

## CHAPTER 7: SITE PLAN AND SITE PLAN REVIEW

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## CHAPTER 7: SITE PLAN AND SITE PLAN REVIEW

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### Section 7.1

### Section 7.1

#### PURPOSE

The purpose of *Chapter 7 Site Plan and Site Plan Review* is twofold:

- A. To ensure that all construction requiring a Building Permit meets the requirements of these Regulations.
- B. To provide a uniform set of requirements for site plans submitted for development permit applications other than Building Permit applications.

### Section 7.2

### Section 7.2

#### SITE PLAN REVIEW PROCESSES

- A. **General.** Site plan review for a Minor Building is an administrative review process accomplished as a part of the Building Permit application process. Site plan review for a Major Building is also an administrative review process; however, it is a process separate from the Building Permit review process and a separate development permit application is required. Site plans for other than Minor or Major Building are reviewed, and their adequacy determined, by the decision-making body during the development permit application process for which the site plan is a submittal requirement.
- B. **Pre-Submittal Meeting.** Minor Building site plan review does not require a Pre-Submittal Meeting pursuant to *Section 3.4.B Pre-Submittal Meeting*. Unless waived by the Planning Director, a Pre-Submittal Meeting pursuant to *Section 3.4.B Pre-Submittal Meeting* is required for Major Building site plan review. A separate Pre-Submittal meeting pursuant to *Section 3.4.B Pre-Submittal Meeting* is not required for Site Plans that are submittal requirements for other types of development permit applications requiring such a meeting.
- C. **Appeal.** Appeal of an administrative approval or disapproval of a Major or Minor Building Permit Site Plan shall be made to the Teller County Board of Adjustment pursuant to *Chapter 1, Section 1.14 Appeal or Request for Review* of these Regulations.
- D. **Submittal Requirements.**
  - 1. **Acceptable Formats.** Site plan requirements may be fulfilled by a combination of maps, drawings, photographs, and written narrative. See *Table 7-1 Drawing Requirements* for drawing and maps specifications.

## Section 7.2.D.1

2. **Demonstration of Compliance.** In addition to the requirements of *Section 7.3 Building Permit Site Plans* or *Section 7.4 Site Plans for Applications Other than Building Permit*, Applicant **may** be required to submit, if not otherwise required, such drawings, professional reports and analyses, and other graphic or written material as may be necessary to demonstrate compliance with the standards of *Chapter 4 Infrastructure*, *Chapter 5 Site Development*, and *Chapter 6 Critical Areas* of these Land Use Regulations. Depending on the extensiveness of the development proposed for the site, and the currency and comprehensiveness of any previously submitted professional reports and analyses, the Planning Director may require more extensive or more current documentation, reports, or analyses. Supporting drawings, professional reports and analyses, and other graphic or written material may include, by way of example **only**:

- a. Landscape Plan, Lighting Plan, Sign Plan, Drainage Plan, Parking Plan or other type of plan, prepared in conformance to the specific requirements of such Plans under *Chapter 4 Infrastructure* or *Chapter 5 Site Development* of these Land Use Regulations.
- b. Proof that the structure or structures are not within a floodplain or that a Floodplain Development Permit pursuant to *Section 6.3 Flood Hazard Areas* of these Regulations has been obtained.
- c. Plan for the creation of “defensible space” pursuant to *Section 6.5 Wildfire Hazard Areas* of these Regulations if construction is to take place in an area identified as having Moderate, High, Severe, or Extreme Fuel Hazard according to the map(s) contained in the Teller County Community Wildfire Protection Plan adopted June 2, 2005 by the Teller County Board of County Commissioners, or if in a subdivision specified in that Plan as having a Category II or III Property Loss Hazard rating; or if in an area subsequently determined by the County to be potentially wildfire hazard prone.

**E. Improvements Agreement.** A collateralized Improvements Agreement pursuant to *Section 3.5.B Improvement Agreement (IA) or Subdivision Improvement Agreement (SIA)* may be required for other than a Minor Building in order to guarantee completion of any necessary public improvements.

**F. Site Plan Amendments**

**Section 7.2.F**

**1. Section 7.3 Building Permit Site Plans**

- a. Minor Deviations.** Minor deviations from an approved Building Permit Site Plan may be approved on a case-by-case basis by the Planning Director. Authorized minor deviations are those that appear necessary in light of technical or engineering considerations first discovered during actual development and are not reasonably anticipated during the initial approval process, as long as they comply with the standards of these Land Use Regulations. Minor deviations include small changes in the building footprint or square footage, or the relocation of infrastructure (e.g., water or sewage lines) so long as the relocation complies with the conditions of the Building Permit and these Land Use Regulations.
- b. Major Amendment.** A major amendment to an approved Building Permit Site Plan is subject to re-submittal and re-review of the Site Plan in its entirety according to the requirements of *Chapter 7 Site Plan and Site Plan Review*. Major amendments include: (1) substantive changes in the amount of approved parking or structure footprint or square footage; (2) changes to any approved open space, wildlife habitat protection, or buffering; and (3) changes to the number and/or location of major structures.

**2. Section 7.4 Site Plans for Applications Other than Building Permit**

- a. Minor Deviations.** Minor deviations from a site plan required to be submitted for a development permit application other than a Building Permit, and which application is subsequently approved by the decision-making body for that type of application, may be approved on a case-by-case basis by the Planning Director. Authorized minor deviations are solely those that appear necessary in light of technical or engineering considerations first discovered during actual development and are not reasonably anticipated during the initial development permit approval process, as long as they remain in compliance with the conditions and standards of the development permit application to which the Site Plan attaches, and these Land Use Regulations. Minor deviations include small changes in the building footprint or square footage, or the relocation of infrastructure (e.g., water or sewage lines).
- b. Major Amendments.** Major amendments to a site plan

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required to be submitted for a development permit application other than a Building Permit, and which application is subsequently approved by the decision-making body for that type of application, constitutes an amendment to the development permit itself, for which approval must be given pursuant to the amendment procedures set forth in these Regulations for that type of development permit. Major amendments include: (1) substantive changes in the amount of approved parking or structure footprint or square footage; (2) changes to any approved open space, wildlife habitat protection, or buffering; and (3) changes to the number and/or location of major structures.

**Section 7.3**  
**BUILDING PERMIT SITE PLANS**

Section 7.3

**A. General Requirements**

**1. Applicability.** Unless otherwise exempted by the provisions of *Section 7.3.A.1.a* below, the requirements of *Section 7.3 Building Permit Site Plans* applies to all construction in unincorporated Teller County requiring a Building Permit. No Building Permit is available except for a single lot or parcel in a previously platted and County-approved subdivision, or a parcel otherwise exempt from County subdivision regulations. (See *Section 9.2 Definition of Subdivision.*) No Building Permit shall receive approval unless its Site Plan has been approved by the Planning Director in compliance with *Chapter 7 Site Plan and Site Plan Review*.

**a. Exemption.** *Section 7.3* site plans are not required when a Building Permit application is solely for modification of an existing structure that does not alter the existing building footprint significantly, or change the use.

**2. Time Limits**

**a. Duration.** Unless otherwise specified, Building Permit Site Plan approval shall be for the duration of the Building Permit, and run with the land.

**b. Abandonment.** Unless otherwise specified, an approved Site Plan for a Building Permit shall be deemed abandoned, and of no further force and effect, if the Building Permit for which it is the Site Plan has been withdrawn, abandoned, revoked or otherwise invalidated.

**3. Building Permit Application.** Application for a Building Permit

**Section 7.3.A.3**

in conformance with the requirements of the Teller County Building Department shall generally be received in conjunction with review of the related Site Plan. Unless reviewed separately, review of all required building plans, drainage plans, lighting information or any other required site design and development information will be considered part of the Building Permit Site Plan review.

4. **Detailed Plans**. Every application for a Building Permit Site Plan review shall be accompanied by a detailed set of building construction plans showing the size and use of the proposed structure, as well as all buildings reasonably expected to be constructed on the site.
  
5. **Boundary Survey Required**. A full or, when only one property line is affected, a partial boundary survey of the site, prepared by a State of Colorado Licensed Professional Land Surveyor, is required in the following instances:
  - a. **Proximity to Setback**. When the proposed structure foundation wall is less than five feet from the required setback. Roof overhangs are allowed to pierce the setback plane.
    - (1) **Lots Platted Within Last Five Years**. 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.
  
  - b. **Evidence of Dispute**. 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.
  
  - c. **Topography**. When the topography of the property makes accurate determination of the property line location and setbacks difficult as judged by the Planning Director.
  
6. **Other Potential Requirements**. As determined by the Planning Director, the following may be additionally required:
  - a. Proof that the lot or parcel on which the structure is to be constructed is a legally created lot, parcel or tract of land
  
  - b. When the potential for a geologic hazard not previously reviewed by Teller County as part of subdivision approval exists: A County engineering review of site or building plan elements including access and driveway locations, drainage

**Section 7.3.A.6.b**

plans, and the location and construction of retaining walls. When such County engineering review is required, Applicant shall reimburse the County for the actual cost of such review prior to issuance of the Building Permit. An initial payment based on the County's non-binding estimate of the cost of service to be provided will be made at the time of Building Permit application; any overpayment of actual costs shall be refunded to Applicant, and any underpayment of actual costs shall be promptly paid by Applicant.

- c. Depiction of lot lines of the lot or lot(s), parcel(s), or tract(s) under Building Permit review, shown with accurate distances and bearings (or angles), when such information does not otherwise exist.

**B. Particular Requirements: Minor Building Permit Site Plan.** See *Table 7-1 Drawing Requirements*. A "minor building" is any building or structure requiring a Building Permit that is not a "major building." Most commonly, a Minor Building is a single-family residential dwelling unit.

**C. Particular Requirements: Major Building Permit Site Plan.** See *Table 7-1 Drawing Requirements*. A "major building" is any new or expanded building requiring a building permit, other than (1) agricultural buildings; (2) permitted residential dwelling units for four or fewer attached or detached dwelling units (see *Chapter 2 Zoning*) for which a site plan has been previously approved; or (3) residential accessory structures. Most commonly, a Major Building is a multi-family, commercial, or industrial structure.

- 1. **Exemptions.** Tenant finishes and changes in use that do not require an amendment to the parking plan of a previously approved Major Building Site Plan are exempt from additional Site Plan review.

**D. Evaluation Standards**

- 1. **Zone District Standards.** The proposed Site Plan complies with the standards of the zone district in which it is located.
- 2. **Site Development Standards.** The proposed Site Plan complies with the appropriate standards of *Chapter 4 Infrastructure*, *Chapter 5 Site Development*, and *Chapter 6 Critical Areas* of these Regulations.
- 3. **Complies with Plat Requirement.** The proposed Site Plan complies with any plat or plat note requirement, if any.

**Section 7.4**



**Section 7.4**

**SITE PLANS FOR APPLICATIONS OTHER THAN BUILDING PERMIT**

Site Plans submitted for applications other than Building Permit are those Site Plans required to be tendered in partial fulfillment of the submittal requirements of a development permit application that is not a Building Permit application. By way of example **only**, the Site Plan required to be submitted according to the submittal requirements for a *Chapter 8 Special Review Use* (see *Section 8.2.B Submittal Requirements* of these Regulations). Such a Site Plan is not, and can not be, considered separately from the development permit application for which it is a requirement and of which it is a part. At the discretion of the Planning Director the Site Plan Requirements of *Section 7.4.B* may be appropriately modified during the development permit Pre-Submittal Meeting.

- A. **Time Limits**. The Time Limits of *Section 7.3.A.2* do not apply.
- B. **Particular Requirements**. See *Table 7-1 Drawing Requirements*.
- C. **Evaluation Standards**
  - 1. All submittal requirements are met.
  - 2. The Site Plan conforms to the general purpose, goals, objectives and intent of these Regulations and the standards of the development permit application of which it is a part.

**Table 7-1 DRAWING REQUIREMENTS**

<p align="center"><b>REQUIREMENT</b>                      ✓ = Required    Shaded = Not Applicable</p>	<p align="center"><b>BUILDING PERMIT SITE PLANS</b></p>		<p align="center"><b>OTHER SITE PLANS</b></p>
	<p align="center"><b>Minor Building</b></p>	<p align="center"><b>Major Building</b></p>	
<b>BASIC DRAWING REQUIREMENTS</b>			
Size of drawings and maps	no smaller than 8 ½" x 11"	no smaller than 11" x 17"	no smaller than 11" x 17"
Site plan drawings and maps must be carefully and legibly drawn in black or fully reproducible ink to scale, and depict all of the basic drawing and other information required for that type of Site Plan.	✓	✓	✓
Scale shall be such that all required information is legible and easily readable. Scale shall be represented on all drawings and maps.	✓	✓	✓
Site plan drawing and maps must be signed by the property owner and the general contractor (if any) verifying the accuracy of the information and acknowledging that <b>improper placement of a structure will not be considered grounds for the issuance of a Variance.</b>	✓	✓	✓
Name, and current address and telephone number of the owner of the property and, if different, the applicant or agent of the owner.	✓	✓	✓
Name, and current address and telephone number of the person preparing the plan.	✓	✓	✓
Name, and current address and telephone number of designer, surveyor, and/or engineer.	✓	✓	✓
Date of preparation for original submittal and any drawing revision date(s).	✓	✓	✓
Name of project, if any.	✓	✓	✓
Physical address of the property.	✓	✓	✓
Complete legal description	✓	✓	✓
Existing zone district	✓	✓	✓

**Table 7-1 DRAWING REQUIREMENTS**

<b>REQUIREMENT</b> ✓ = Required    Shaded = Not Applicable	<b>BUILDING PERMIT SITE PLANS</b>		<b>OTHER SITE PLANS</b>
	<b>Minor Building</b>	<b>Major Building</b>	
Zone district(s) of adjoining and/or adjacent properties; adjoining and/or adjacent properties indicated and identified by legal description.		✓	✓
If building envelopes (restricted building areas in addition to required zone district setbacks) have been platted, the building envelope and proposed structure to be constructed within it accurately depicted.	✓	✓	✓
Distance from all existing and proposed structures to the property lines and required zone district setbacks. Such distances shall be measured at a 90° angle from the property line to the closest point of the structure.	✓	✓	✓
Location, type, and dimensions of <b>existing</b> and any <b>proposed</b> or <b>required</b> public and private easements or other dedicated lands. When the location and use of an existing easement or other dedicated land is not known, it shall be the responsibility of the landowner to locate it, and its uses. If there are no easements or other dedicated lands on the property, this shall be noted on the Site Plan. Copies of all recorded easement documents shall be submitted.	✓	✓	✓
Area of the property in square feet or acres.	✓	✓	✓
Location and exterior dimensions of any existing structures.	✓	✓	✓
Location and dimensions of new and existing driveways and access points in conformance with the requirements of the Teller County Roadway Construction and Design Standards.	✓	✓	✓
Dimensions and locations of all adjoining and/or adjacent roads, streets, and alleys.	✓	✓	✓
Location of existing and/or proposed water and sewer systems for connection to central services. If well or septic exist, the location of the well site, septic tank, and dimensioned area of the leach field. If well and septic do not exist, evidence of application to the Teller County Department of Environmental Health for a septic permit must be provided.	✓	✓	✓
Location of water and sewer systems for connection to			✓

**Table 7-1 DRAWING REQUIREMENTS**

<b>REQUIREMENT</b> ✓ = Required    Shaded = Not Applicable	<b>BUILDING PERMIT SITE PLANS</b>		<b>OTHER SITE PLANS</b>
	<b>Minor Building</b>	<b>Major Building</b>	
central services. <u>Other than for subdivision</u> : If new well or septic are proposed, the location of the well site, septic tank, and dimensioned area of the leach field together with evidence that a septic permit is available for the site and use.			
Natural drainage of the site shown to property lines using directional indicators. Positive drainage away from any existing and proposed structures shall also be shown by directional indicators. The location, widths, and direction of flow of all water courses shall be shown. <b>Existing and proposed</b> new bridges, culverts, and other provisions for collection and discharge of surface drainage shall be shown.	✓	✓	
Areas of proposed site grading, cut, and fill illustrating proposed finished slopes and grades.	✓	✓	✓
For duplex or multi-family construction contemplated for separate ownerships: Utility connections (including water, sewer, gas, propane, phone, electric, cable) from road right-of-way to structure.	✓	✓	
North arrow.	✓	✓	✓
Legend for any symbols or abbreviations.	✓	✓	✓
Required parking spaces	✓	✓	✓
Elevations of proposed structures shall be indicated, including existing and finished grade upon completion.	✓	✓	
Vicinity map locating the site with respect to roads and other major land features.		✓	✓
All other utility services in addition to water supply and sanitary sewage disposal. These include location of on-site treatment plants, if any, and gas and electrical lines.		✓	✓
Lot lines of the lot or lots or parcel or parcels under review shown with accurate distances and bearings (or angles), with adjoining and/or adjacent properties shown for a reasonable distance beyond the property boundaries and identified by legal description.			✓
<b>EXISTING NATURAL FEATURES TO BE SHOWN</b>			

**Table 7-1 DRAWING REQUIREMENTS**

<b>REQUIREMENT</b> ✓ = Required    Shaded = Not Applicable	<b>BUILDING PERMIT SITE PLANS</b>		<b>OTHER SITE PLANS</b>
	Minor Building	Major Building	
Site topography depicted with contour intervals at an appropriate scale, but no less than that of the most recent and detailed U.S.G.S. quadrangle map. Contours shall extend onto adjoining and/or adjacent property a sufficient distance to establish proper topographical relationships. High and low points and all unique natural features shall be identified.		✓	✓
Location and extent of significant vegetation types (e.g., areas of grassland, stands of trees or shrubs), identified by species and condition.		✓	✓
Any area subject to <i>Chapter 6 Critical Areas</i> , including floodplain elevations and slopes greater than 30% as measured according to the slope calculation procedures of <i>Section 6.4.E</i> , shall be specifically identified. Geological features in the area of proposed disturbance that are intended to provide natural screening shall be identified.		✓	✓
Soils types identified by area according to the soils maps of the Natural Resources Conservation Service.		✓	
When new construction will take place, soils types identified by area according to the soils maps of the Natural Resources Conservation Service.			✓
General prevailing wind direction indicated.		✓	✓
If a <i>Drainage Plan</i> is not otherwise required: Natural drainage of the site to property lines using directional indicators. Positive drainage away from any existing and proposed structures shall also be shown by directional indicators. The location, widths, and direction of flow of all water courses shall be shown.		✓	✓
<b>EXISTING MAN-MADE FEATURES TO BE SHOWN</b>			
All existing man-made features, including structures, shall be properly located, identified by name, fully dimensioned and drawn to scale; areas or building footprints shall be given in square feet. Such features include the following:		✓	✓
Fences and screens, sidewalks, signs, lighting fixtures with type and standards indicated.		✓	✓

**Table 7-1 DRAWING REQUIREMENTS**

<b>REQUIREMENT</b> ✓ = Required    Shaded = Not Applicable	<b>BUILDING PERMIT SITE PLANS</b>		<b>OTHER SITE PLANS</b>
	Minor Building	Major Building	
Landscaped areas, parking and loading areas (including number of spaces), storage areas, and any other specific use area.		✓	✓
Roads on and off-site, together with property accesses, including notation of surfacing. Vehicular circulation pattern, pedestrian circulation system, sidewalk, and trail systems, and connecting links to all external systems shall be indicated.		✓	✓
Existing bridges, culverts, and other provisions for collection and discharge of surface drainage.		✓	✓
Any other pertinent existing site data including old foundations, wells, mine shafts, mines, and other such cultural remains.		✓	✓
<b>PROPOSED IMPROVEMENTS TO BE SHOWN</b>			
All proposed new man-made features, including those described above under "Existing Man-Made Features to be Shown," depicted and identified by use, dimensioned and drawn to scale, with areas or building footprints given in square feet. Floor plans as may be required by the Planning Director.		✓	
All proposed new man-made features, including those described above under "Existing Man-Made Features to be Shown" under Applicant's control, properly located, identified by name, fully dimensioned and drawn to scale, with areas or building footprints given in square feet.			✓
Floor plans as may be required by the Planning Director.		✓	✓
Proposed open space with the nature of the open space identified.		✓	✓
Proposed new bridges, culverts, and other provisions for collection and discharge of surface drainage.		✓	✓
Proposed new internal or external circulator roads (including road ownership status), vehicular circulation pattern, pedestrian circulation system, trails systems, and links to all external systems.		✓	✓

**Table 7-1 DRAWING REQUIREMENTS**

<b>REQUIREMENT</b> ✓ = Required    Shaded = Not Applicable	<b>BUILDING PERMIT SITE PLANS</b>		<b>OTHER SITE PLANS</b>
	<b>Minor Building</b>	<b>Major Building</b>	
As appropriate, proposed subdivision lots, including proposed building envelopes, accurately laid out.			✓
Any other pertinent proposed new site data.		✓	✓
When phasing of construction is proposed: description of timing, phasing, or construction schedule for all changes proposed.		✓	✓