



TELLER COUNTY COMMUNITY DEVELOPMENT SERVICES PLANNING DEPARTMENT SITE PLAN REVIEW

**This form only needs to be filled out ONCE
(Unless a change of property ownership occurs during development).
This form is to be submitted prior to or with the 1st permit applied for;
either the driveway, septic, or building applications.**

This data sheet is designed for the convenience of our residents to provide current and accurate information to the property's permanent file. By providing the information requested below; it will eliminate the possible redundancy during the building process and/or further improvements to the property.

<p>Property Legal Description _____</p> <p><u>Or Copy of the Deed</u> _____ (If description is lengthy, please attach copy of legal description from the Deed.)</p> <p>Physical Address _____</p> <p>Parcel I.D. Number _____</p> <p>*****</p> <p>Owner's Name _____ (If more than one owner, all owners must be listed.)</p> <p>Owner's Mailing Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone Number _____) _____ Work _____) _____</p>

**A site plan is required upon submittal of a building permit application.
The following pages are the Site Plan Requirements / checklist.**

For additional information, please see the "Teller County Building Code" – available on our web page www.co.teller.co.us or at our offices located at 540 Manor Court, Woodland Park, CO.

- INFORMATION:** The minimum size for drawings and maps is 8 1/2 " x 11"
 Drawings must be legible and to scale
- RESOURCES:** 1) You may have been provided a copy of the recorded plat when you purchased the property
 2) The original property plat, which may be found at the Clerk & Recorder's office (719) 689-2951
 3) A previously submitted site plan may be available at the building department (719) 687-3048

Chapter 7 of the TC Land Use Regulations requires the property owners to provide the Planning Department with all the required information in order for the department to be able to authorize a permit. Please refer to this document for questions regarding the site plan requirements.

BELOW IS A CHECKLIST OF ITEMS REQUIRED TO BE SHOWN ON THE SITE PLAN WHEN YOU SUBMIT FOR A PERMIT:

- ___ Date of plan preparation
- ___ Name of project
- ___ Physical address of the property
- ___ Legal description of the property
- ___ Zone district: i.e.: A-1, R-1, R-1M,
- ___ Acres or square footage of parcel being improved (1 acre = 43,560 square feet)
- ___ North arrow
- ___ Does the property have a building envelope? Yes or No ___ Shown on site plan
- ___ Easements
- ___ Dimensions of each existing structure
- ___ Dimensions of proposed structure
- ___ Location and dimensions for retaining walls and fences
- ___ Distances from each existing building to the property lines (all sides of structures, measured at 90°)
- ___ Distances from each proposed building to the property lines (all sides of structures, measured at 90°)
- ___ Well location ___ Water supply line location
- ___ Sewer line location ___ Septic tank location ___ Leach field location
- ___ Location of driveway ___ Width of driveway
- ___ Location of roads abutting the property ___ Dimension of roads (usually found on original plat)
- ___ Legend for symbols used to indicate: **Drainage, Parking** (2 required), **Grading, Fill**, etc. see example site plan

BY SIGNING BELOW, WE VERIFY THAT THIS IS AN ACCURATE SITE PLAN, AND, WE ACKNOWLEDGE THAT WE UNDERSTAND THAT IMPROPER PLACEMENT OF A STRUCTURE WILL NOT BE CONSIDERED GROUNDS FOR A VARIANCE.

Name of property owners: _____

Mailing address: _____

Project name: _____

Phone numbers: _____ email: _____

Signature: _____ Print: _____

Signature: _____ Print: _____

General Contractor Signature: _____ Print: _____

Person preparing the site plan (circle one) Owner General Contractor Surveyor Engineer Designer

Name of person preparing plan: _____

Address: _____

Phone #: _____ email: _____

Signature: _____

Person to contact: _____ Phone #: _____

Legal Parcel:

You may be required to show proof that the lot or parcel on which the structure is to be constructed is a legally created lot, parcel, or tract of land created prior to August 17, 1972 or approved by the Teller County Board of Commissioners. Refer to the Teller County Land Use Regulations, Chapter 9.2 Definitions of Subdivision or call the Planning Department at 719-687-3048.

When a Survey Is Required:

A full or, when only one property line is affected, a partial boundary survey, prepared by a Colorado Licensed Professional Land Surveyor, is required in the following instances:

- 1) When the proposed structure foundation wall is less than five feet from the required setback. (roof overhangs are allowed to pierce the setback plane.)
- 2) When there is documented evidence of a dispute involving the location of a property line that will be impacted by the construction of the proposed structure.
- 3) When the topography of the property makes accurate determination of the property line location and the setback difficult, as judged by the Planning Director.

When the affected lot has been platted within the previous five years and the survey pins are visible in place and undisturbed, an Improvement Location Certificate issued after pouring of the foundation may be substituted for the site survey.

SETBACK REQUIREMENTS:

A-1 With a survey, the minimum setback from all property lines is 50'
Without a survey, the minimum setback from all property lines is 55'
Impervious: 25%
Height restrictions: Residence 35' Other structures 50'

R-1 With a survey, the minimum setback distances are: Front 25' Side 15' Rear 30'
or Without a survey, the minimum setback distances are: Front 30' Side 20' Rear 35'

R-1M Impervious <15,000sf 45% >15,000sf 35%
Height restrictions: 35' any structure

PLEASE INDICATE THE ACTUAL DISTANCES, AS SHOWN ON YOUR SITE PLAN, FOR THE PROPOSED STRUCTURE

Front: _____ Side: _____ Side: _____ Rear: _____

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Planning Approval:

FEMA Map#: _____

PD

Comments: _____

