

# HISTORIC & ARCHITECTURAL REVIEW COMMISSION

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED SUBMITTALS FOR ALL HARC APPLICATIONS

- proof of agency, if applicable. Proof of agency is written permission from the property owner stating that another person (or “agent”) may submit an application on the owner’s behalf.
- Town of Telluride Business License Number (if applicant is not the property owner). Contact the Telluride Clerks’ Department to obtain a Business License.
- proof of ownership / disclosure of ownership of the parcel where development is proposed, such as a deed or title
- written description of the proposal
- HOA Consent, if applicable (if the property is part of an HOA, written consent from the HOA board or manager is required)

### ADDITIONAL SUBMITTALS REQUIRED BY APPLICATION TYPE

#### **Determinations of No Effect**

- Brief Description of the proposed project
- A site plan, survey (if needed), drawings, photographs, and material examples, cut sheets or descriptions so that staff can evaluate the requested type of replacement work (like-for-like) that is proposed.

#### **Insubstantial Scale**

- Sketch drawing or photo illustrating the scope of the proposed work

#### **Signs**

- Color rendering or illustration of the proposed sign with dimensions and sign bracket, if applicable
- Photo or elevation of the building on which the sign will be located indicating the sign’s location on the façade.

#### **Work Session**

- Scaled drawings of the project that demonstrate Land Use Code Compliance

#### **Minor, Small, and Large Scale Applications for Additions and New Construction\***

- exterior elevations of the front, rear and side
- floor plans indicating the intensity and type of use
- drawing or photograph of any existing structure(s) and of the site of the proposed project
- street profile
- site plan
- material board or cutsheets
- a signed and sealed existing conditions survey certified by a Colorado Professional Land Surveyor

\* See the detailed HARC Application Checklist for a complete list of required submittals.