

SUBMIT THE COMPLETED FORM VIA EMAIL TO [bethj@mwcpaa.com](mailto:bethj@mwcpaa.com) OR IN PERSON to the Office of Marchetti & Weaver, 28 Second St, Ste 213, Edwards CO 81632.  
**NO PAINTING OR CONSTRUCTION IS PERMITTED UNTIL YOUR REQUEST HAS BEEN APPROVED.**  
YOU WILL BE CONTACTED VIA EMAIL ONCE THE REQUEST HAS BEEN REVIEWED.

**CHATFIELD CORNERS DESIGN REVIEW BOARD  
SUBMITTAL FORM – MINOR ADDITIONS/ALTERATIONS APPLICATION**

\_\_\_\_ Minor Building Alteration Review  
\_\_\_\_ Minor Landscape Alteration Review  
\_\_\_\_ Other \_\_\_\_\_

Submittal Date \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Street Address \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Architect \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

**No submittal will be accepted unless it is complete per the requirements set forth in the Design Guidelines.**

**All submittals must include (see checklist)**

- 1) Samples of materials to be used, including paint colors;
- 2) A diagram or survey of the construction area and location of installation; and
- 3) Any contractor proposals in addition to this form.

**Detailed Description of Submittal (attach additional sheet if necessary)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Variances from the Chatfield Corners Design Guidelines will NOT be considered by the Design Review Board (“DRB”) with this application (regardless of their inclusion in any plans or drawings). All variances must be requested by submission to the DRB of the Variance Request Form.** In accordance with Section 6.4 of the Declaration of Covenants, Conditions, Restrictions, and Easements for Chatfield Corners, DRB approval of this application, if granted, does NOT apply to any item requiring a variance. Each variance request requires individual approval of the DRB in writing to be effective. Unless and until separately requested via the Variance Request Form and approved in writing by the DRB, no variance has been granted regardless of the status of this application.

**For Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Design Review Committee Approval: \_\_\_\_\_

## **Checklist for Minor Additions and Alterations Submittal Form**

*Design Guidelines, approved List of Paint Colors, and Submittal Form and Application may be found and downloaded from the website [www.chatfieldcorners.org](http://www.chatfieldcorners.org) Design Review page.*

*There is no fee to submit the application.*

*Please allow up to two weeks from submission of your complete application for review of your application, and longer if the application is incomplete, requires clarification or the Design Review committee has questions.*

### **For Sheds, Fences, Landscape changes, other minor Additions, Alterations, or Improvements**

- Completed Application for Design Review Submittal – Minor Additions/Alterations
- Current color picture of front of home
- Picture or drawing of your current lot clearly showing the lots boundary and location of alteration, shed, fence line with gates indicated, etc.
  - Google Maps print out, Eagle County GIS, or lot survey are all acceptable
- Picture or drawing with detailed measurements of the shed, addition, improvement, fence panels, gate panels, etc.
- Pictures and/or descriptions of all materials to be used
- Color pictures or sample swatches of the final colors with details of the color scheme, if applicable, and not indicated or different than the materials pictures  
Example: Color sample #1 for shed body, color sample #2 for shed trim
- Contractor proposal, if applicable

### **For change of Exterior Paint Colors (if all colors will remain exactly the same, approval is not required)**

- Completed Application for Design Review Submittal – Minor Additions/Alterations
- Current color picture of front of home
- Color pictures or sample swatches of the final colors with details of the color scheme.  
Example: Color sample #1 for home body, color sample #2 for Trim and Front door, color sample #3 for Garage door)
- Contractor proposal, if applicable