
CERTIFICATE OF COMPLIANCE WITH

DESIGN GUIDELINES FOR OLDE TOWN ARVADA



HANDOUT

Community and Economic Development Department
8101 Ralston Road
Arvada, Colorado 80002



*ARVADA DOWNTOWN HISTORIC DISTRICT
AND OLDE TOWN ZONING DISTRICT*

Certificate of Compliance with the Design Guidelines

Within the Arvada Downtown Historic District and the Olde Town zoning district, ***land-use activity shall be prohibited*** unless the Community Development Director has first issued a Certificate of Compliance with Design Guidelines (CCDG), or otherwise determined pursuant to the provisions of this Code that a Waiver may be issued.

A CCDG shall not be required for ordinary maintenance or repair, as defined in the Land Development Code. This exception, however, specifically excludes the following, which shall remain subject to the Design Guidelines for Olde Town Arvada and the issuance of a CCDG or Waiver:

- a) installation or replacement of an exterior door;
- b) tuckpointing, restoration, or similar repair of brick surfaces;
- c) installation or replacement of a gutter, downspout, or storm window;
- d) installation or replacement of an exterior lighting fixture;
- e) changes to, or replacement of, existing siding material;
- f) construction or reconstruction of a retaining wall or a divisional or perimeter fence.

A development application for a Certificate of Compliance with Design Guidelines (CCDG) or Waiver therefrom, shall be made online at arvadapermits.org in conjunction with an application for a site plan, plat, building permit, or similar development application, as applicable. If no other development application, including a building permit, is required, the application for a CCDG is still required to be submitted. Such application shall include a narrative explanation of how the proposed land-use activity complies with the Design Guidelines for Olde Town Arvada and the provisions of §3.30 et seq. of the Land Development Code (or merits a Waiver therefrom), along with any renderings, photographs, plans, specifications, or similar information as the Community Development Director may deem necessary in order to assess the proposed land-use activity's compliance with the Design Guidelines.

The application consists of 4 elements: the application and fee, a written narrative, graphic illustrations, and a compliance analysis. If the project must be referred to the Design Review Advisory Committee (DRC), staff will notify you of the need for hard copies.

Application and Review

Complete the online development application (see ***How To Apply*** below) and attach the required documents. Once the application has been submitted, staff will perform an initial completeness review and either accept the application or inform you that the application is incomplete. If the application is accepted, the appropriate application fee will be assessed (i.e. administrative review or DRC referral), and staff will begin the Design Guideline compliance review.

Written Narrative

Your application must include a detailed written narrative which fully explains the activity proposed. For example:

- If any material will be removed, note the material, color and location.
- If any material will be added, explain how it will be used, the color and appearance.
- If any color will be changed, note what the existing color is, what the new color is, and note all locations on the structure where this is applicable.
- Explain how the change will vary the appearance of the existing structure. If there will be no appearance change it should be noted in the narrative.
- If a freestanding sign, structure, hard or landscape surface will be added or altered on the site, it must be represented on an accurate site plan.

Graphic Illustration

Accompanying the written narrative detailing the proposed activity, submit photographs, illustrations, graphic representations, material and or color samples that will clearly illustrate the proposal. The graphics should illustrate the location of all proposed changes and the before and after appearance of the structure and or site.

Compliance Analysis

Explain how the proposal is in compliance with the design guidelines. The complete design guidelines may be obtained at City Hall and are available at:

http://static.arvada.org/docs/DG_Book_May_2015_reduced_size-1-201507101158.pdf

Please list all applicable guidelines and address each one specifically as it pertains to the proposal. If the proposal is not in compliance with the design guidelines, you must include justification for each guideline waiver being requested. For assistance in determining applicable guidelines contact planning staff at 720-898-7435.

How To Apply

To apply for the Certificate of Compliance, go online to www.arvadapermits.org and follow the steps below:

- 1) Under the heading **Projects**, select **Apply**
- 2) Sign up for a username and password OR login using an existing account
- 3) For **Project Type** select **DEVELOPMENT APPLICATION**
- 4) Select the appropriate **PROJECT SUBTYPE**
- 5) Fill out the **PROJECT NAME** with the business or building name, or residential address
- 6) For **APPLICATION SUBTYPE 1** select **CERTIFICATE OF COMPLIANCE**
- 7) Fill out the remainder of the application
 - a. Visit <https://arvada.org/maps/address> to generate a report with your zoning and comprehensive plan information as well as a link to the Jefferson County Assessor's website to find your property acreage
- 8) Upload all required attachments
 - a. Visit <https://arvada.org/develop> to find the Bluebeam Document Management Guide with instructions on how to assemble your document

Fee Schedule (based on property acreage)

Administrative Review:

Less than 1 acre - \$75

1 acre and greater - \$150

OR

DRC Referral:

Less than 1 acre - \$250

1 acre and greater - \$350

Should additional information be needed, you may contact the Planning and Development Division at 720-898-7435 to speak with the Planner of the Day.