

**CLEAR CREEK COUNTY
PLANNING DEPARTMENT
REQUIREMENTS FOR
COMMERCIAL AND
MULTI-FAMILY
DEVELOPMENTS**



Prior to submitting a building permit application, the Planning staff will review the site plan and construction drawings for conformity with the County Zoning Regulations and applicable platting conditions. The time frame for this review could be up to a 14 working days, the Planning Department will notify the applicant if there are revisions needed or the planner has signed off for the building permit to be processed. This packet will provide you with our standards and submittal requirements to assist you in obtaining the required approval from the Planning Department.

A fee of \$100 will be collected for the cost associated with Planning's review of construction plans, site plan and elevation drawings.

Please note that these are requirements for the Planning Department only; additional submittal requirements will be required for other applicable County permits and reviews.

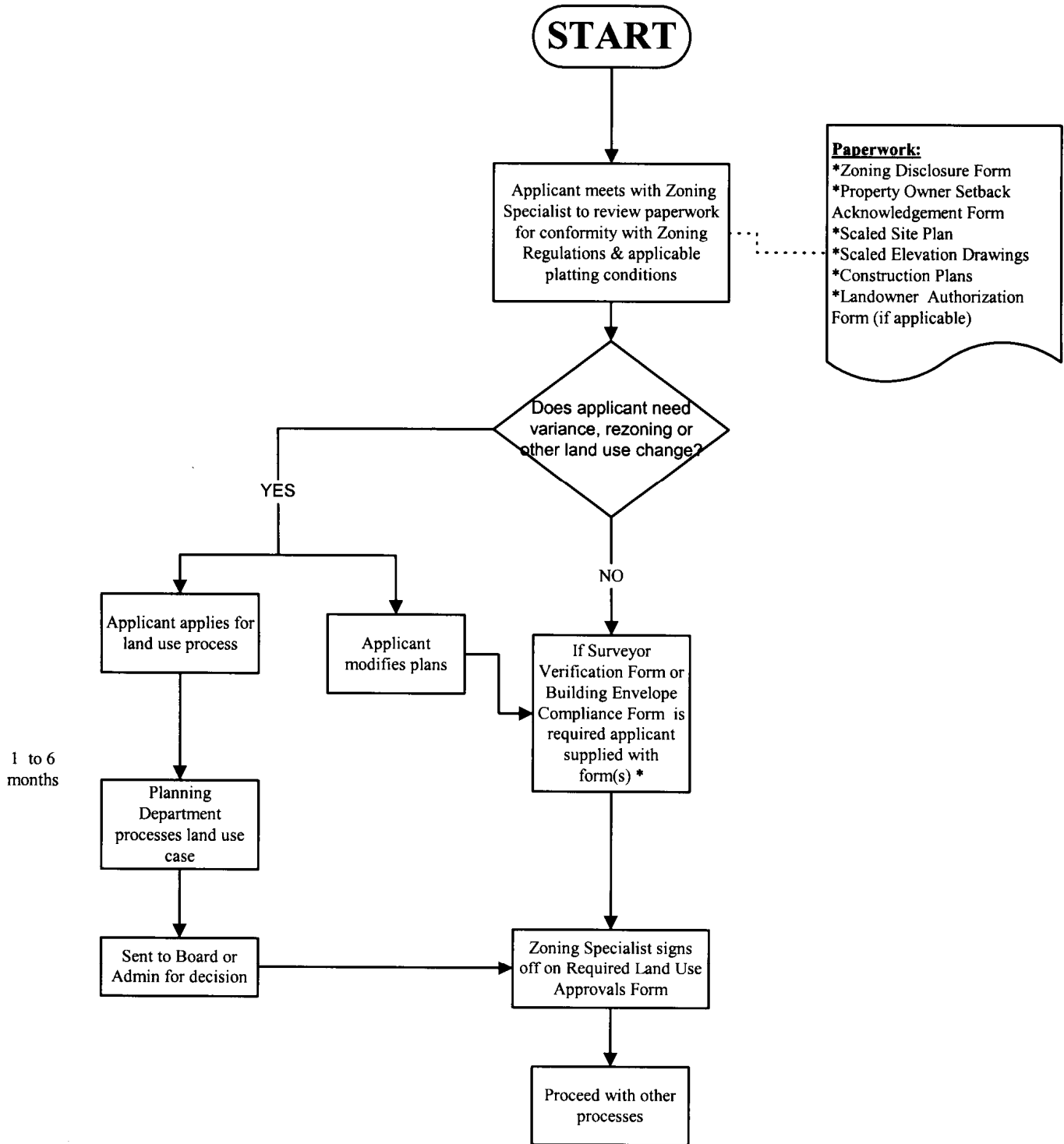
Packet Contents:	Page #
Flow Chart.....	2
Standards for Review.....	3
Submittal Requirements.....	5
Conditions of Approval.....	6
Other Considerations.....	6
Property Owner Setback Acknowledgement Form.....	7

Additional information, such as zoning regulations and process guides are available on the County website at www.co.clear-creek.co.us/Depts/planning.htm. If you do not have access to the web, you may request specific sections of the zoning regulations from the Land Use Department, or purchase a complete copy at the Land Use Counter.

Planning Department Directory

Cyndie Ruschmyer, Secretary - (303)679-2430
 Tracy Bennetts, Zoning Specialist - (303)679-2382
 Frederick Rollenhagen, Planning Director - (303)679-2360
 Fax - (303)569-1103
 Email Address - planning@co.clear-creek.co.us
 Website - <http://www.co.clear-creek.co.us/Depts/planning.htm>

Flow Chart



*If form(s) are required, they must be completed and submitted to the Zoning Specialist at the time of footings and foundation.

Standards For Review

Standard #1: Proposed uses and structures are permitted in compliance with the County Zoning Regulations.

Refer to the copy of regulations specific to your Zoning District, as provided by the Land Use Support Staff with the completed **Zoning Disclosure Form**.

Standard #2: Development/Design Review, if applicable, has been completed and the proposal conforms to the approved plan.

When you have explained your proposed project to the staff, if it is determined that either of these processes will be required, you will be provided with a copy of the Process Guide.

Depending upon the size and scope of your proposed improvements for a commercial or multi-family development, Design Review (an administrative process) or Developmental Review (a Planning Commission Process) may be required. These processes are described in more detail in Section 20 of the Zoning Regulations for specific information regarding Development Review requirements and processes.

Standard #3: All existing and proposed structures to the density or area requirements of the County Zoning Regulations.

Refer to the copy of Regulations specific to your Zoning District, as provided by the Land Use Support Staff with the completed **Zoning Disclosure Form**.

I. Density Requirements

All commercially zoned properties in Clear Creek County have density requirements. These requirements vary by zoning district, and specify the maximum percentage of lot coverage for the building footprints, as well as the relationship of the total square footage of all buildings to the total area of the lot, as outlined below:

District	C-N	C-RO	C-RT	C-LM	C-W	C-1	C-2
Max sq. ft.	5000	N/A	N/A	N/A	N/A	N/A	N/A
Max. sq. ft.	30%	50%	50%	50%	60%	50%	60%
Max. footprint	15%	20%	20%	20%	30%	20%	30%

II. Area Requirements

Multi-Family Developments have area requirements, which can be found in Section 2. (R-3) C.1. of the County Zoning Regulations.

Standard #4: Setbacks conform to the County Zoning Regulations.

All existing and proposed setback measurements shall be measured from the nearest lot line, road right-of-way, or platted right-of-way to the **eaves or projections from a building or from decks**, for all sides. If no platted right-of-way exists, measurement of the setback begins at the edge of the Required Road Maintenance Area, or as surveyed and recorded with the County Clerk and Recorder's office. Required Road Maintenance Area is the road surface and County maintained drainage features of maintained County roads.

Standard #5: The height of proposed structures conform to the requirements of the County Zoning Regulations.

Height restrictions apply to all Multi-Family residential developments, but not to Commercial developments. The maximum height restriction of residential zoning districts is 35 feet. The height of a building is defined as: The Tallest Side of the Building, excluding Appurtenances.

Tallest Side of the Building: Shall be measured on the side with the greatest vertical distance between the ground surface elevation, where a structure intersects finished grade, and the highest point of the coping of a flat roof or from the average elevation between the ridge and eave of the gable of a sloped roof.

Appurtenances: The visible, functional, or ornamental objects accessory to and part of a building (e.g. chimneys, vents, and television or radio antennas that do not exceed more than 10% the maximum height allowed).

Standard #6: Proposed uses and structures are in compliance with property restrictions related to a previous land use case approval (e.g.. variance, special use permit, plat, official development plan).

The applicant is responsible for obtaining and complying with any platting or special conditions imposed by a land use case, or easements affecting the property. Staff will verify applicable conditions.

Standard #7: Signs, outdoor lighting, fencing and parking comply with County Zoning Regulations.

III. Refer to Section 10, Signs, Section 15, Fencing, and Section 14, Parking of Clear Creek County Zoning Regulations. Lighting requirements are outlined in the Zoning Regulations for your district.

Submittal Requirements

Landowner Authorization Form must be completed by the property owner, and notarized, if they choose to designate a representative to sign other forms for them.

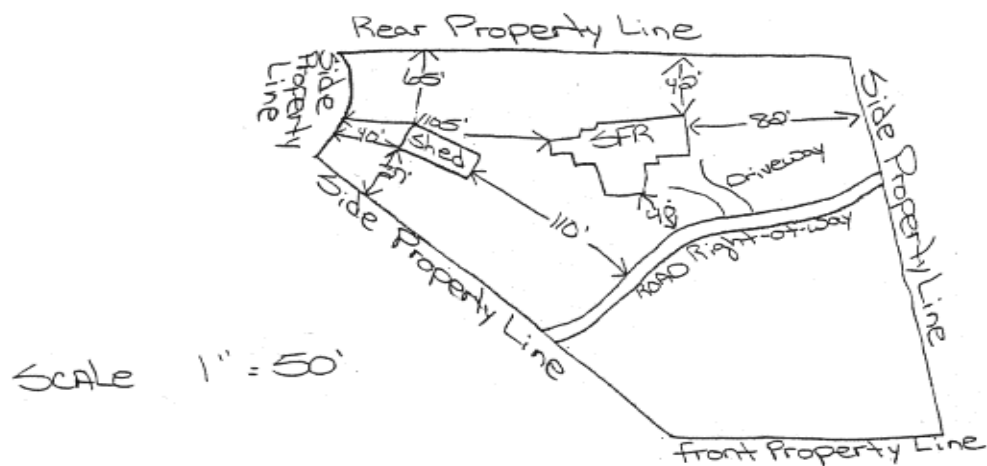
Property Owner Setback Acknowledgement Form must be completed by the property owner or a designated representative.

Surveyor Verification: If the proposed structure is within ten feet of the required setback or building envelope boundary, or if a variance has been obtained for a reduced setback, a **Setback Verification Form** or **Building Envelope Compliance Form** must be completed by a licensed surveyor at the time of footings and foundation, and submitted to the Zoning Specialist.

Scaled Site Plan, showing the following:

- 9 Property boundary indicating the front, rear and side lines
- 9 Location of all proposed buildings/structures and any existing buildings/structures
- 9 Setbacks from buildings and structures, measured in feet. Setbacks must be identified from the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest, to the eaves or projections from the building or from decks for all sides.
- 9 Building envelope, if applicable
- 9 Parking
- 9 Location of signage, outdoor lighting, landscaping and/or fencing
- 9 Total acreage or square footage of parcel
- 9 Total square footage of building footprint(s)

Example: Scaled Site Plan



Construction Drawings

Scaled Elevation Drawings (north, south, east and west views) indicating the following:

- All proposed buildings/structures and any existing buildings/structures which will be impacted
- Proposed final topography where the buildings/structures intersect with the finished grade
- All exterior signage, lighting and fencing detail
- Scaled Floor Plans
- Total square footage per floor of each proposed and existing structure

Conditions of Approval

In the event that the Planning Staff determines that the submittal does not meet an applicable standard(s) as stated herein, the applicant will be informed of the modifications and/or process necessary for compliance with the County Zoning Regulations.

Other Considerations

Use of the property for other than a permitted principal use will require that you first obtain a Special Use Permit.

If you intend to occupy or otherwise use a mobile home, construction trailer, camping trailer or other recreational vehicle on your property prior to or during construction of a permitted principal structure, a Special Use Permit may be required.

Existing zoning violations on the property will delay approval of your permit request until the violations have been resolved or until an Agreement for Compliance is in place.

Using anything other than a survey by a Licensed Surveyor has a margin of error that you should be aware of. For example, an Improvement Location Certificate (ILC) contains disclaimers of accuracy and these have been found to be as much as 10 feet off.

Important Notice! We strongly recommend that a Licensed Surveyor be consulted in the location of your building site and preparation of your site plan - this could range from simply finding corner pins to flagging a boundary to preparing a full fledged survey. As a result of inaccurate site plans and field changes in the excavation, there have been numerous cases before the Board of Adjustment requesting a variance to remedy the setback violation. In the last two years alone, a total of 38 cases were heard by the Board of Adjustment for this type of violation. **The application fee for this type of variance where an encroachment has already occurred can be as high as \$2,000! There is no guarantee that the Board of Adjustment will approve any variance. A denial of such a variance will result in the removal of all or a portion of the structure in violation.**

**CLEAR CREEK COUNTY COMMERCIAL AND MULTI-FAMILY
SETBACK AND DENSITY ACKNOWLEDGMENT FORM**

*This Form is to advise you that the County has setback and density requirements.
Please refer to your Zoning Disclosure Form to verify required setbacks for your zoning
designation.*

*This Form must be completed and submitted to the Planning Department at the time of site plan
review*

Property Owner: _____ Parcel No. _____

Legal Description: _____

Size of parcel: _____ Square Feet; _____ Acres _____

Total square footage of footprint(s) _____ Total sq. footage of structure(s) _____

As property owner, I hereby certify that the following are the closest setbacks from proposed and existing structure(s):

Front yard	_____ feet	Side yard	_____ feet
Rear yard	_____ feet	Side yard	_____ feet

How to measure setbacks: All setback measurements shall be measured from the nearest lot line, road right-of-way, or platted right-of-way to the eaves or projections from a building or from decks, for all sides. If no platted right-of-way exists, measurement of the setback begins at the edge of the Required Road Maintenance Area, or as surveyed and recorded with the County Clerk and Recorder's office.

Required Road Maintenance Area is the road surface and County maintained drainage features of maintained County roads.

As property owner, I hereby certify that (please check the appropriate response):

The improvements on my property are required to be within a platted building envelope, and proposed structure(s) are within ten (10) feet of its boundary.

I am within ten (10) feet of the minimum setback requirement from any lot line.

I have been granted a variance for one or more setbacks.

None of the above conditions apply to my proposed improvements for my property.

*If any of the first three conditions apply, a Surveyor Setback Verification or Building Envelope Compliance Form must be completed by a Colorado licensed surveyor. The form will be provided by County staff when required. The form must be returned to the Zoning Specialist **prior to the Building Department's framing inspection.** It is the policy of Clear Creek County that, if ANY encroachment of the setback area has occurred, you will be required to go to the Board of Adjustment, and you may be required to REMOVE ALL OR PART OF THE STRUCTURE IN VIOLATION.*

I UNDERSTAND THAT IT IS MY RESPONSIBILITY, AS PROPERTY OWNER, TO BE SURE THAT THE PERSON SUPERVISING THE PROJECT IS AWARE OF THIS REQUIREMENT.

I certify that the information I have provided is true and correct to the best of my knowledge. I have read, understand, and will comply with the above information. Any and all changes to the proposed setbacks require notification to the Zoning Specialist.

Signature of Property Owner Print name Date