etc. 			
<ul style="list-style-type: none"> • General locations, sizes, quantities, and species of proposed ground cover (turf, flower beds, etc.) Indicate seed, mulch, fertilization rates and types 			
<ul style="list-style-type: none"> • Revegetation. <i>Section 6.5</i> <ul style="list-style-type: none"> • Treatment for slopes greater than 2:1, including biodegradable netting and erosion control. • Seed mixes and rate 			
<ul style="list-style-type: none"> • Treatment of all ground surfaces (turf, groundcover, mulch, pavers, driveway, etc.) 			
<ul style="list-style-type: none"> • Temporary fencing to protect vegetation from wildlife. <i>Section 6.7</i> 			
<ul style="list-style-type: none"> • Design and materials for the following elements: <ul style="list-style-type: none"> • Exterior walks, drives, patios, retaining walls, and other decorative features, including imported rocks • Dog confinement area (if any) • Structures such as shade structures, gazebos, trampolines, playground equipment, etc. <i>Section 5.16</i> 			
<p>D. Irrigation Plan. <i>Section 6.4</i> The Irrigation Plan shall be drawn at the same scale as the Landscape Plan. The Irrigation Plan shall show and address at least the following elements:</p>			
<ul style="list-style-type: none"> • Type and location of all permanent and temporary irrigation systems, including pipe, heads, valves, emitters, and controllers (spray and drip heads) 			
<ul style="list-style-type: none"> • Locations and descriptions of connection to building plumbing 			
<ul style="list-style-type: none"> • Location of excess flow check valve 			
<ul style="list-style-type: none"> • Location of rain sensing device 			
<ul style="list-style-type: none"> • Location of irrigation water meter with remote readout (Meters are purchased from the HOC) <ul style="list-style-type: none"> • Irrigation meter is required in addition to the domestic water meter 			
<ul style="list-style-type: none"> • Location of critical landscape elements (delineation of turf areas, planting beds, walkways, etc.) 			
<ul style="list-style-type: none"> • The monthly water use in gallons per month for the irrigation system. To determine monthly use, see the <i>Aldasoro Ranch Irrigation Water Use</i> 			

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Final Plan Review Submittal Requirements	Submitted	Sheet #	Comments
<p>Study September 22, 1995 on the HOC website under <u>Water/Irrigation Study</u>.</p> <ul style="list-style-type: none"> • Landscape plan must quantify areas used in making the water use calculations. • 4,000 gallons per month maximum irrigation water. • Rain catchment basins are encouraged – two 55-gallon basins are allowed per Lot. 			
<p>E. Final Building Floor Plans. Show the same elements as required for the Sketch Plan Review.</p>			
<p>F. Final Roof Plans. Show the same elements as required for the Sketch Plan Review.</p> <ul style="list-style-type: none"> • Metal roofs shall be 30 SRI or less. <i>Section 4.3</i> • Ventilation locations and cladding. 			
<p>G. Exterior Lighting Plans. Section 4.7</p> <ul style="list-style-type: none"> • Location of exterior and any landscaping lighting keyed to lighting schedule with CRI, color temperature (CCT), and lumens. • Landscape lights must be within 15’ of the exterior façade of the Residence. • All exterior lights shall be International Dark Sky compliant or the equivalent and shall be used at a minimum. 			
<p>H. Window Shading Plan. Section 4.6.4</p> <ul style="list-style-type: none"> • 97% light filtering shades required on windows with excessive light spill. (3% solar shades) 			
<p>I. Final Exterior Elevations. Show the same elements as required for the Sketch Plan Review.</p>			
<p>J. Final Exterior Wall Material Table. Show the same elements as required for the Sketch Plan Review.</p>			
<p>K. Final Model. Show the same elements as required for the Sketch Plan Review.</p>			
<p>L. Exterior Materials. Actual samples of all exterior materials in the final colors. All samples will be marked with manufacturer’s name, color, and/or number.</p>			

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Final Plan Review Submittal Requirements	Submitted	Sheet #	Comments
<p>M. Engineered Civil Plans. Section 5.4 – 5.10 1" = 10' to 1" = 30' to match site plan scale. Prepared by Colorado Licensed Professional Engineer.</p>			
<ul style="list-style-type: none"> Grading plan showing existing grade in a dashed line and finished grade in a solid line with no more than 2' contour intervals; retaining wall top of wall and bottom of wall heights; and limit of site disturbance. 			
<ul style="list-style-type: none"> Driveway grading plan show intervals at no more than 10' intervals, driveway profile and a cross-section of driveway design and construction. 			
<ul style="list-style-type: none"> Utility plan showing all utility connections, pedestals, transformers, and any fire hydrants in the area. 			
<ul style="list-style-type: none"> Culvert location and design. 			
<ul style="list-style-type: none"> Proposed home and associated improvements. 			
<ul style="list-style-type: none"> Erosion control/water quality protection plan. 			
<ul style="list-style-type: none"> Property boundaries, easements. 			
<ul style="list-style-type: none"> Telluride Fire District sign-off on the proposed driveway grading and access plan. 			
<p>N. Construction Staging / Mitigation Plan</p>			
<ul style="list-style-type: none"> Location of dumpsters, portable toilets, laydown/staging areas, construction trailer, crane, soil stockpiling area(s), fencing, parking, limits of disturbance, hazardous waste removal plan, and site access. 			
<p>O. Address Monument Section 6.10</p>			
<ul style="list-style-type: none"> Location, dimensions, materials, and numbers. 			
<p>P. Cut Sheets, Specifications & Schedules Manufacturer cut sheets required.</p>			
<ul style="list-style-type: none"> Roofing materials cut sheet – metal roofs shall be 30 SRI or less. <i>Section 4.3</i> 			
<ul style="list-style-type: none"> Window & exterior door schedule with specifications and/or cut sheets. 			
<ul style="list-style-type: none"> Garage door(s) specification. 			
<ul style="list-style-type: none"> Fire pit specification. 			
<ul style="list-style-type: none"> Exterior artwork or decorative items cut sheet and/or color photograph/rendering. 			
<p>Q. Construction Schedule.</p>			

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Final Plan Review Submittal Requirements	Submitted	Sheet #	Comments
R. Supplemental Material. Any other drawings, materials or samples necessary to convey the design intent of the proposed project, or any information requested by the HOC.			

HOC Staff Permit Set Approval

Requirements:

- Plans revised to meet DRB conditions of Final Plan Certificate of Approval
 - **ANY OTHER CHANGES SHALL BE APPROVED BY THE DRB PRIOR TO PERMIT SET SUBMISSION**
- Any required:
 - legal agreements
 - county approvals
 - HOC/BOD approvals
- Complete construction documents
- Paving, Landscape, Improvement Completion and Clean Up Agreement Escrow Payment
- Water tap fee paid
- Construction impact fee will be paid once the Applicant receives their San Miguel County Building Permit

Plan Change Process. *Section 7.5 Certificate of Approval Amendment*

Requests for changes shall be submitted to the DRB for approval in writing and include all relevant documentation. The HOC requires written notification of all changes that are required due to the San Miguel County plan review.