

CLEAR CREEK COUNTY
OVERVIEW OF REQUIREMENTS
SINGLE FAMILY RESIDENCES
BUILDING, REMODELING, ADDITIONS,
and ACCESSORY STRUCTURES



Welcome! Mountain living has an appeal that is hard to resist. It also has unique conditions which require special preparation to obtain a permit to build, remodel or add-on to a residence or accessory structure. The property owner and contractor are responsible for researching the property and knowing what the regulations are. Be aware, that local homeowners’ associations may have protective covenants or rules which may be more restrictive than State or County requirements.

The Land Use Departments (Planning, Site Development, Environmental Health, and Building) all work together in the review and approval of your permits. More detailed information on each Department’s processes, requirements and permits will be provided in their individual packets.

This packet will give you an overview of how all of these processes fit together, as you work toward your goal of developing your property and giving shape to your mountain home.

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Please note: It is advised that property owners take the necessary precautions to thoroughly check the background, insurance coverage and references of any and all contractors/subcontractors they contract with.

OFFICE INFORMATION

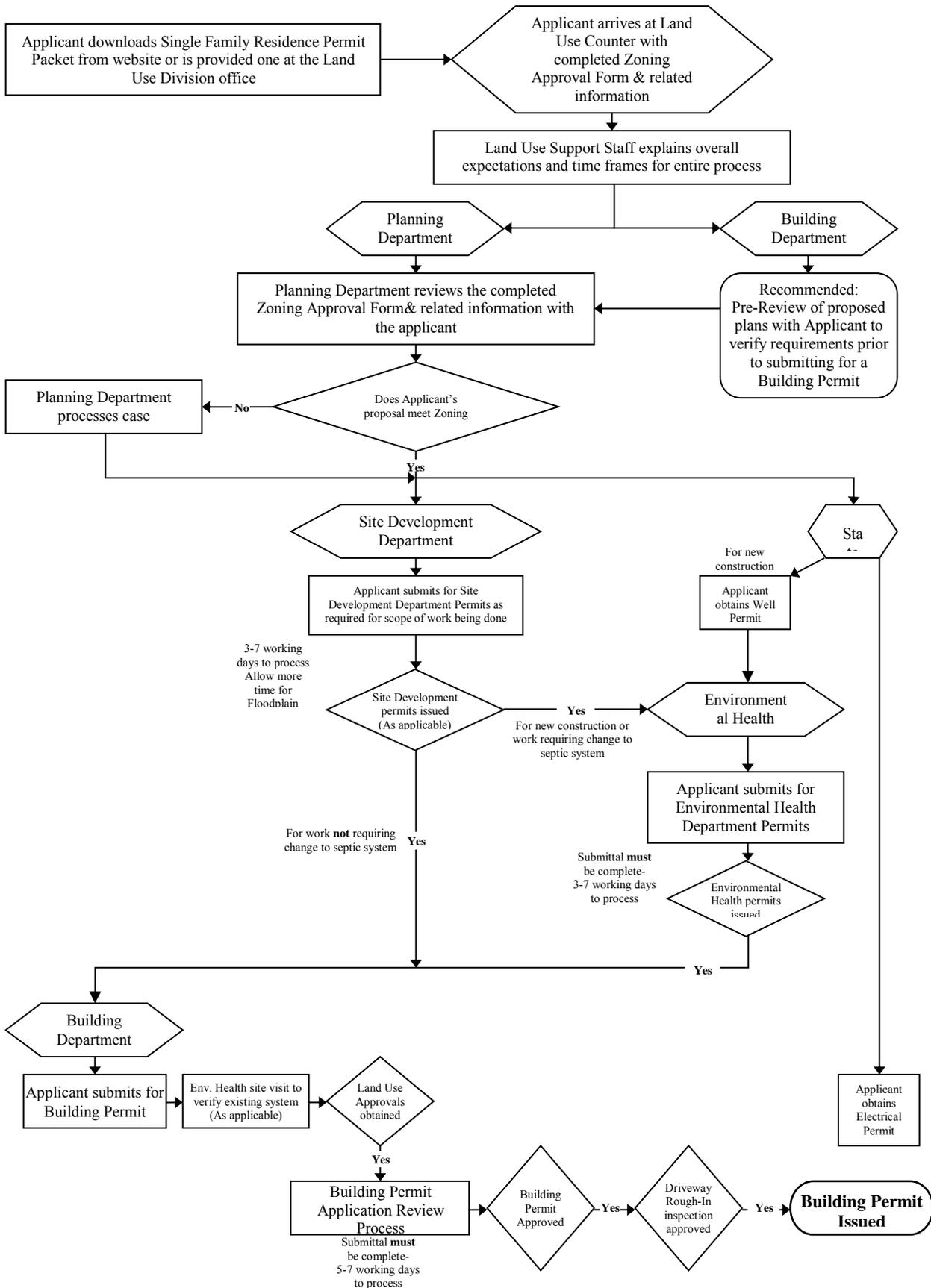
Land Use Division
 Clear Creek County Offices - Annex Building
 1111 Rose Street, Georgetown, CO 80444

303.679.2436
<http://www.co.clear-creek.co.us/index.aspx?nid=92>

General Hours: Monday-Friday 8:00am-4:30 pm

Recommended Building Permit Application Submittal Hours: Monday-Friday 8:00-9:30, or by appointment

FLOW CHART



PERMITS AND PROCESSES

GENERAL

It is the applicant's responsibility to obtain the necessary approvals and permits from the appropriate County Land Use departments and Federal or State agencies prior to submitting your Building Permit application package for review and processing by the Building Department.

Please refer to each department's information packet to understand what documents and information will be required to be submitted to obtain these approvals and permits. Keep in mind that an incomplete application for any permit will not be processed.

LANDOWNER AUTHORIZATION

If the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization Form (attached)** is required, appointing the applicant to process applications/forms for permits or other land use processes on the owner's behalf.

Additionally, if the property is owned by a trust or corporation, documentation must be provided naming the authorized agent for the trust or corporation.

PLANNING AND ZONING ([See this department's information packet for requirements](#))

The Planning Department is generally the starting point for any new property development, as well as when accessory buildings or additions to existing structures are being proposed. They will look at the property to determine that the proposed uses, structures and setbacks conform to County Zoning Regulations, and that the parcel size is adequate to meet the area regulations.

Your first step, prior to submitting for any of the Land Use department's permits, will be to complete the Zoning Approval Form (attached) and gather the required documents and site plan. Once completed, submit these items to the Planning Department to review with you. This form **MUST** be approved prior to submitting for permits through any of the Land Use departments.

The following links will be helpful in gathering some of the required information:

Assessor: <http://assessor.co.clear-creek.co.us/Assessor/web/>

Clerk & Recorder: <https://erecording.co.clear-creek.co.us/clearcreekrecorder/eagleweb/docSearch.jsp>

Clear Map Interactive Map: <http://map.co.clear-creek.co.us/imf/sites/ClearMap/jsp/launch.jsp>

Later, the Planning Department will also be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal.

CONSTRUCTION SITE SANITATION

Clear Creek County Environmental Health regulations require construction sites to be equipped with sanitation facilities for workers during all phases of construction. Please complete the **Construction Site Sanitation Agreement Form (attached)** and submit it with your first permit application.

SITE DEVELOPMENT ([See this department's information packet for requirements](#))

The Site Development Department is responsible for review and approval of Driveways, Site Excavation, Defensible Space, Best Management Practices for erosion control and revegetation, as well as the identification of Flood Hazard and Wetlands areas. This department is also responsible for the assignment a street address when constructing a new residence.

The Site Development Department will be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal.

Continued next page

PERMITS AND PROCESSES (continued)

WILD FIRE HAZARD MITIGATION POINT SYSTEM AGREEMENT

If during the driveway permit application review, it is determined that the building site is not accessible by a Primary or Secondary #1 or #2 Road, or that the proposed driveway does not meet minimum standards, your building project will become subject to the Wildfire Hazard Mitigation Point System Agreement. The Building Department will then notify you as to how to proceed. **Please note: ALL structures 4400 sq. ft. or greater, MUST be equipped with an approved monitored automatic fire suppression system.**

ROOFTOP RUNOFF INFILTRATION SYSTEM REQUIREMENT

If during the Zoning Approval Form or Site Development Department Permit review, it is determined that the proposed structure(s) has roof area of greater than 1750 square feet, a rooftop runoff infiltration system will be required. The Site Development Department will notify you as to how to proceed with the design of a rooftop runoff infiltration system.

ENVIRONMENTAL HEALTH ([See this department's information packet for requirements](#))

Most of the mountain areas are served by individual wells and septic systems. The Environmental Health Department handles the regulations and permitting for Onsite Wastewater Treatment System (OWTS).

Ground Water Wells are regulated and permitted by the Colorado Division of Water Resources. Refer to the Agency Directory (attached).

There are a few areas of the County which are served by water and/or sanitation districts. If your property is within the existing or expansion boundaries of one of these districts, you will be required to connect to the public system. Contact the specific district for availability of taps and their fee schedule. You will need to provide proof of the availability of service when you apply for your building permit.

The Environmental Health Department will be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal.

TRAFFIC IMPACT FEES

Established in 1998, these fees apply to **all** new construction, and to additions which increase garage or carport spaces. For new single family residences, the fee will be \$1200 for zero to two garage or carport spaces or \$1600 for three or more garage or carport spaces. If an addition will include an increase in the number of garage or carport spaces to three or more, the fee will be \$400. The fee will be collected at the time your building permit is being issued.

BUILDING DEPARTMENT ([See this department's information packet for requirements](#))

Once the Zoning Approval Form and any applicable Site Development or Environmental Health Department permits have been approved, you may submit your application for a Building Permit. Once your **complete submittal** is accepted by the Building Department, please allow five to ten working days for issuance of the permit.

COLORADO STATE ELECTRICAL DEPARTMENT

Electrical permits must be obtained from the Colorado State Electrical Department. Refer to the Agency Directory (attached). Whether your property is "on-the-grid" or "off-the-grid", all electrical work must be permitted, inspected and approved by this agency.

QUESTIONS:

For questions, please contact the Land Use Division Support Staff at 303.679.2436

AGENCY DIRECTORY

Ground Water Wells:

Colorado Division of Water Resources
Centennial Building, Room 818
1313 Sherman Street, Denver, CO 80203
303.866.3581

<http://water.state.co.us/groundwater/wellpermit/Pages/default.aspx>

Electrical Permits:

Colorado State Electrical Department
Department of Regulatory Agencies
1390 Logan Street, Suite 400, Denver, CO 80203
303.894.2300

For inspections, call Code "0" at 303.894.2318

www.dora.state.co.us/electrical

Forest Service Access Permits:

USFS Clear Creek Ranger District, Lands & Minerals Staff
101 Highway 103
PO Box 3307, Idaho Springs, CO 80452
Phone 303.567.3000

CCRDVIS@FS.Fed.us

Army Corps of Engineers:

U.S. Army Corps of Engineers
9307 S. Wadsworth Blvd., Littleton, CO 80128
303.979.4120

www.nwo.usace.army.mil

Colorado Department of Transportation: Region I

Traffic Section
18500 East Colfax Ave., Aurora, CO 80011
303.757.9122

<http://www.coloradodot.info/business/permits/accesspermits>

Water and/or Sanitation Districts:

Central Clear Creek Sanitation District
P.O. Box 162, Dumont, CO 80436
303.816.1114

<http://www.centralclearcreeksd.com/>

Chicago Creek Sanitation District
1603 Colorado 103, Idaho Springs, CO 80452
303.567.2107

<https://www.colorado.gov/chicagocreeksanitation>

St. Mary's Water/Sanitation District
333 W. Drake Road #142, Ft. Collins, CO 80526
970-484-0101

stmarys@mdmoffice.com

<http://www.stmarysglacier.com/>

Upper Bear Creek Water & Sanitation District
30920 Stagecoach Blvd., Evergreen, CO 80439
303.674.4112

http://www.evergreenmetrodistrict.com/upper_bear/district_upper_bear.htm

Fire Authorities:

Clear Creek Fire Authority
681 County Road 308
P.O. Box 507, Dumont, CO 80436
303.567.4342

<http://www.clearcreekfire.com/>

Evergreen Fire Protection District
1802 Bergen Parkway
P.O. Box 1498, Evergreen, CO 80437
303.674.3145

<http://www.evfd.com/>

Clear Creek County Government:

Assessor:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2322

<http://www.co.clear-creek.co.us/index.aspx?nid=188>

Clerk and Recorder:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2339

<http://www.co.clear-creek.co.us/index.aspx?nid=104>

Treasurer:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2353

<http://www.co.clear-creek.co.us/index.aspx?nid=193>

Mapping Department:

1111 Rose St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2356

<http://www.co.clear-creek.co.us/index.aspx?NID=191>

Road and Bridge Department:

3549 CR 312
P.O. Box 362, Dumont, CO 80436
303.679.2334

<http://www.co.clear-creek.co.us/index.aspx?nid=128>

Utility Companies

Xcel Energy
(800)895-4999

<http://www.xcelenergy.com/>

Intermountain Rural Electric Association (IREA)
(303)674-6879

<http://irea.coop/>

Call before you dig: 811

WARNING!

The following pages are form fill pages.
Not all browsers submit the following pages properly.
DO NOT USE GOOGLE CHROME
At this time, Google Chrome will not work with form fill.
Please choose another browser to complete your
application.
As always, save a copy for your files and call to verify
that your form submitted properly.

**DO NOT ASSUME THAT WE HAVE
RECEIVED YOUR APPLICATION.**

If you are attempting to make payment please wait for someone at Clear Creek
County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH
ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County
Land Use Department
PO Box 2000
Georgetown, CO 80444
Phone: 303-679-2436 Fax: 303-569-1103
planning@co.clear-creek.co.us

Please call with any questions or to verify that your permit has submitted
successfully!

**CLEAR CREEK COUNTY LANDOWNER
AUTHORIZATION FORM**

*This Form provides the opportunity for the property owner to
designate a representative to process an application.*

I, _____ of the County of _____,
(property owner)

State of _____, have appointed _____ my true and lawful
representative to act in my name and in my stead and on my behalf in connection with any action necessary in order
to apply

for a: _____
_____.

on certain real property described as follows: _____
_____.

I, AS PROPERTY OWNER:

- 1. UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE THAT MY DESIGNATED REPRESENTATIVE IS AWARE OF AND RESPONSIBLE FOR ALL REQUIREMENTS NECESSARY TO COMPLY AND COMPLETE WITH THE ABOVE AFOREMENTIONED ACTION.**
- 2. UNDERSTAND THAT ANY REQUIREMENTS PLACED ON THE PROPERTY WHICH CONTAIN RESTRICTIONS OR CONDITIONS WHICH MAY BE IMPOSED ON, AND MAY BURDEN, THE SUBJECT PROPERTY SHALL RUN WITH THE LAND REGARDLESS OF OWNERSHIP OF THE PROPERTY.**
- 3. TAKE FULL RESPONSIBILITY FOR NONCOMPLIANCE OF ANY REQUIREMENT ASSOCIATED WITH THE ABOVE AFOREMENTIONED ACTION.**

Agreed:

Signature of Property Owner Print name Date

Subscribed and sworn before me by _____ this _____ day of _____, 20____.

Notary Public

My Commission expires:

(date)

ZONING VERIFICATION FORM / ZONING APPROVAL FORM

INFORMATION REQUIRED TO OBTAIN ZONING APPROVAL FOR DRIVEWAY, SEPTIC SYSTEM AND BUILDING PERMITS
& TO OBTAIN ZONING APPROVAL FOR PROPOSED USES

THIS IS ALSO USED AS A ZONING CERTIFICATE / ACKNOWLEDGEMENT

CLEAR CREEK COUNTY PLANNING DEPARTMENT PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444
☎ 303.679.2436 ☎ 303.569.1103 <http://www.co.clear-creek.co.us/index.aspx?nid=124>

The applicant is responsible for the accuracy and completeness of all information submitted to the Planning Department.

SITE INFORMATION	
Parcel # or Legal description: _____	Site Address (if assigned): _____
OWNER(S)	APPLICANT
Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach)	<input type="checkbox"/> no (not applicable)
Name: _____	Name: _____
Additional Name: _____	Company: _____
Mailing address: _____	Mailing address: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____
Email: _____	Email: _____
INFORMATION REQUIRED FOR ALL PROJECTS	
Parcel Size(acres): _____	Will this project create an additional dwelling unit? <input type="checkbox"/> yes <input type="checkbox"/> no
Has the property been part of an approved land use case? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please list project name(s) and/or case number(s): _____	
PROJECT TYPE AND USE (Check all that apply)	
Primary Use: <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Duplex/Townhome <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial (Type _____) No. of bedrooms: Existing _____ Proposed _____ <input type="checkbox"/> NA	
Permit Type: <input type="checkbox"/> Building <input type="checkbox"/> Driveway <input type="checkbox"/> Defensible Space <input type="checkbox"/> Excavation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Floodplain <input type="checkbox"/> BMP's <input type="checkbox"/> Septic	
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition	
Accessory Use: <input type="checkbox"/> Garage <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Freestanding Solar System <input type="checkbox"/> Other _____	
Description of Proposed Work: (example: 2-story residence with part-finished basement. Basement includes 900sf w/ rec. room, mech. room & storage, 1 st floor includes 900sf w/ great room, kitchen, laundry & powder room, 2 nd floor includes 600sf w/ loft, master bedroom & bath)	
_____ _____ _____	
SCALED SITE PLAN (MUST BE COMPLETED FOR ALL PERMITS) See following page for Site Plan requirements	

By signing below, I understand that:

I am responsible for the accuracy of the information on the Site and Elevation drawings which I have provided and it is my responsibility to obtain any and/or all recorded platting or special conditions imposed by a land use case which are applicable to this property. I further understand that it is my responsibility to comply with all conditions, including setbacks, which are applicable to this property.

Applicant's Signature: _____

Date: _____

TO BE COMPLETED BY COUNTY STAFF:

Verified Zoning: _____ Min. lot size required to build: _____ acres Max. building height: _____

Verified Setbacks: Front _____ Side _____ Side _____ Rear _____

Platting or special conditions imposed by a land use case are applicable: _____

Staff Signature: _____ Title: _____ Date: _____

Site Plan Requirements for ALL Permits			
SCALED SITE PLAN (MUST BE COMPLETED with the following criteria)			
We strongly recommend that a licensed surveyor be consulted in the preparation of the Site Plan to reduce inaccuracies			
Site Plan must include the following: If no is checked off in any category, the site plan will not be accepted.			
YES	NO	NA	(To be checked off by County Staff)
			• Plan is drawn to scale & is a common engineering scale (i.e. 1"=20')
			• Scale is larger than 1"=50'
			• Title block, written & graphic scale, north arrow designating true north
			• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			• Boundaries of adjacent parcels or portions, or those boundaries that are in immediate proximity of the subject property(s)
			• Total acreage or square footage of parcel
			• Building envelope(s), if applicable
			• Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, including access road, rights-of way, driveways, turnouts/turnarounds, easements (attach easements and CDOT access permit)
			• Location and dimensions of any existing buildings/structures, retaining walls
			• Location and dimensions of any existing well, septic tank(s) & leach field that will remain
			• Location and dimensions of all proposed buildings/structures, retaining walls
			• Location and dimensions of all proposed well, septic tank(s) & leach field
			• Location, dimensions and counts for all existing and proposed parking lots and spaces
			• Location and dimensions of all existing and proposed utilities & utility easements, including water & sewer lines (attach easements)
			• Location and dimensions of all existing and proposed wetlands and/or watercourses and/or floodplains
			• Location and description of all existing and proposed drainage devices, erosion control features
			• Setbacks from buildings and structures (all sides), 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 structure (including decks)
			• Square footage of each building/structure's footprint(s) and a total square footage of all buildings/structures combined
Building Elevations must include the following:			
YES	NO	NA	
			All proposed buildings/structures and any existing buildings/structures which will be impacted, including decks, porch covers, chimneys, vents, ornamental elements
			North, South, East, West elevations included
			Scale is a common architectural scale and accurate (i.e. 1/4"=1'-0")
			Proposed final topography where the buildings/structures intersect with the finished grade
			Height measurement indication of the tallest side of the building/structure from the lowest point where the structure intersects the finished grade to 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
			Location and dimensions of proposed rooftop runoff infiltration system (all roof structures in excess of 1,750 sq ft)
SITE PLAN REVIEW FEE (check , cash, or credit card accepted)			
<input type="checkbox"/> Residential \$50.00		<input type="checkbox"/> Commercial \$200.00	
<input type="checkbox"/> Administrative Development Review \$200.00		<input type="checkbox"/> NA (Determined by CCC staff)	

Please Note:

- If applying for a permit and if the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization** is required.
- If you intend to use/occupy a recreational vehicle, accessory building or construction trailer on the property during construction or alteration of a primary building, a Special Use Permit will be required.
- If a parcel is less than 35 acres and not in a subdivision, the property owner must provide a **pre-September 1, 1972** recorded warranty deed with a metes-and-bounds description and a copy of the current warranty deed.
 - Copy provided yes no NA



CLEAR CREEK COUNTY
Public and Environmental Health

CONSTRUCTION SITE SANITATION AGREEMENT FORM

All construction sites must provide sanitation facilities for workers on the site. As stated in the Clear Creek County Onsite Wastewater Treatment System Regulations:

“The owner of any structure or land site where people live, work or congregate shall ensure that the structure or land site contains a properly functioning OWTS or sanitary sewer connection. Any toilet, sink, tub, shower, or any other fixture that discharges wastewater shall be connected to either the OWTS or sanitary sewer.”

Please be advised that failure to provide sanitation facilities throughout the life/duration of your permit will entail a stop work order and prohibit work to be done until approved sanitation facilities are provided.

Please check the proposed method of Sanitary Sewage Disposal:

- Portable Sanitation Facilities**
- Existing Onsite Household Toilet Facilities***
- Trailer or Recreational Vehicle with Special Use Permit or Special Exception**
- Other (Please Explain) _____**

*The use of existing onsite household toilet facilities during repairs of any Onsite Wastewater Treatment System shall be prohibited, unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations.

- **DO NOT PLACE PORTABLE SANITATION FACILITIES IN THE ROAD RIGHT - OF - WAY**

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Signature of Owner

Print name

Date

REQUIRED COMMUNITY DEVELOPMENT APPORVALS

Owner/Applicant, Please complete this section

Owner: _____ Applicant/Contractor: _____

Parcel # or Legal Description: _____ Site Address: _____

Proposed Construction/Scope of Project: _____

This section will be completed by department staff when reviewing your building permit application

Department	Type of Permit or Review	Permit# Case#, or form rec'd		Conditions/Comments					Prior to		Approved By/Date	
									Permit Issue	CO		
LUG	Ownership	Y	N	<input type="checkbox"/> Prop Record Card Comments: <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Other :					N/A	N/A	/	
	Landowner Auth	Y	N	N/A	Corporate or Trust Docs		Y	N			N/A	/
	Zoning Verification	Y	N								/	
	On-site San. Agree.	Y	N								/	
	Erosion Control	Y	N								/	
	Zoning Review Fee	Y	N								/	
Planning	Use(s)						N/A	N/A	/			
	Pre-1972 Warranty Deed						N/A	N/A	/			
	Parcel size: _____ acres or _____sq ft	Existing Bldg(s):		Proposed Bldg(s):		N/A	N/A	/				
		Density:	Footprint _____ sf	Footprint _____ sf								
		(Commercial)	Flr. Area _____ sf	Flr. Area _____ sf								
	Zoning :	Setbacks: F _____ S _____ <input type="checkbox"/> SVF reqd. R _____ S _____ <input type="checkbox"/> BEC reqd.			Height:		N/A	N/A	/			
	Platting Conditions	Y	N						/			
Cases:								/				
Comments & Conditions										/		

Department	Type of Permit or Review	Permit# Case#, or form rec'd			Conditions/Comments				Prior to		Approved By/Date	
									Permit Issue	CO		
Site Development	Driveway/Excavation				Rough-in approved	Y	N	N/A	Date Approved: / /		N/A	/
	WHM Pt. System	Y	N	N/A	Due to: <input type="checkbox"/> Road <input type="checkbox"/> Driveway <input type="checkbox"/> Bldg sq. ft.					N/A	/	
	Defensible Space										/	
	BMP										/	
	Rooftop Runoff Infiltration System	Y	N	N/A	system approved:	Y	N	N/A	Date Approved: / /			/
	Floodplain/wetland										/	
	Deviation										/	
	Other:										/	
Env. Health	ENV (ISDS/OWTS)				Capacity # Approved _____ # Existing _____ # Additional _____ <input type="checkbox"/> N/A Unmanned	Site Inspection req'd		Y	N			/
	Comments & Conditions:					Use Permit		Y	N			/
	Proof of Sanitation					<input type="checkbox"/> Letter <input type="checkbox"/> Receipt					N/A	/
	Food Service Plan Review (Retail Food Establishment Only)					N/A	Received	Y	N			/
					Approved	Y	N				/	
					Comments & Conditions:						/	
Fire Authority	Fire Code Plan Review (Commercial Only)	<input type="checkbox"/> CCFA <input type="checkbox"/> Evergreen									/	