



Avon Community Development Department
100 Mikaela Way
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