



Economic & Community Development Department  
 101 W. 8<sup>th</sup> Street  
 Glenwood Springs, CO 81601  
 (970) 384-6411

### **Complete Plan Set: Preliminary Architectural Plans**

The Preliminary Architectural Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>General Plan Items (to be included on all sheets)</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
<b>Formatting Requirements:</b>				
		All drawings shall be submitted in both hard copy and electronic (PDF) formats.		
		Sheet sizes shall be a minimum of 11" x 17" and a maximum of 24" x 36" with a ½" border in landscape orientation.		
		Symbols and line types shall comply with industry drafting standards and shall graphically distinguish between existing and proposed items.		
		Text shall be no less than 0.1 inch in height.		
<b>General Information to be included on all sheets:</b>				
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar. All plans shall be submitted in the same scale. Scale shall not be less than 1/8" = 1 foot.		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		

<b>Preliminary Architectural Plan</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Provide conceptual building elevations for all sides of the building(s). Note type of construction, label and type of exterior finishes, location of windows and exterior doors, and exterior lighting.		
		All building elevations shall include a depiction of existing grade to the midpoint of the roof. Grade shall be based on USGS elevations.		
		Roof plan and materials.		
		For each elevation, provide a chart which describes the type of materials and percentage of total surface area in square feet. Example shown below:		

<b>West Elevation</b>					
	<b>Surface Area</b>	<b>Percentage of Net*</b>			
Gross of wall	2,850 s.f.	NA			
Net* EIFS	1,500 s.f.	53%			
Net*Concrete Masonry Unit	1,065 s.f.	37%			
Net* glazing	285 s.f.	10%			
*Net excludes roof forms, awnings and similar features. Includes glazed windows and doors.					
Typical square footage of each dwelling unit type shown (for residential developments)					
Depict and label the location of any rooftop mechanical units on each elevation.					
The following note shall be included on each sheet of the architectural elevations: "These elevations are conceptual in nature. Individual building elevations may vary but will be evaluated for compliance with design standards contained within Title 070 of the Glenwood Springs Municipal Code at the time of submitting a building permit application."					
Depict sight triangles for all access points.					
Depict type, material, height for all fences and retaining walls. Label top and bottom of all retaining walls.					
Depict trash enclosure locations. Provide enclosure material and height details.					
Label accessible route from the public right of way or primary access to the proposed building public entrance. Label distance from closest property line to the building.					
Label snow storage areas.					