



Avon Community Development Department
100 Mikaela Way
PO Box 975
Avon, Colorado 81620
www.avon.org

MAJOR DEVELOPMENT PLAN SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner
- Fees - All applicable filing fees
- Executed Agreement to Pay Form
- Property Ownership Disclosure - The disclosure of ownership must be dated within two (2) months of the application submittal.
- Authorized Representative Form if applicant is not the property-owner
- Certification of Title and Title Report including Schedules A&B
- Utility Approval and Verification Form
- Project narrative describing background, purpose and details of proposal
- Completed Project Worksheet Form
- Pre-Application Conference Summary
- Three (3) 24" x 36" Plan Sets with all pertinent information outlined in the Page-by-Page Guidelines
- Eighteen (18) 11" x 17" Plan Sets (one week prior to scheduled meeting)
- Color and Material Board
 - 24" x 36" minimum dimension, including photograph of board for file
 - Include project address, architect's name, address, telephone/fax/email address
 - All samples to include manufacture's name and item specification number (including catalog cut sheet or photograph of an existing installation may be accepted in place of product literature)
 - Must include samples of all proposed exterior materials and colors, including materials for exterior window, siding, trim, roofing, flashing, etc.
- Colored Building Elevations
- 3-D Modeling studies (if applicable, according to Director or PZC)
- Supplemental Studies (if applicable, according to Town Engineer)
- 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.