

Town of Breckenridge
Development Review Checklist

Project Name _____ Complete _____

Legal Description _____ Incomplete _____

Date Submitted _____ Reviewed by _____ PC # _____

Preliminary _____ Final _____ Class A _____ Class B _____ Subdivision _____

Please note this is an abbreviated list of application requirements. Refer to the Breckenridge Development Code for detailed information. The Director may require additional submittal materials including more detail on each of the submission requirements. Applications are not considered to be accepted until reviewed and approved for completeness by a Town Planner.

Administrative Materials	Class A		Class B		Class A & B Subdivision	
	Prelim	Final	Prelim	Final	Prelim	Final
Application form	X	X	X	X	X	X
Evidentiary package		X		X		
Filing fee	X		X		X	
Property owners list within 300' with mailing addresses	X		X		X	
Shadow projection	X		X			
4 panoramic photos of site	X					
4 panoramic photos showing proposed structures	X					
8.5"x11" Adobe (.pdf) file (electronic) of site plan (SP) & elevations (E)	SP, E	SP, E	SP, E	SP, E	SP	SP
Supplemental items if in Historic District						
Photos of existing buildings, adjacent / affected property	X		X			
Cultural survey, if required	X		X			
Architectural impact statement	X		X			
Streetscape elevation	X		X			
Surveyors certificate of property corner monuments		X		X		
Copy of existing restrictive covenants					X	
Copy of restrictive covenants to be recorded						X
Report of potentially hazardous site conditions					X	
Proof of ownership of site within 120 days	X		X			
Check for conformance to:						
Breckenridge Master Plan	X		X		X	
Historic District Guidelines	X		X		X	
Breckenridge Downtown Urban Design Plan	X		X		X	
Trails Master Plan	X		X		X	
Notice to Owners of Severed Mineral Estates	X		X		X	

Architectural Plan Requirements

5 sets architectural plans and elevations	X		X			
4 sets hard-line architectural plans and elevations		X		X		
3 sets building sections		X		X		
Colored architectural elevations		X		X		
Scale model, if required		X				
Building height referenced to USGS datum	X	X	X	X		
Construction materials, colors and samples		X		X		
Fireplace type and quantity	X	X	X	X		
Exterior lighting		X		X		
Rooftop mechanical		X		X		

Plan Requirements

5 sets site plans	X	X	X	X		
5 sets subdivision plans					X	X
Colored copy of site plan	X		X			

Plan Requirements Continued	Class A		Class B		Class A & B Subdivision	
	Prelim	Final	Prelim	Final	Prelim	Final
	Colored copy of landscape plan		X		X	
Title block with project title, plan preparer, legal description, date, revisions, scale, north arrow	X	X	X	X	X	X
Vicinity map	X	X	X	X	X	X
Data block	X	X	X	X		
Signature block	X	X	X	X		
Lot area	X	X	X	X	X	X
Boundary survey					X	X
Existing conditions, including existing and approved adjacent buildings and lot lines, significant views, natural features, wetlands, streams, 100 year floodplain, topography, and existing significant vegetation	X		X		X	X
Existing / proposed public right-of-ways	X	X	X	X	X	X
Existing / proposed easements, width and purpose	X	X	X	X	X	X
Existing / proposed trails	X	X	X	X	X	X
Existing / proposed lot and block numbers					X	X
Existing / proposed setbacks / building envelope		X		X	X	X
Existing / proposed improvements and dimensions	X	X	X	X	X	X
Locations of buildings and use	X	X	X	X		
Location, width, grade, radii of proposed streets					X	X
Vehicular circulation including driveways, loading and parking	X	X	X	X		
Surfacing of proposed drives and streets		X		X		X
Pedestrian circulation	X	X	X	X		
Walls and fences	X	X	X	X		X
Snow stack areas	X	X	X	X		
Refuse collection plan	X	X	X	X		
Preliminary landscape plan	X		X			
Final landscape plan		X		X		X
Location of proposed landscape materials, including revegetation of disturbed areas		X		X		X
Plant list with key, names, quantity and size		X		X		X
Method of irrigation		X		X		
Lighting plan		X		X		X
Utility plan		X		X	X	X
Existing / proposed sewer and water service		X		X	X	X
Telephone, power, gas and cable service		X		X	X	X
Engineer's reports					X	X
Service agreement letters from utility companies						X
Drainage facilities	X	X	X	X	X	X
Preliminary grading with finished grade elevations	X		X			
Direction of storm water runoff	X	X	X	X		
Final grading with existing and proposed contours		X		X		
Finished floor elevations		X		X		
Cross-sections of roads, walls and drives in areas of slopes greater than 15%						X
Proposed sign locations, area and design		X		X		
Construction phasing and staging details		X		X		

Comments: _____
