

## Mt. Crested Butte Design and Permit Review Punch List

Note this is only a BASELINE list - once submitted, additional documents/details will be required. The design-review requirements are detailed in the [Town Code Chapter 21, Section 3, Division 2](#). AND [Chapter 21 Section 305](#). Mt. Crested Butte does the Design and Permit review concurrently. The Design Review approval is good for 1 year from approval date.

### DESIGN REVIEW

1. To begin the process timeline (up to 4 weeks), the Town will need payment either: a check written to Town of Mt. Crested Butte, or [pay online here](#) (has a fee of \$2.95 if paid from a bank account or 2.95% if paid from a card). If you choose to pay with online please forward staff the confirmation email.

#### **Provide digital submittal of the following items:**

2. Site plan that includes: Snow storage, landscaping, parking spots, and all else listed in the code links above.
3. Building drawings that include: total square footages from exterior walls, building footprint, floor plans, elevations showing existing grade, final grade, and building height calculations.
4. Crested Butte Fire Protection District approval letter for: access, gas meter location and water supply.
5. All proposed exterior lighting fixture cut sheets, and fixture locations identified on the elevations. Exterior lighting cannot be higher than 10' above the surface it is lighting.
6. Exterior materials and colors palate.
7. HOA or Board approval letters as required.
8. Provide Soils report – The engineer shall address foundation design, driveway design and retaining walls per the soils report recommendations.
9. Avalanche and Wetland zones – shall meet Town requirements if designated on property.

### PERMIT REVIEW

1. Stamped and signed final construction, architectural and structural, drawings.
2. Please provide on the drawings:
  - a. Elevation benchmark for top of slab
  - b. Radon mitigation plan
  - c. Crawl spaces required to be insulated, sealed, and mechanically ventilated – please note on drawings.
  - d. Can lights in roof assembly – if any proposed then will need insulation and air sealing details.
  - e. Whole house ventilation – need details on drawings.
  - f. Insulation plan – need details.
  - g. Roof assembly – vented or unvented detail in section.
3. Construction Management Plan: including all designated parking on-site, material staging areas, trash, toilets, and 'no parking in Town Right-of-Ways from 11/15-4/15' written. View #11 [6-49 of the town code](#) for a full list.  
**\*Many sites are difficult to juggle parking with material staging, dumpster, porta potty, etc. If this is the case on your site, please search for additional parking and staging areas.**
4. General Contractor: Provide on-site contact's information (name, phone number, email) **This person will:** coordinate all inspections be able to speak to all details of project, and be responsible for construction management plan and parking
5. Automatic fire sprinkler system drawings for review, if required.
6. Mt. CB Water & Sanitation District tap fee receipt.
7. [Permit Application](#) filled out and signed.
8. [Contractor BOLF \(Business License\)](#) current with Mt. CB.

**PLEASE NOTE THE FOLLOWING**

1. Fireplaces: if solid fuel, then required to be EPA certified or phase II qualified. Please provide manufacturers specs and installation guide for any fireplace.
2. Mt. CB does not require a blower door test, but it is recommended.
3. Retaining walls over 4' tall require engineering. Retaining walls shall be textured, colored or faced.
4. Range hoods over 400 cfm require makeup air. If over 400 cfm, will need makeup air details.
5. Surveyor shall set the building corners and foundation elevations.
6. At permit and driveway rough-in, will need to discuss the size and location of valley pan and culvert if needed.

Example [Landscaping Points](#) Schedule – please provide point table on landscaping plan.

#	LANDSCAPE POINT SCHEDULE	PROPOSED	POINTS
1	<p><b>Trees: 50% of total points from trees</b>  <b>25% of total points Evergreen</b>                      Evergreen @ 15/foot:                      Deciduous @ 5/foot:</p>	<p>Evergreen - 146' x 15                      (evergreen points req. 1,406)                      Aspen - 100' x 5                      (total tree pt's required =                      2,812)</p>	<p>2,130                      500</p>
2	<p><b>Shrubs:</b>                      Evergreen @ 25 each:                      Deciduous @ 15 each:</p>	<p>Evergreen – 45@25                      Deciduous – 57@15</p>	<p>1,125                      855</p>
3	<p><b>Dry Landscaping:</b>                      Bark Chips @ 1/10 sq.ft.                      Crushed Rock @ 1/10 sq.ft.</p>	<p>Bark Chips – 300 sq.ft</p>	<p>30</p>
4	<p><b>Planted Surfacing: 500 points max allowed</b>                      Grass: Sod @ .5/10 sq.ft:                      Seeded Lawn/Wildflower Mix @ .75/10 sq.ft:                      Flowers / Ground Cover @ 2/10 sq.ft:                      Native Grasses / Native Wildflowers @ 4/10 sq.ft.:</p>	<p>Native Grasses/Ground                      Cover                      = 1,250 sq.ft.</p>	<p>500</p>
5	<p><b>Walkways:</b>                      Concrete @ 1/10 sq.ft.:                      Pavers @ 1/10 sq.ft.:</p>	<p>Stamped Concrete – 0 sq.ft.                      Flagstone – 0 sq.ft.</p>	<p>0</p>
6	<p><b>Structures:</b>                      Planters @ 1/sq.ft:                      Benches @ 10 each:                      Lampposts @ 10 each:</p>		<p>0</p>
7	<p><b>Existing Landscaping: 500 points max allowed</b>                      Evergreen Trees @ 15/foot:                      Deciduous Trees @ 5/foot:                      Shrubs - Deciduous @ 15/shrub:                      Shrubs - Evergreen @ 25/shrub:                      Native Grasses/Groundcover @ 4/10sq.ft:</p>	<p>Native Grasses/Ground                      Cover                      = 1,250 sq.ft.</p>	<p>500</p>
	<p><b>POINTS SCHEDULE</b>                      *2,000 base points required in Single Family Residential plus one additional point required for each square foot greater than 2500 sq. ft. A minimum of 50% of the total required points must be provided by trees; a minimum of 25% of the total points shall be evergreen trees.                       *For additions that add greater than 20% GRFA (pick one):                      1) Total GRFA points (existing and proposed addition) - Can use all existing landscaping as proposed in table above.                      2) For addition only points – Can only use 500 pts in category 7 Existing Landscaping.</p>	<p><b>GRFA</b>  <b>6,125 sq.ft.</b>   <b>Points Required -5,625</b></p>	<p><b>Points Proposed</b>                       5,700</p>