

ARCHITECTURAL REVIEW SUBMITTAL REQUIREMENTS MULTIPLE MODELS – TOWNHOMES

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Completed Architectural Review Application Form signed by Land Owner**
2. **Application Fee = \$100 per lot.** State the number of lots to be addressed by the review, and list the lot/block/filing numbers. Additional models or elevations may be added at a later date for a \$100 fee.
3. **Letter of Intent** – Describe how the design standards have been addressed – refer to the *Architectural Review Design Criteria Supplement*. The letter must also address design standards contained in PD standards, if applicable.
4. **Complete Building Elevations** (8.5" x 11", to scale, one elevation per sheet). Reductions must be of high quality to allow for reproductions.
5. **Site Plans** (8.5" x 11", to scale). When building on numerous lots, submit a "typical" site plan for each model.
6. **Floor Plans** (8.5" x 11", to scale).
7. **Color and Material Samples or Images** – Siding Type and Color(s), Trim Color(s), Roofing Type and Color(s). 8.5" x 11" or 11" x 17" color and material board, or accurate photo representations.

This is a general list of requirements. Some projects may require more or less information. However, each element should be reviewed for inclusion on a submittal.

BUILDING ELEVATIONS SHOULD INCLUDE:

- Show all exterior elevations and label: Front, Garage Side, Street Side, Rear
- Label all materials
- Label building height, measured from grade to the highest point of the building. Include rear elevation height for garden level or walk-out options. (Building height for walk-out and garden level options is calculating by taking the average height of the highest and lowest point from grade to the top of the structure.)
- Note required design elements (4" trim, roof overhang, roof pitch, etc.)
- Show all options that will change the exterior appearance of the structure (such as a three-car garage, walk-out basement, bay window, or sunroom). Options should be shown in dashed lines.
- On front elevation, include: height, width, % masonry, window sq. ft., porch sq. ft.
- On street side elevation, include: dashed line for 6' required corner masonry wrap, window sq. ft.
- Notes should be legible and at least 12 point font
- Refer to the *Architectural Review Design Criteria Supplement* for all requirements

SITE PLAN(S) SHOULD INCLUDE:

- Existing and/or proposed structure(s)
- Property lines
- Building setbacks (dimensions from the building, including cantilevers and decks, to all four property lines)
- Dimensions between structures
- Driveway location
- Decks, patios, cantilevers, etc.
- Existing easements

FLOOR PLAN(S) SHOULD INCLUDE:

- Proposed structure(s)
 - Square footage of structure(s) and square footage of covered front porch
 - Show any options that will change the exterior appearance of the structure(s)
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- Refer to the *Architectural Review Design Criteria Supplement* for additional information required to process the application.
 - If you wish to refer to color and material boards that were previously submitted, you must refer to the previous submittal by AR number. This number is the permit number at the top of the Minor Development Permit issued for that project.

**APPLICATION FOR ARCHITECTURAL REVIEW
FOR MULTIPLE MODELS**

Date of Application: _____ Date Received: _____

Applicant/Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Print Name: _____

Land Owner: _____
(If same as applicant, write "same")

Address: _____

Telephone: _____ Email: _____

Signature: _____ Print Name: _____

Builder: _____
(If same as applicant, write "same")

Address: _____

Telephone: _____ Email: _____

Project Name: _____

General Location: _____

Subdivision Name: _____ **Filing:** _____

Current Zoning: _____

Block(s): _____ **Lot(s):** _____ **Block(s):** _____ **Lot(s):** _____

(Please attach sheets as necessary listing all lots to be reviewed).

Model Names/Numbers and Elevations: _____ **Total Number of Lots:** _____

Fees: (# Lots x \$100): _____

**Submittal is not complete without all information and drawings required by the
Architectural Review Submittal Requirements handout.**

Office Use Only:
Case Number: _____

ARCHITECTURAL REVIEW DESIGN CRITERIA SUPPLEMENT

This material is a synopsis of what the design standards ordinance requires and a useful resource for compiling the information required for architectural review. Applicants should refer to [Section 18-471 of the Thornton City Code](#) to ensure complete compliance with all requirements.



TOWNHOUSE RESIDENTIAL

Where written materials are required, please refer to the Section Titles as stated in the Ordinance along with any number or letter following those Section Titles.

Please refer to all categories, even if they do not apply to a particular submittal. Indicate in the application letter that the regulation does not apply for whatever reason.

1. REQUIRED DESIGN STANDARDS

- a) The facades of townhouse structures shall be articulated to differentiate individual units.
- b) For townhouse structures the front and side exterior wall area of each row or attached cluster of units shall be composed of one of the following:
 1. At least 25 percent full-width brick or stone (excluding window and door areas and related trim areas) with the balance being any type of lap siding and/or stucco.
 2. At least 60 percent stucco (excluding window and door areas and related trim areas) with the balance being any type of lap siding, brick, stone, or combination thereof.
 3. All stucco, provided there are unique design features in the elevations of the buildings.
- c) Each individual single-family attached townhouse shall provide a private outdoor patio or deck area with minimum floor area dimensions of at least six feet by ten feet. Such an area may be either at or above the surrounding grade, but shall be clearly demarked by patio paving, decking, a privacy screen, a three-foot wall, or landscape screening. Walls or fences surrounding a private outdoor patio or deck area located at the ground level shall be a minimum of 15 feet from any other wall or fence surrounding a private outdoor patio or deck area attached to any unit within another row or attached cluster of units.
- d) No more than eight townhouse units may be attached in any single row or building cluster.
- e) Each street facing facade of each home shall have a minimum window area of 12 square feet of glass area. On any elevation requiring a window, the garage, basement or entry door windows shall not be used to satisfy the window requirement.
- f) Each window that is not located in a portion of the wall clad in masonry shall have either a minimum four-inch nominal wide wood trim border or shutters a minimum of 12-inches wide.
- g) Window frames other than wood shall be either anodized, electrostatically painted, vinyl clad or vinyl. Unpainted aluminum window frames are prohibited except for basement windows. Wood frames shall be painted, sealed or stained.
- h) Each door that is not located in a portion of the wall clad in masonry shall have a minimum four-inch nominal wide trim border.

- i) All rooftop equipment, including without limitation HVAC units, swamp coolers and antennas, shall not be placed on the street facing portion of the roof. This standard does not apply to those items listed in Subsection (1)j.
- j) Piping, venting, flashing, solar panel frames, and other rooftop equipment exposed to view shall be finished to match the roof surface color or otherwise designed to blend with the roof surface.

2. QUALITY ENHANCEMENT STANDARDS. In addition to any other applicable standards set forth in this section, each individual townhouse unit shall incorporate at least six of the following architectural features:

- a) A minimum habitable floor area (excluding unfinished garage, attic or basement space) of at least 1,300 square feet.
- b) A first floor front facade elevation which is 100 percent masonry.
- c) A primary roof slope of at least 6:12.
- d) A garage door with windows.
- e) Transom windows on at least 1/4 of the windows facing public or private streets.
- f) At least one bay window.
- g) A front door containing two side lights or one transom over the front door.
- h) An outdoor private enclosed area of at least 100 square feet.
- i) A covered front porch at least five feet by eight feet.
- j) A real or simulated chimney appearing on an exterior wall, faced with masonry or stucco.
- k) At least 100 square feet of patterned paving materials used in driveways or walks open to public view.
- l) At least one roof dormer containing a window. (A dormer is defined as a windowed wall area flanked on both sides by sloping roof areas.)
- m) A unit designed so that the unit's garage door or doors and its "front entry" appear on different sides of a building. (A front entry is defined as an entry to a unit, which is directly connected to a network of sidewalks, and which opens directly into the unit's living room or family room, or to a hallway leading directly to a living room or family room. For example, an exterior door opening into a kitchen area would not be considered a "front entry".)
- n) A unit located in an attached townhouse row or attached cluster where no single elevation of the entire row or cluster contains more than four garage doors.
- o) The distance between all residential structures is a minimum of 30 feet.
- p) Front elevation of the building contains at least three distinct roof breaks.
- q) Adjacent units in a building are different elevations.



City Development | 9500 Civic Center Drive | Thornton, CO 80229
303-538-7295 | citydevelopment@ThorntonCO.gov | ThorntonCO.gov

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@ThorntonCO.gov
 - Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.
 - You will be contacted by city staff once the documents have been received, **accepted as complete** and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - If you do not have one already, please create a Gmail Account. They have [directions on creating an email account here](#).
 - Use the [link here to access the City of Thornton Applicant Submittals Folder](#), or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - Email developmentsubmittals@ThorntonCO.gov when you have completed your upload indicating your application has been submitted.
 - Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.
 - For projects with multiple applications (i.e. Zoning, CSP, CDs, Plat, etc.), please create separate folders for each application type. Submittals may not be accepted if documents are combined.

Notice to all Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- Applicants are encouraged to submit documents and plans meeting accessibility standards. Follow [this link](#) for more information.
- If you have any questions, contact City Development at 303-538-7295.



File Naming for Development Submittals

Please follow this guide for naming documents for development application submittals. Submittals that do not follow the standard file naming format require additional processing time and may be subject to delays in acceptance and routing.

Formal Submittal File Naming Example

1st Submittal	File Name Examples
Application Form	1_Application
Letter of Intent	1_LOI
Title Commitment	1_Title
Development Permit Plan Set	1_DP_Plans
Traffic Study	1_TIS
City/Agency Review Comments	File Name Examples
Redline comments will be provided by various City and/or outside agency reviewers. Refer to reviewer abbreviation list.	1_Application_CP 1_LOI_CP 1_Title_DE 1_DP_Plans_DE 1_TIS_TE
*Combined red-lines example:	1_DP_Plans_CP_DE_LA
Response to Review Comments	File Name Examples
Comment responses must be provided for all applicable review documents. Please add "_Response" to the end of the file name.	1_Application_CP_Response 1_LOI_CP_Response 1_Title_DE_Response 1_DP_Plans_DE_Response 1_TIS_TE_Response
2nd Submittal	File Name Examples
Application Form	2_Application
Letter of Intent	2_LOI
Title Commitment	2_Title
Development Permit Plan Set	2_DP_Plans
Traffic Study	2_TIS

File Naming and Abbreviations

Please use the following abbreviations for file names. If a document is not listed, use a short description, abbreviation, or commonly used acronym.

Document Type	Abbreviation for Submittal
Application Form	Application
Letter of Intent	LOI
Title Informational Commitment	Title
Title Insurance Policy	Title_Policy
Owner Authorization Letter	Auth_Letter
Plan Set	[PLAN TYPE]_Plans (such as):
Conceptual Site Plan	CSP_Plans
Development Permit	DP_Plans
Irrigation Construction Documents	IR_Plans
Zoning Map	Zoning_Map
Planned Development Standards	PD_Standards
Architectural Elevation Drawings	Elevations
Annexation Map	AX_Map
Annexation Agreement	AX_Agreement
Developers Agreement	DA
Phase Map	DA_Phase_Map
Engineer's Estimate of Probable Cost	DA_Cost_Estimate
Developer Input Form	DA_Input_Form
Subdivision Plat	Plat
Subdivision Plat (AutoCAD)	Plat_DWG
Address Plat	Address_Plat
Construction Documents	CD
Engineering Submittal Checklists	[APP TYPE]_Checklist (such as):
	CD_Checklist
	TIS_Checklist
	FUR_Checklist
	FDR_Checklist
Traffic Impact Study	TIS
Preliminary Drainage Report	PDR
Preliminary Utility Report	PUR
Final Drainage Report	FDR
Final Utility Report	FUR
Conditional Letter of Map Revision	CLOMR
Letter of Map Revision	LOMR
Geotechnical Engineering Report	Geotech
Stormwater Management Plan	SWMP
Traffic Conformance Letter	TCL
Preliminary Utility Plan	PUP
Preliminary Drainage Plan	PDP
Utility Conformance Letter	UCL
Drainage Conformance Letter	DCL
Erosion and Sediment Control Plans	ESCP
Pond Certification Letter	Pond_Cert_Letter

Floodplain Development Permit	FDP
As-Built Drawings	AB
As-Built Drawings CAD File	AB_DWG
Construction Material Testing Report	Construction_Material_Testing_Report
Variance Request Letter	Variance_Letter
Phase I Environmental Site Assessment	ESA_I
Non-residential Water Use Questionnaire	Water_Questionnaire
Section 404 Permit	404_Permit
Prairie Dog Compliance Letter	Prairie_Dog_Letter
State Stormwater Permit	SSWP
Performance Guarantee	Performance_Guarantee
Warranty Guarantee	Warranty_Guarantee
Certificate of Liability Insurance	Certificate_of_Liability_Insurance
Impervious Area CAD File	Impervious_DWG
Engineer's Certified Cost	Engineer_Certified_Cost
Non-Destructive Deflection Test	Non_Destructive_Deflection_Test
MHFD Maintenance Eligibility Program	MHFD_MEP
MHFD Design Approval	MHFD_DA
MHFD Construction Approval	MHFD_CA
Seepage Analysis	Seepage_Analysis
Ditch Company Agreement	DC_Agreement

Reviewer Abbreviations

The following abbreviations will be used for public agency review and redlines. If a reviewer is not noted here, a logical abbreviation will be assigned. If there are questions regarding reviewer redlines, please contact your assigned project manager.

Reviewing Entity	Abbreviation
Current Planning	CP
Development Engineering	DE
Development Engineering Inspection	DEI
Traffic Engineering	TE
Survey	SUR
Landscaping Architecture	LA
Long Range Planning	LRP
Thornton Fire Department	TFD
Geographic Information System	GIS
Thornton Police Department	TPD
Stormwater Compliance	Storm
Engineering Services	ES
Water Resources	WR
Utility Operations	UO
City Attorney's Office	Legal
Xcel Energy	XCEL
United Power	United_Power
Mile High Flood District	MHFD
Floodplain Administration	FA
Adams County	ADCO
Colorado Department of Transportation	CDOT
27J, Mapleton, Adams 12 etc.	SCHOOL
Regional Transportation District	RTD

For **resubmittal** Questions can reach out to your assigned Project Manager or Planner. For **new submittal** questions you can reach out to DevelopmentSubmittals@ThorntonCO.gov or by phone at 303-538-7295.