



ARCHITECTURAL REVIEW User's Guide

**NOTE: FOR DETAILED PROCEDURES,
REFER TO CHAPTER 7 OF THE
UNIFIED DEVELOPMENT CODE**

Project Number: AR-_____

Project: _____

**Town of Erie
Planning & Development – Planning Division
645 Holbrook Street
PO Box 750
Erie, Colorado 80516**

Tel - 303.926.2770

This document is available on our web site. Go to www.erieco.gov/Planning
Click on Development User Guide & Fees> Scroll down and click on Architectural Review

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ARCHITECTURAL REVIEW

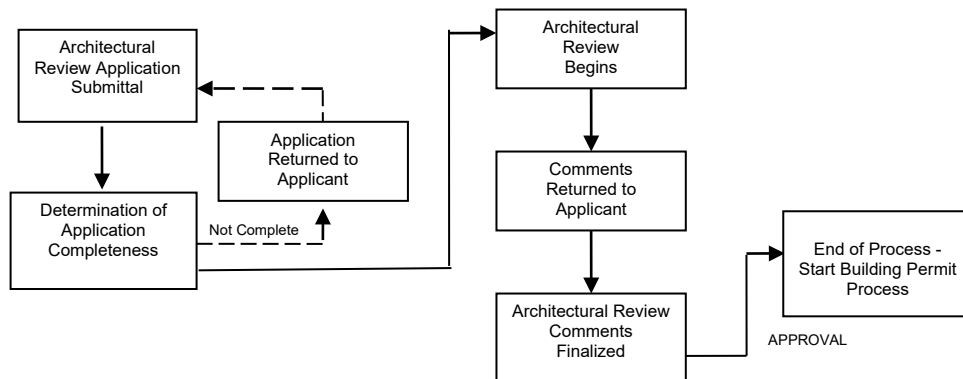
Purpose and Scope

The purpose of the architectural review process is to ensure compliance with the development and design standards and provisions of this UDC, and to encourage quality development reflective of the goals, policies, and objectives of the town's comprehensive master plan. Single-family residential structures and accessory structures requiring an architectural review may only be issued a building permit after architectural plans have been approved either during the subdivision or site plan process or in accordance with the procedures and requirements of this section.

Architectural review and approval of single-family residential structures and accessory structures requiring architectural review will typically be conducted concurrently with a subdivision or site plan application. However, if additional dwelling units are desired to be added to the subdivision or site plan or changes are requested to the approved subdivision or site plan architecture then the process in this section shall apply.

Process Summary

The following is a brief summary of the Architectural Review process.



Comments/Review

The Planning & Development staff shall review each administrative Architectural Review application relative to the approval criteria listed below and shall act to approve, approve with conditions, or deny the application.

Architectural review shall typically occur during the Subdivision or Site Plan Review process. The review and approval agencies shall be those that review and approve the Subdivision or Site Plan application.

Approval Criteria

See Unified Development Code Section 10.7.12.C.2 of the Erie Municipal Code. Development must comply with the [Development Design Standards booklet](#).

Submittal Requirements

All submittals shall be sent to the Planning Division electronically. To request an upload link, please submit your request to planningapplication@erieco.gov. Please contact the Planning Technician at 303-926-2770 if you have any questions. **Applications will not be accepted for review unless all information is submitted.**

1. **Completed Land Use Application (signed and notarized).** [Land Use Application](#)
2. **Application fee.** See Land Use Application for fees.
3. **Site Plan:**
 - A. For individual/custom homes – Site plan with building footprint, driveway areas, setbacks, easements, etc.
 - B. For subdivisions of two or more lots –
 - (1) A color-coded Site Plan exhibit showing the proposed location of the home model types on the platted lots - to comply with the design variety standards.
 - (2) A map exhibit identifying the locations of the required Enhanced Elevations. Generally, an elevation of a home that faces a street, park, garden court, trail corridor, or open space. PUDs and PD may have more stringent requirements.
4. **Complete set of Architectural Plans, including elevations and floor plans,** for each home or model type.
5. **Elevations for required “Enhanced Elevations” options.** Matrix of architectural standards showing how the project meets the Development Design Standards (including enhancement options) and relevant PUD/PD architectural standards.
6. **Material Warranty Information** - roofing, siding, and other materials. See [Development Design Standards booklet](#).
7. **Color and Material schemes** - Please submit a color and materials exhibit for all projects.
8. Any additional information or referral documents as required by the Planning & Development Director to thoroughly review the impacts of the proposed development.

File Naming Conventions

Submittal materials shall be submitted electronically with file names consistent with the Town’s User Guides. Each PDF should be submitted as an individual document and not as one combined PDF.

See naming convention **example**:

- 1 - Completed Land Use Application (Signed/Notarized)
- 2 - Application Fee
- 3 - Written Narrative
- 4 - Proof of Ownership
- 5 - Notarized Letter of Authorization
- 6 - Special Agreements
- 7 - ALTA
- 8 - Minor Plat Amendment
- 9 - Phase III Drainage Report
- 10 - Development Agreement

Links to Online Resources

1. [Development Design Standards Booklet](#)
2. Unified Development Code
[Unified Development Code](#)
3. Land Use Application
[Land Use Application](#)
4. Development Agreement Templates, Exhibit B Templates, Letter of Credit Template, Street Naming and Addressing Policy
[Standard Forms & Templates](#)
5. Town of Erie Standards of Specifications
[Town of Erie Standards and Specifications](#)
6. Town of Erie Parks and Trails Master Plan
[Parks, Recreation, Open Space, and Trails Master Plan](#)
7. Public Improvement Permit Application
[Public Improvement Permit Application](#)