

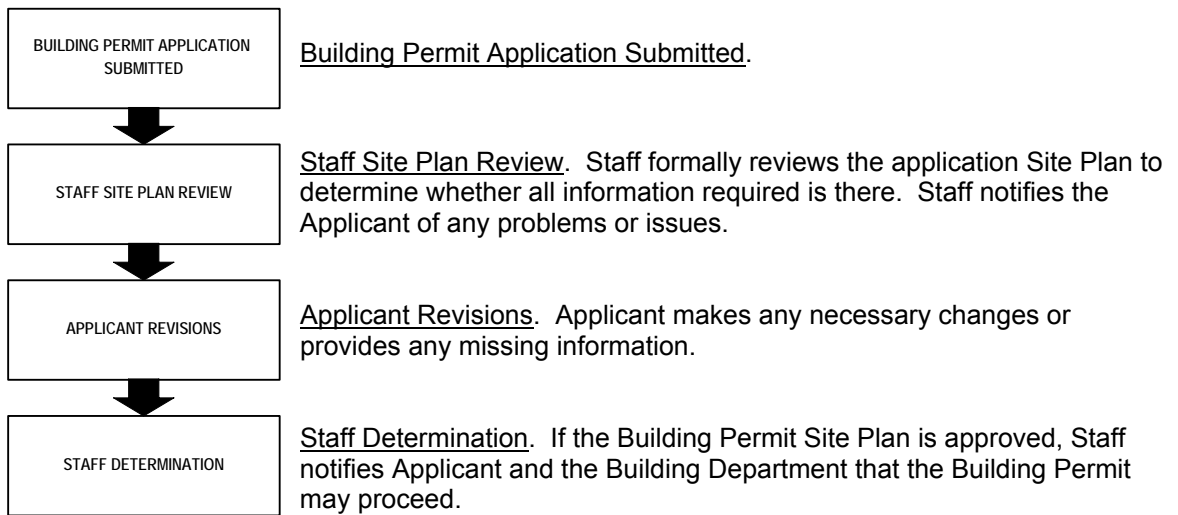
RESIDENTIAL BUILDING PERMIT SITE PLAN & PLANNING REVIEW (“Minor Building”)

DEVELOPMENT PERMIT APPLICATION REVIEW PROCESS (TCLUR Chapter 7)

OVERVIEW

All Building Permit applications are reviewed by the Planning Department in order to determine conformance with the requirements of the Teller County Land Use Regulations, including zoning. Review of all building plans, drainage plans, lighting information or any other required site design and development information will generally be considered part of the Building Permit Site Plan review. Every application 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.

PROCESS



SITE PLAN CHECKLIST (Chapter 7, Table 7.1)

- Size of drawings and maps: no smaller than 8 ½" x 11."
- 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 **improper placement of a structure will not be considered grounds for the issuance of a Variance.**
- 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.

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- Physical address of the property.
 - Complete legal description.
 - Existing zone district.
 - 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 **existing** and any **proposed** or **required** public and private easements or other dedicated lands. When the location and use of a known existing easement or other dedicated land is not known, it is the responsibility of the landowner to locate it, and its uses. If there are no easements or other dedicated lands on the property, it shall be noted on the Site Plan. Copies of all recorded easement documents are required.
 - 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 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.
 - 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. **Existing** and **proposed** 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 shown, including existing and finished grade upon completion.

OTHER POTENTIAL REQUIREMENTS

In addition to the Site Plan, Applicant **may** be required to submit such drawings, professional reports and analyses, and other graphic or written material necessary to demonstrate compliance with the standards of *Chapter 4 Infrastructure*, *Chapter 5 Site Development*, and *Chapter 6 Critical Areas*, and other matters of the Land Use Regulations, including:

- Landscape Plan, Lighting Plan, Sign Plan, Drainage Plan, Parking Plan or other type of plan.
- Proof that construction is not within a floodplain or that a Floodplain Development Permit has been obtained.
- Plan for the creation of “defensible space” pursuant to *Section 6.5 Wildfire Hazard Areas* 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 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
- Proof that the lot or parcel on which the structure is to be constructed is a legally created lot, parcel or tract of land.

- ❑ When the potential exists for a geologic hazard not previously reviewed by Teller County as part of subdivision, a County Engineering review of the site or building plan elements including access and driveway locations, drainage plans, and the location and construction of retaining walls may be required. When 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.
- ❑ 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.
- ❑ 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 setbacks 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.

EVALUATION STANDARDS

1. The proposed Site Plan complies with the standards of the zone district in which it is located.
2. The proposed Site Plan complies with the appropriate standards of *Chapter 4 Infrastructure*, *Chapter 5 Site Development*, and *Chapter 6 Critical Areas* of the Land Use Regulations.
3. The proposed Site Plan complies with any plat or plat note requirement, if any.

COMMON RESIDENTIAL ZONE DISTRICT DIMENSIONAL LIMITATIONS (For zone districts not listed, and other possible restrictions, see the Land Use Regulations, *Chapter 2 Zoning*.)

A-1 Agricultural	Setbacks: Front, Side, Rear: 50' Impervious: 25% Height: Residence: 35'; Other: 50'
R-1 Residential	Setbacks: Front 25'; Side 15'; Rear 30' Impervious: <15,000sf 45%; ≥15,000sf 35% Height: 35'
R-1M Residential-Mobile Home	Same as R-1



CONTACT US!

The information above is a

summary only. The Land Use
Regulations may require more or
less than is stated in this brochure.

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