



Avon Community Development Department  
One Lake Street  
PO Box 975  
Avon, Colorado 81620  
www.avon.org

## MINOR DESIGN & DEVELOPMENT PLAN SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Authorized Representative Form if applicant is not the property-owner.
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Certification of Title and Title Report including Schedules A&B
- Written Statement briefly describing the project. Explain its purpose and how it satisfies the findings required by the Land Development Code.
- Site Photographs Provide adequate photos to show entire project site and all adjacent buildings. Where possible, take wide-angle shots showing project site and adjacent buildings together. Color preferred.
- Three (3) Scaled Plan Sets clearly indicating existing and proposed conditions using "bubbles" or "clouds" to highlight proposed areas of change. Plans will include:
  - Site plan
  - Floor plans
  - Elevations
  - Landscape Plan
  - Existing/Proposed Colors and Materials
- Additional materials deemed necessary by Staff to determine the impact of the proposed modification will have on the health, safety and welfare of the Town.