

**CLEAR CREEK COUNTY  
PLANNING DEPARTMENT  
REQUIREMENTS FOR  
ADDITIONS AND ALTERATIONS  
FOR A SINGLE FAMILY RESIDENCE**



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. This packet will provide you with our standards and submittal requirements to assist you in obtaining the required approval from the Planning Department.

Site Plan Review Fee:           \$50.00

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

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**Planning Department Directory:**

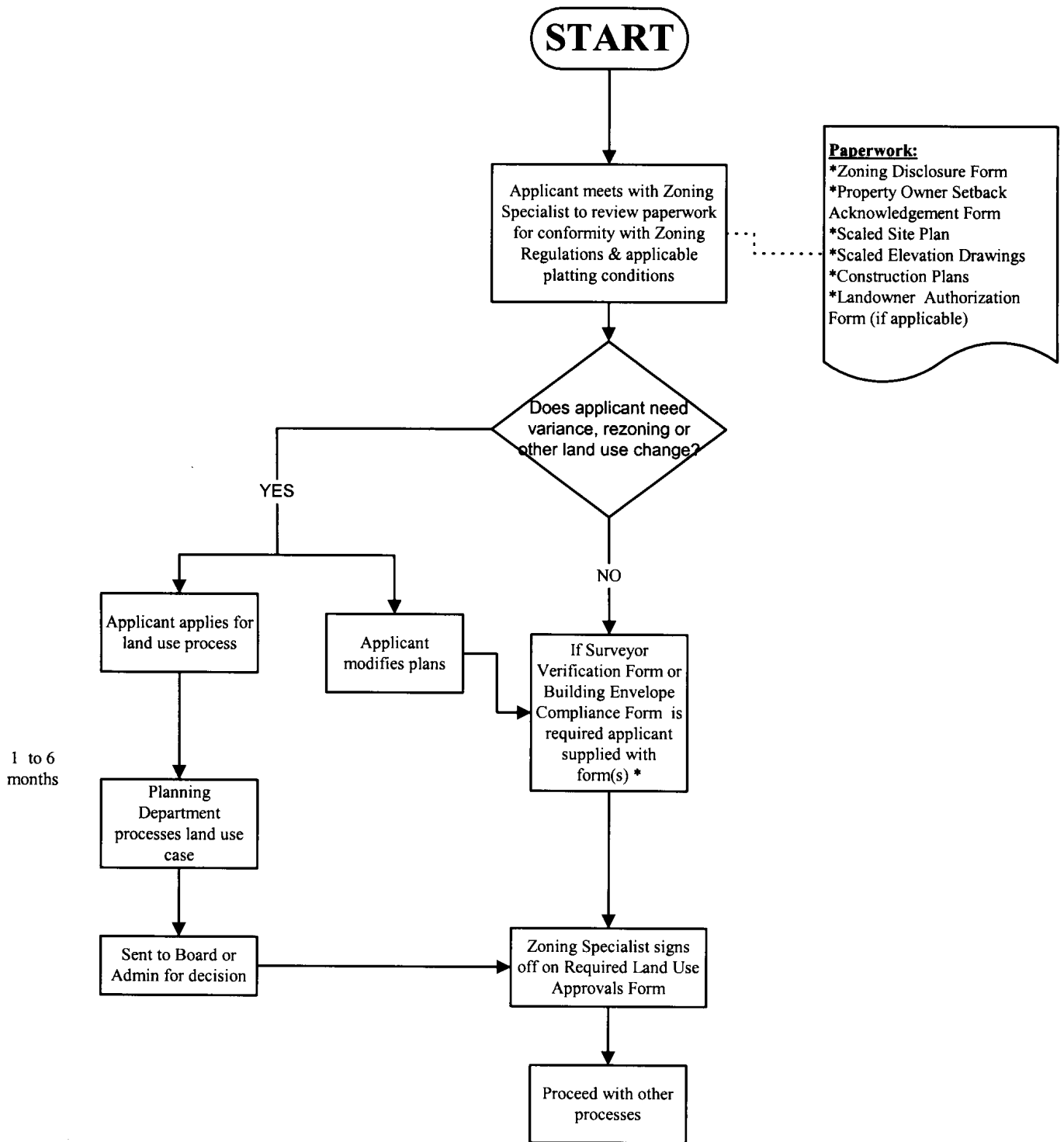
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# Flow Chart



\*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 Approval Form and related Site Plan**, which is found in the [Overview Packet](#).

### Standard #2:

The parcel size is adequate to meet the area regulations 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 Approval Form and related Site Plan**, which is found in the [Overview Packet](#). Existing homes on undersized lots will require a variance for **any** addition.

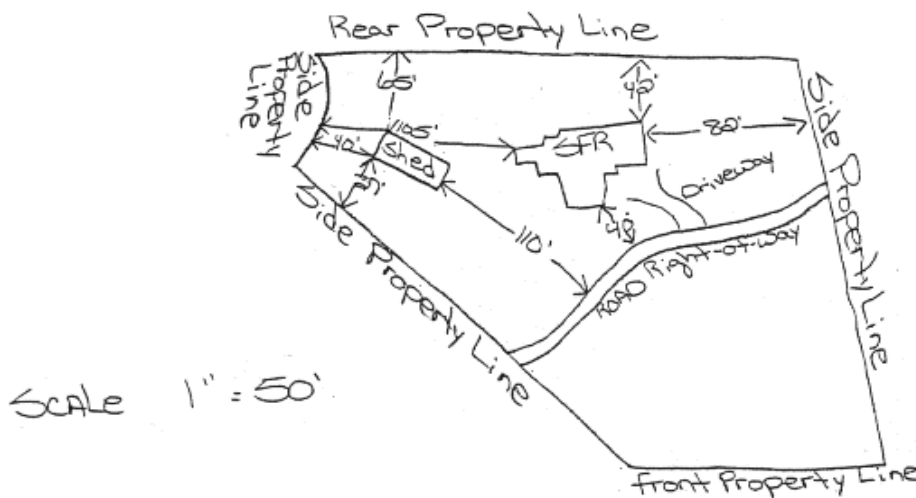
### Standard #3:

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 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.

Setback requirements are specific to your Zoning District. Refer to the copy of regulations specific to your Zoning District, as provided by the Land Use Support Staff with the completed **Zoning Approval Form and related Site Plan**, which is found in the [Overview Packet](#).

### Example: Scaled Site Plan



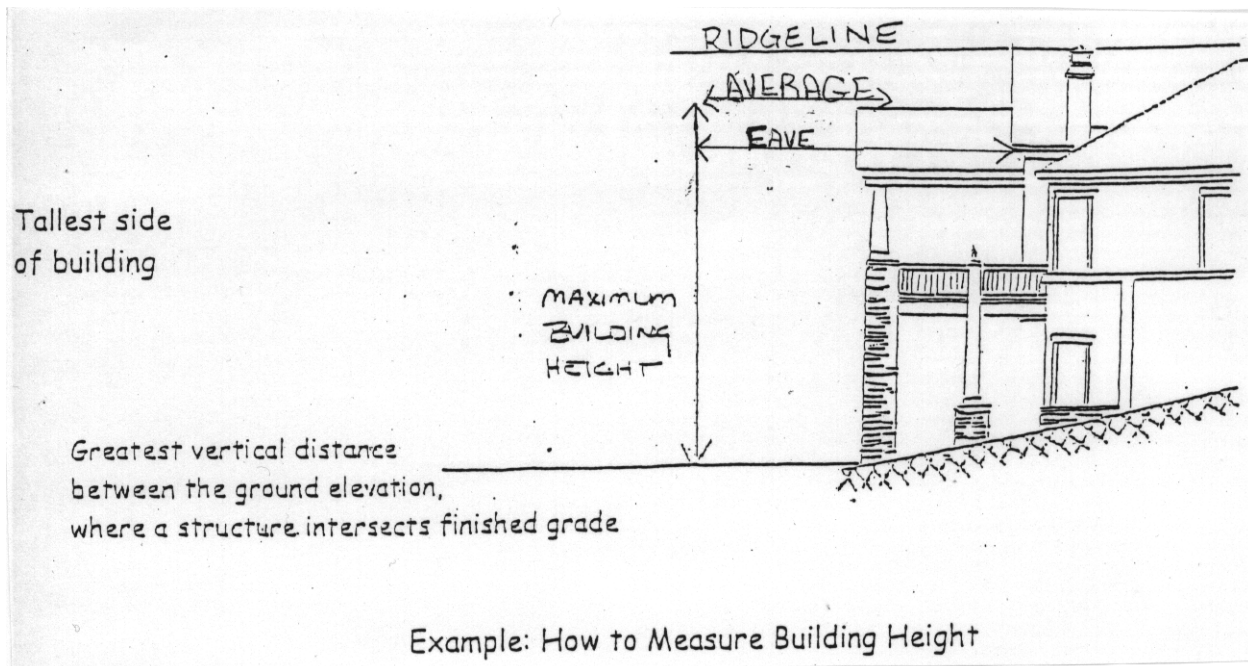
Standard #4:

The height of proposed structures conform to the requirements of the County Zoning Regulations.

The maximum height restriction for 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 #5:

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 #6: Signs, outdoor lighting, fencing and parking comply with County Zoning Regulations.  
 Refer to Section 10 in the Zoning Regulations for standards for Signs, Fencing, Parking, keeping of Animals, Lighting, Noise, Junk, and other development standards.

**SUBMITTAL REQUIREMENTS**

**Landowner Authorization Form**, from the Overview Packet, must be completed by the property owner, and notarized, if they choose to designate a representative to sign other forms and/or applications for them.

**Zoning Approval Form** must be completed by the property owner or a designated representative.

1. Surveyor Verification: If a proposed structure is within ten (10) feet of the required setback or a building envelope is located on the property, or a variance has been obtained, a **Setback Verification Form** or **Building Envelope Compliance Form** must be completed by a licensed surveyor at the time of footings and foundations, and submitted to the Zoning Specialist. If the form is not submitted and approved prior to requesting the framing inspection, the inspection will not be allowed until the form is approved.
2. If an existing structure encroaches into the required setback and no variance has been approved, the applicable variance must be obtained

**Scaled Site Plan**, per requirements on the **Zoning Approval Form**: (example drawing on page 3)

SCALED SITE PLAN ( <b>MUST</b> BE COMPLETED REGARDLESS OF APPLICATION)	
We strongly recommend that a licensed surveyor be consulted in the preparation of the Site Plan to reduce inaccuracies	
<b>Plans shall be drawn to scale</b> Site Plan scale shall be a common engineering scale (i.e. 1"=20'), and not at a scale smaller than 1"= 50'	
<b>Site Plan must include the following:</b>	
<b>Key: Site plan items required for permits or processes</b> (A)All, (P)Planning Processes, (D)Driveway, (E)Excavation, (EH)Septic System, (R)Residential building or alteration, (C)Commercial building or alteration	
A	• Title block, written & graphic scale, north arrow designating true north
A	• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
A	• Boundaries of adjacent parcels or portions, or those boundaries that are in immediate proximity of the subject property(s)
A	• Total acreage or square footage of parcel
A	• Building envelope(s), if applicable
A	• 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/tumarounds, easements
A	• Location and dimensions of any <b>existing</b> buildings/structures, retaining walls
A	• Location and dimensions of any <b>existing</b> well, septic tank(s) & leach field that will remain
A	• Location and dimensions of all <b>proposed</b> buildings/structures, retaining walls
A	• Location and dimensions of all <b>proposed</b> well, septic tank(s) & leach field
A(Commercial)	• Location, dimensions and counts for all existing and proposed parking lots and spaces
P, R, C	• Location and dimensions of all existing and proposed utilities & utility easements, including water & sewer lines
D, E, EH	• Location and dimensions of all existing and proposed wetlands and/or watercourses
D, E, EH	• Location and description of all existing and proposed drainage devices, erosion control
EH, R, C	• Location and dimensions of <b>proposed</b> rooftop runoff infiltration system (all roof structures in excess of 1,750 sq ft)

P, EH, R, C	<ul style="list-style-type: none"> <li>• 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)</li> </ul>
P, C	<ul style="list-style-type: none"> <li>• Square footage of each building/structure's footprint(s) and a total square footage of all buildings/structures combined</li> </ul>
<p><b>Building Elevations must include the following:</b> (north, south, east, west elevations required) Scale shall be a common architectural scale (i.e. 1/4"=1'-0")</p>	
P, R, C	1. All proposed buildings/structures and any existing buildings/structures which will be impacted, including decks, porch covers, chimneys, vents, ornamental elements
	2. Proposed final topography where the buildings/structures intersect with the finished grade
	3. 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

**Construction Drawings - Additions:**

1. Scaled Floor Plans
2. Scaled Elevation Drawings (see above)

**Construction Drawings - Interior Alterations:**

1. Scaled Floor Plans

**CONDITIONS OF APPROVAL**

In the event that the Zoning Specialist determines that the submittal does not meet the 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**

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 residence, a Special Use Permit will 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. **The application fee for this type of variance where an encroachment has already occurred can be as high as \$1,400! 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 that portion of the structure which is in violation.**

## **NIGHTTIME OUTDOOR LIGHTING**

Clear Creek County is the home to a world class binocular telescope atop Mt. Evans. Glare from outdoor lighting is not only a tremendous problem for observatories, but also for anyone who enjoys the night sky. Good lighting is important for safety, security and, of course, for better sight. Nighttime outdoor lighting can and should be done in an efficient and non-obtrusive way by using the right amount and intensity and directing the light downward to shield the night sky.

**Please refer to Section 10 of the Clear Creek County Zoning Regulations you received with your Zoning Disclosure to ensure that your proposal is in compliance with regulations for animals, parking, fencing, lighting, and other Development Standards.**