



CLEAR CREEK COUNTY SITE DEVELOPMENT REQUIREMENTS FOR COMMERCIAL & MULTI - FAMILY DEVELOPMENTS

The Site Development is responsible for many of the permits for the initial phases of a property's development. The Driveway Permit, Defensible Space Plan, Flood Hazard and Wetlands determination and erosion mitigation are all handled by the Site Development coordinator. After you have completed your Zoning Approval Form and related Site Plan, you will typically start the permitting process here.

Before starting any of these permit processes, you should be fairly certain of the location of all the proposed improvements: the building site, driveway, well, leach field, and roof runoff infiltration system (See Best Management Practices information on Pages 11-12). Due to the potential change of grade, building height, retaining walls or locations of structures, a rough - in driveway inspection is required before a building permit will be issued. The Environmental Health Department should be contacted for any restrictions on the proposed location of the well and leach field. Another initial consideration is the possibility that your site is located in a floodplain or designated wetlands area. If your property is along a water course, you may wish to contact the Site Development coordinator early in your development planning for information and restrictions, the Site Development Coordinator will otherwise make that determination at the point of the driveway permit application, and will contact you if there is a flood hazard or wetlands impact.

This packet will guide you through all of these processes as you work toward your goal of building your mountain residences. Please note that the requirements in this packet are for Site Development only. Additional submittal requirements will be required for other applicable County permits and reviews and explained in detail in other packets.

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Site Development Directory:

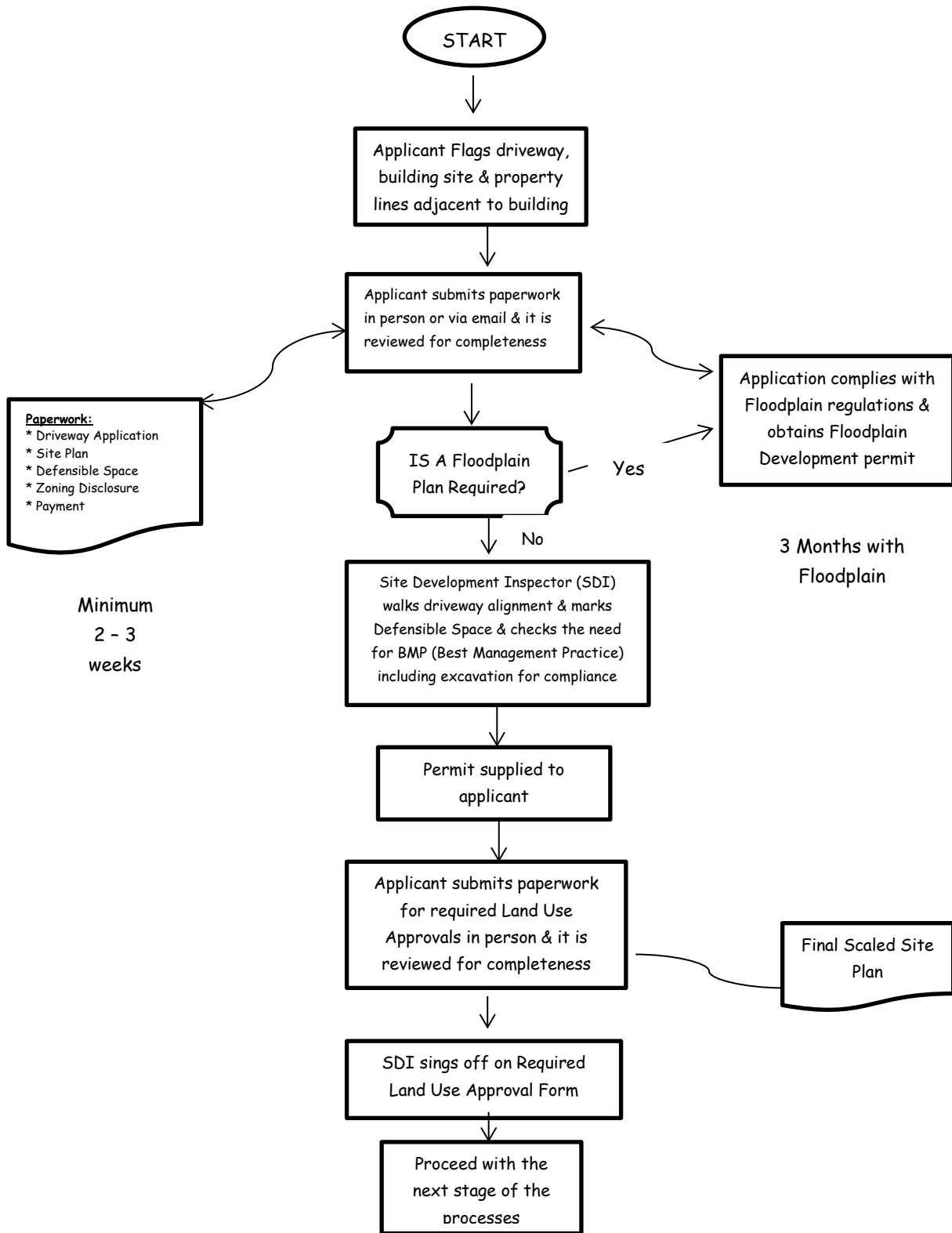
Secretary 303-679-2352

Site Development Inspector 303-679-2421

Email address sitedev@co.clear-creek.co.us

Website <http://www.co.clear-creek.co.us/index.aspx?nid=96>

Flow Chart



Site Development

Application Submittal Check List

Required Submittal Documents and Site Development Approvals:

Driveway Permits Submittals:

- Ⓢ Complete [Driveway and Site Excavation Permit Application Form](#)
- Ⓢ Copy of Completed Zoning Approval Form and related Site Plan from the [Overview Packet](#)
- Ⓢ Copy of recorded easement for the proposed driveway, if required
- Ⓢ Copy of State Highway Access Permit, if required
- Ⓢ Accurately scaled Site Plan; please refer to the "Driveway and Excavation Application Requirements" on page 6 for a list and explanation of the required detail. The **NORTH** arrow and **SCALE** of the site plan must be shown.
- Ⓢ All new driveways shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in Section x107.4 of the 2009 IRC and the 2009 IBC.
- Ⓢ Payment of the fee

Defensible Space Permit Submittals:

- Ⓢ Complete [Defensible Space Permit Application Form](#)
- Ⓢ Payment of the fee

Retaining Wall Permit Submittals, when applicable:

- Ⓢ Completed [Retaining Wall Permit Application Form](#)
- Ⓢ **TWO** sets of detailed plans for retaining wall or other stabilization design prepared and stamped by a **Registered Colorado Licensed Engineer**

Best Management Practices (BMP) Permit Submittals, when applicable:

- Ⓢ Complete [BMP Permit Application Form](#) (the form will be provided when a large scale earth disturbance - 2,500 cubic yards and/or 20,000 square feet or more a **Best Management Practices Permit** will be required)
- Ⓢ One set of detailed plans, electronic or paper, prepared and stamped by a **Registered Colorado Licensed Engineer**
- Ⓢ Payment of the fee

Floodplain & Wetlands Submittals, when applicable:

- Ⓢ Complete [Floodplain Development Application Form](#) (the form will be provided when Flood Hazard had been determined and a **Floodplain Development permit** will be required)
- Ⓢ Stream channel cross - sectional survey

- Ⓢ Payment of fee
- Ⓢ Copy of letter from Army Corps of Engineers when Wetlands Impact has been identified

***OTHER:** Please note that Roof Drainage Infiltration Devices are required for all roof structures in excess of 1,750 sf, as part of the Building Permit

Driveway Design Standards

The Clear Creek Board of County Commissioners has adopted design standard for the construction of driveways. These design standards were developed with the intent to provide reasonable ingress and egress for emergency vehicles. It is the responsibility of the Site Development coordinator to make sure all driveways are constructed in accordance with the adopted design standards while also taking into consideration any constraints imposed by the nature of the parcel and the mitigation for erosion both during and after excavation.

The complete **Clear Creek County Design Standards** are available at the Community Development front desk and can be requested by all excavation contractors and all property owners who are planning on doing their own excavation. The basic requirements are as follows:

- Ⓢ All driveways shall have a minimum driveway surface width of 18 feet if the driveway is less than 200 feet long or 14 feet if the driveway is equal to or greater than 200 feet long. These widths do not include additional width required for proper drainage.
- Ⓢ All horizontal curves shall have a minimum curve radii of 30 feet measured from the centerline of the driveway to the center point of the curve.
- Ⓢ All driveways shall end in an approved turn - around area with a minimum 13.75 foot radius.
- Ⓢ All parking spaces shall conform to Section 14 in Clear Creek County's Zoning Regulation.
- Ⓢ Sight distances at the intersection of the driveway with a public road shall be at least seven times the posted speed limit of the public road for speeds of 40 M.P.H. or less and grades of 6% or less. All other sight distances shall be at least eleven times the posted speed limit.
- Ⓢ Driveways shall intersect a public road at right angles to each other. With supporting justification, a relaxation of up to 15 ° can be requested form the

county. Driveways shall meet the county road at a positive 4% grade for the length of the Right of Way but not less than 10 feet. Radii or flares of 20 feet are required.

- ⓐ The maximum allowable grade on straight section of driveway is 10%. An exception of 12% can be requested under certain circumstances. Grades from 10% to 12% when allowed shall not continue for lengths greater than 150 feet. A maximum grade of 8% for curves with radius of less than or equal to 50 feet at centerline shall be maintained. Grades through a switchback shall not exceed 4%.
- ⓐ Cut slopes and fill slopes should be constructed no steeper than 1:1 slope (1 foot horizontal to 1 foot vertical). Cut slopes steeper than 1:1 shall be designed by a Colorado licensed engineer, prior to approval from the county. In areas of solid rock. Slopes shall not be cut steeper than $\frac{1}{2}$: 1. Open rock cuts greater than ten (10) feet in height and steeper than $\frac{1}{2}$:1 slope, or greater than twenty (20) feet in height and steeper than 1:1 slope shall be designed by a Colorado licensed engineer.
- ⓐ All Driveway access from existing private or public roads, which interfere with a natural or constructed drainage course, shall provide a drainage culvert. The culvert shall be a minimum of 18 inch diameter or of a diameter which will carry the flow of a 10 year storm event, as determined by Site Development Inspector. The culvert shall be positioned offset to the drainage ditch centerline and away from the traveled portion of access road. Cross road drainage must be provided at a minimum of every 800 feet or where an identifiable drainage course is defined, with culvert(s) a minimum of 18 inch diameter or of a diameter which will carry the flow of a 10 year storm event, as determined by the Site Development Inspector.
- ⓐ The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control shall consist of effective planting as a permanent control measure. Permanent soil stabilization measures shall be installed within thirty days after final grade is reached. Planting shall occur within the next window of opportunity, should construction be completed during the winter months. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety. Existing trees, shrubs and grasses should be preserved where possible to prevent erosion. All topsoil shall be salvaged and redistributed. Any applicant creating an earth disturbance greater than 2,500 cubic yards and/or 20, 000 square feet shall be required to apply for a **Best Management Practices Permit, and Excavation Permit.**
- ⓐ During construction emergency access must be maintained at all times.

- Ⓢ Failure to comply with any portions of these driveway and private road design standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed.
- Ⓢ All bridges shall be designed by a Colorado licensed engineer to meet Colorado Department of Transportation requirements and specifications. Bridges shall meet elevation requirements of the Clear Creek County Floodplain Regulations (2007) one A, as determined by the Flood Insurance Rating Map. All driveways and roads, which cross water courses designated as "Waters of the State" by the Army Corps of Engineers, must meet the requirements set forth by the Army Corps of Engineers for permitting before the county permits can be issued.
- Ⓢ A minimum 400 square foot parking area is required in lieu of meeting driveway design standards.

When necessary, deviations from these standards may be requested. Deviations will not exceed 18%. If determined appropriate, or if the public roadway that accesses your property is not a county maintained road, the increased hazard will be required to be mitigated by conforming to the "**Wildfire Mitigation Point System,**" please refer to the Building Department requirement packet.

Driveway and Site Excavation Application Requirements

All driveways, road cuts or building site excavations in Clear Creek County **MUST** have a driveway and excavation permit before any excavation has begun, whether the construction site is on a county maintained or non - maintained road. Please contact the Road and Bridge Department for any road cut permits needed for utility installation.

All new driveways shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in Section x107.4 of the 2009 IRC and the 2009 IBC.

The following detail must be depicted on both your application and scaled site plan:

1. The linear distance of the property along the access road must be measured and labeled on the site plan. When the property is not crossed by

or adjacent to the access road, the location of access road in relation to the property must be accurately shown on the site plan.

2. The actual width of the access road as traveled must be measured in the field and shown, as well as the width of the right of way if the two widths are different.
3. In case where easements are needed to access the property, the location must be shown on the site plan and a copy of the recorded easement must be submitted. Where other access permits, such as State Highway Access Permit, are required, a copy of that permit must be provided with your driveway application.
4. The distance from the driveway to the nearest road intersection must be measured in the field and shown.
5. The surface width of the proposed driveway must be shown.
6. The total length of the proposed driveway must be shown.
7. The horizontal angle of the approach where the driveway intersects the access road must be shown. This angle will be expressed in degrees, i.e. 90°, 80°, 75°, etc.
8. The maximum grade of the proposed driveway and the length of any part(s) of the driveway which will exceed 10% grade must be shown. The grade is calculated by dividing the rise by the run, (i.e. 1 foot rise in 100 feet of run or driveway length would be a 1% grade).
9. The inside turning radius of each switchback of the proposed driveway must be shown. The radius is measured from the center point to the curve to the centerline of the proposed driveway.
10. The location(s) of both the temporary and permanent erosion mitigation measures planned for the control of off - site erosion and sedimentation and the proposed revegetation schedule must be shown.
11. All Parking spaces must be shown.
12. All signs, as per section 10 of Clear Creek County's Zoning Regulation, must be shown.
13. All fencing, walls and landscaping, as per Section 15 of Clear Creek County's Zoning Regulations, must be shown.

After the application, scaled site plan and permit fee have been submitted, the Site Development Inspector will make an appointment to meet the applicant at the site for the driveway inspection. It is advisable to combine the driveway inspection with the defensible space inspection. The property must be clearly, marked with a sign that is visible from

that roadway, which identifies the property. The proposed driveway centerline, excavation site and/or building footprint and adjacent property lines shall be staked out in advance of the initial inspection.

Defensible Space Information and Requirements

A component of the **Wildfire Hazard Mitigation Plan**, which was implemented in 1996, is the development of a defensible space for all new construction and for additions of greater than 400 square feet to the existing structures. It was established to reduce the hazards of the spread of the fire for the protection of the life and property. When the completed application and permit fee have been submitted, the Site Development Inspector will meet with the applicant at the site, ideally at the same time that the initial driveway inspection is performed. To evaluate the property and the proposed improvements, establish the fire safety zones and to mark the trees and lower branches, which will be required to be removed.

Establishing the Fire Safety Zone

To develop the most effective Defensible Space Plan possible, the property is evaluated and divided into 3 Zones. The following are explanations and illustrations of the zones and their role in your Defensible Space Plan:

Zone 1: is the defensible space area immediately adjacent to the structure and the driveway. This area is where the greatest modification of thinning and cleaning up will occur. It consists of an area of 15 feet around the structure in which all flammable vegetation is removed. These 15 feet is measured from the outside edge of the home's eaves and any attached structures, such as decks.

This area should be decorated with decorative rock or other non-flammable cover. If a non-combustible siding is used, then a widely spaced planting of low shrubs is acceptable. Make sure not to plant the shrubs under windows of eaves and foundation vent. Firewood and other combustible materials must not be stored in this area. For maximum safety, the area under decks should have a gravel ground cover and not be used for storage.

Zone 2: is an area of fuel reduction. It is a transitional area between zone 1 and 3. The size of zone 2 depends on the slope on the ground where the structure is built. Typically, the defensible space should extend at least 75 to 125 feet from the structure. Thin trees and large shrubs so there is at least 10 feet between crowns. Crown separation is measured from the furthest branch of one tree to the nearest branch on the next tree

(figure 2). On steep slopes, allow more space between tree crowns. Remove all ladder fuels from under these remaining trees. Carefully prune trees to a height of 10 feet. Limit the number of dead trees (snags) retained in this zone. Wildlife needs only one of two snags per acre

Locate propane tanks at least 30 feet from any structures, preferably on the same elevation as the house. Clear and keep away flammable vegetation within 10 feet of these tanks. Do not screen propane tanks with shrubs or vegetation.

Dispose of slash (limbs, branches and other woody debris) removed from your trees and shrubs through chipping or by piling and burning. Contact the Clear Creek County Fire Authority at 303-567-4342 or Evergreen Fire Authority at 303-674-3145 for information about burning slash piles. Only if neither of these alternatives is possible, lop and scatter slash by cutting it into very small pieces and distributing it over the ground. Avoid heavy accumulations of slash. Make it lay close to the ground to speed decomposition. If desired, no more than two or three small, widely spaced brush piles may be left for wildlife purposes. Locate these uphill towards the outer portions of your defensible space.

Zone 3 is the area of existing forest the edge of Zone 2 out to the property boundaries. Traditional forest management in the area will target dead, diseased and damaged trees allowing continued health of the surrounding forest and the property's aesthetics.

Illustrations of the Fire Safety Zones

Figure 1: outlines of some of the steps taken in zones one and two

Illustration of Crown Spacing



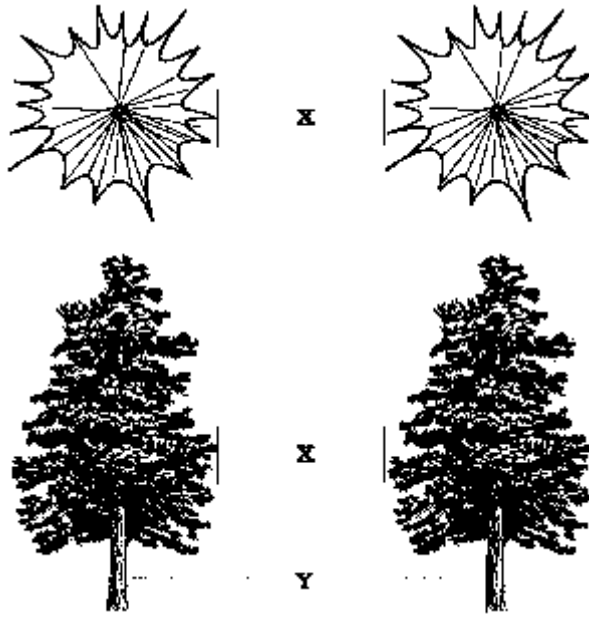


Figure 2: X= crown spacing. So not measure between stems for crown - measure between the edges of the tree crowns.

Commonly Asked Questions about Defensible Space—

“What is a defensible space and why do I need this?” According to the National Wildfire Coordinating Group, it is defined as “a fuel break adjacent to improvements, in which you can safely defend the improvements.” In order for a structure to survive a wildfire, radiated heat and fire intensity must be kept to a minimum. This is accomplished by a combination of clearing and thinning for trees and other vegetation around the proposed or existing structures and along the driveway. Our defensible space requirements are designed to minimize the impact to the property while still providing safety for the structures, the inhabitants, and the firefighters.

“How are the trees selected?” the trees are selected by considering the crown spacing, the types of trees and topographical characteristics of the property. As a fire grows in intensity, it can move into the crowns of the trees and by a heat transfer mechanisms known as convection, it will rapidly move up slope and down wind. The crown spacing must be wider when closer to the home, and can be narrower as the distance from the home increases. Smaller trees and diseased trees will be selected first. The homeowner’s selection of “special” trees, for screening and aesthetics, will be considered and worked around whenever possible.

“Do I have to clear cut everything from around my home?” this is a common misconception of the defensible space program. The area immediately adjacent to the

home is 15 feet wide. If the home is sided with flammable material, it is advised not to plant any trees, shrubs or flammable ground cover in this area. If non - combustibile siding is used, widely spaced shrubs are acceptable but should not be planted under windows or next to vents. From this zone, extending out away from the home, crown spacing decreases gradually and additional lower branches are allowed to remain.

“What else can I do to help protect my home?” In addition to the defensible space plan requirements, there are numerous suggestions in the Colorado State Cooperative Extension Publications. Some of the more important but often overlooked items are:

- Ⓢ Posting signs for quick address identification, designed emergency vehicle parking areas, and bridge loads limits.
- Ⓢ Routine maintenance of the defensible space
- Ⓢ Clearing debris from roof and gutters
- Ⓢ Removal of branches overhanging the chimney
- Ⓢ Outdoor water supply is available complete with hose and nozzle
- Ⓢ Fire extinguishers are checked and in working condition
- Ⓢ Storing tools such as rakes, hose, axes, and shovels in an easily accessible area for use in case of a fire
- Ⓢ Practicing family fire drills and evacuation plan. Escape areas should be open with good visibility all around. Meadows, rock outcrops and wide roads are good examples.
- Ⓢ Proper screening of attic, room and eave openings, properly skirting, screening or enclosing the sides of the stilt type foundations.
- Ⓢ If time allows as the wildfire approaches, covering windows with shutters or heavy draping and moving furniture to the center of rooms.

Best Management Practices Information and Requirements

In order to prevent any earth disturbing activity from adversely affecting water quality, erosion control and revegetation are handled through the Best Management Practices (BMP) Permits. In most instances, the BMP Permit for a single family residence will be handled as a part of the Driveway Permit for that property.

- Ⓢ The following guidelines will be used to control erosion for most residential development
- Ⓢ Both temporary and permit measures will be utilized to prevent soil erosion and to protect water quality

- ④ Silt fence or brush barriers are to be used to control erosion as a temporary method while construction is taking place. These sediment barriers are to be in place on any new disturbed earth by the end of that working day
- ④ When possible top soil must be stock - piled away from roads or waterways and should be revegetated while being stocked - piled
- ④ Preserve existing trees, shrubs and grasses where possible to prevent erosion. A site plan should indicate a green belt that will remain around a property's perimeter. In large areas of disturbance, replacing trees and bushes may be required.
- ④ In dry areas, mulching may be used to protect germinated seeds. On steeper slopes stoked netting or matting may be necessary.
- ④ For sites completed during winter months, or when a final inspection is expected before actual revegetative growth occurs, a financial guarantee will be required.

When the proposed earth disturbance is 2,500 cubic yards and/or 20,000 square feet or greater, a separate BMP permit will be required, and the **BMP Application Form** and detailed requirements will be provided by Site Development Inspector.

*Additionally, **Infiltration Systems** are required on all BMP permits and for all development where the roof square footage area is greater than 1,750 square feet. Contact the Site Development Inspector for detailed requirements. Additional information can also be found in the County's [2012 Mountain Driveway Best Management Practices Manual](#).

Slope Stabilization Information and Requirements

One of the aspects of erosion control is the stabilization of all fill and cut slopes. As discussed in the driveway design standards, all cut and fill slopes and banks are required to be constructed to maintain a slope not steeper than 1:1 (horizontal : vertical). In areas of solid rock, steeper slopes of 1 ½: 1 is allowed. Slopes and rock steeper than this, or greater than 4 feet in height, will require a retaining wall permit, and the retaining wall(s) or other methods of stabilization shall be designed by a Colorado Licensed Professional Engineer. Excessive bank cuts, as determined by the Site Development Inspector, may need to be retained by structural retaining walls to prevent the slopes from sliding, during periods of heavy moisture or from sloughing into the roadways or otherwise causing heavy siltation in waterways. The

[Retaining Wall Permit application form](#) and additional information will be provided, when required by Site Development Inspector.

Floodplain and Wetlands Information

If your property is adjacent to one of the county's main watercourses, your property may have a designated Flood Hazard Zone, and you will have to conform to the Clear Creek County Floodplain Regulations. These regulations are designed to protect properties along these watercourses from damage due to unexpected rises in the base flood elevations as a result of development activities. The Site Development Inspector can be contacted to make a Flood Hazard determination early on in your development planning, or the determination will be made at the time your driveway permit is processed and issued.

It is in your best interest to investigate the Flood Hazard potential of your property as early as possible, as the process of obtaining a floodplain development permit can add substantially to the amount of time required for the issuance of your permits.

When a bridge is required, the structure must meet elevation requirements of the Clear Creek County Floodplain Regulations (2007) if located in a Zone A, as determined by the Site Development Inspector, using the flood insurance rating maps. A building permit will also be required for the proposed bridge, and the building department information packet will explain the requirements.

In many areas of our County, there are designated wetlands which must be protected from damage. Although Clear Creek County does not have authority to regulate jurisdictional wetlands, it is in our best interest to ensure that property owners are aware of the permitting procedures necessary for wetland development, as required by U. S. Army Corps of Engineers. Copies of all correspondence with Army Corps of Engineers must be provided to the Site Development Coordinator.

Stages of Required Inspections of Driveway Excavation

1. Initial inspection prior to any work for site evaluation and compliance with driveway design standards. Trees may be marked for the defensible space permit.
2. Rough - In inspection (must be completed and signed - off prior to issuance of building permit)
3. Final inspection after the final grade. Defensible space and revegetation must be complete.

Procedures to Request a Site Development Inspection

In order to manage all the inspections requested for all open permits, we must ask that you follow the established procedures. We will make every effort to perform the requested inspections within 48 hours of receiving your request. It is preferable to combine the final driveway inspection and the final defensible space inspection. The Site Development Coordinator will contact you to arrange that meeting. There may be circumstance where the inspections, and be delayed, and you will be notified when that is the case.

READ THESE NOTES

AND THE ATTACHED PERMIT CAREFULLY. FAILURE TO COMPLY WITH ANY PORTION OF THE ATTACHED PERMIT WITHOUT PRIOR APPROVAL BY THE SITE DEVELOPMENT DEPARTMENT WILL RESULT IN REVOCATION OF THE PERMIT OR DENIAL OF FINAL APPROVAL!!

INSPECTIONS:

Inspections shall be performed for every permit. Each permit will have at least an initial and a final; some permits will have more inspections.

INSPECTION NOTICE:

We need at least 24 hours' notice of inspection. There will be times that the inspection will not be able to be performed on the following work day due to meetings, holidays, etc. In those instances the inspections will be performed as soon as possible.

TO REQUEST AN SITE DEVELOPMENT INSPECTIONS

CALL THE CLEAR CREEK COUNTY SITE DEVELOPMENT INSPECTION LINE:

303-670-7571

The voice will prompt you to leave the following information:

- Name and Phone Number of Person Requesting Inspection
- Permit Number and Address of the Property
- Type of Inspection Being Requested. (Any further information i.e., special instructions, lock box or gate combination, requested date for the inspection if other than the next inspection day, or other special message can be left on the inspection line by just continuing to speak.)

BE PREPARED WITH THE REQUIRED INFORMATION BEFORE YOU CALL. IT IS VERY IMPORTANT TO WAIT FOR THE TONE BEFORE SPEAKING AND PLEASE SPEAK CLEARLY.

A FINAL INSPECTION MUST BE COMPLETED, PER COUNTY REGULATIONS; IN ORDER TO FINAL ALL SITE DEVELOPMENT PERMITS.

**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="radio"/> Attached <input type="radio"/> Detached <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



"Honoring Our Past,
While Designing Our Future"

BEST MANAGEMENT PRACTICES PERMIT APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303.679.2352 ☎ 303.679.2421

☎ 303.569.1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

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

FEES: See Site Development Fee Schedule

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

SITE INFORMATION

Parcel # or Legal description: _____ _____ _____	Access Road Name or Number: _____ _____ Site Address(if existing): _____ _____
--	---

APPLICANT

Signed and notarized Landowner Authorization form yes (please attach) no (not applicable)

Name: _____ _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____	Name: _____ _____ Company: _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____
--	--

DESCRIPTION

DESCRIPTION OF PROPOSED SITE USE _____

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

Applicant's Signature

Date

SBP# _____ Rec'd by _____

6-9-2015



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While Designing Our Future"

DEFENSIBLE SPACE PERMIT APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303.679.2352 ☎ 303.679.2421

☎ 303.569.1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

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

FEES: Application Fee is \$150.00

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

SITE INFORMATION

Parcel # or Legal description: _____

Access Road Name or Number: _____

Site Address(if existing): _____

APPLICANT

Signed and notarized Landowner Authorization form yes (please attach) no (not applicable)

Name: _____

Additional Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____
Email: _____

Name: _____
Company: _____
Additional Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____
Email: _____

PROJECT TYPE AND USE (Check all that apply)

Non-Voluntary: New Addition

Building Type: Single Family Duplex/Townhome Commercial Multi-Family

Accessory Use: Garage _____ Attached _____ Detached Accessory structure Deck Other _____

Voluntary: Vacant Parcel Parcel with existing structures

INFORMATION REQUIRED FOR ALL PROJECTS

Zoning Approval Form (signed-off by Planning Department)

Copy of Site Plan submitted with Zoning Approval Form

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

Applicant's Signature

Date

SDS# _____ Rec'd by _____

9-30-2016



"Honoring Our Past,
While Designing Our Future"

DRIVEWAY & BUILDING SITE EXCAVATION PERMIT APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303-679-2352 ☎ 303-679-2421

☎ 303-569-1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

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

FEES: See Fee Schedule

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

SITE INFORMATION

Parcel # or Legal description: _____ _____ _____	Access Road Name or Number: _____ _____ Site Address(if existing): _____ _____
--	---

APPLICANT

Signed and notarized Landowner Authorization form yes (please attach) no (not applicable)

Name: _____ _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____	Name: _____ _____ Company: _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____
--	--

PROJECT TYPE AND USE (Check all that apply)

Project Type: New Addition Alteration Rehabilitation

Primary Use: Driveway Building Site Excavation

Building Type: Single Family Duplex/Townhome Commercial Multi-Family Demo

Accessory Use: Garage ___ Attached ___ Detached Accessory structure Parking Area Bridge

Retaining Wall Other _____

INFORMATION REQUIRED FOR ALL PROJECTS		
<input type="checkbox"/> Zoning Approval Form (signed-off by Planning Department)	<input type="checkbox"/> Copy of easement(s)	<input type="checkbox"/> Copy of CDOT or other Access Permit(s), as required
<input type="checkbox"/> Scaled Site Plan (Refer to Application Information page for requirements)	<input type="checkbox"/> Copy of Army Corps of Engineers Permit(s), as required	
Frontage of lot along access road _____ ft	As-traveled width of access road _____ ft / Right-of-way width of access road, if different _____ ft	
Sight distance along access road from driveway: Left _____ ft Right _____ ft		
Distance from driveway to nearest road intersection _____ ft	Horizontal angle of driveway approach to access _____ %	
Width of proposed primary driveway _____ ft	Total length of proposed primary driveway _____ ft	
If add'l. driveway requested, width of secondary driveway _____ ft	If add'l. driveway requested, length of secondary driveway _____ ft	
Maximum grade of proposed driveway _____ %	Length of section(s) exceeding 10% grade _____ ft _____ ft	
Inside turning radii of each turn: 1 st turn _____ ft 2 nd turn _____ ft 3 rd turn _____ ft		
Is a culvert required <input type="checkbox"/> Yes <input type="checkbox"/> No	Size in Diameter _____ in Length _____ ft Site Distance _____ ft	
Areas and types of proposed mitigation to control off-site erosion (attach description and indicate on Site Plan) _____ _____ _____		
Proposed revegetation schedule (attach description and indicate on Site Plan) _____ _____ _____		
NOTE: SCALED SITE PLAN MUST BE SUBMITTED WITH APPLICATION (See Site Plan requirements on permit information page)		

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

Applicant's Signature

Date

SDR _____ Rec'd by _____