

## **NARRATIVE**

A Planning and Zoning narrative will be required, as stated in the submittal review checklist, which is needed by the Planning Department to understand the nature of your proposal and if such proposal is consistent with Section 10- Development Standards, of the Clear Creek County Zoning Regulations. You can use the space below to provide answers to the narrative questions or you may provide your own narrative if you wish. In order to better prepare you in creating this narrative we have provided you with a detailed explanation of the narrative requirements below:

### **Description of proposed development**

**Please explain the new physical development that you are proposing and the uses that are associated with this development. Additionally, if it is applicable, state how any existing uses on the property may change in relationship to the proposed development.**

*Example: I am applying for a building permit to construct an 800 sq foot addition onto my existing retail building to provide a waiting area for my clients. The waiting area will consist of seating and several coffee tables as well as an additional restroom facility. The restroom will include a sink and a toilet. Additionally, the area will include a mini fridge and snack table and be stocked with drinks and non-perishable food. No additional uses are proposed on the subject property.*

Provide a description:

Maximum number of potential employees: Please provide the maximum number employees at the largest shift. We require this information to figure out parking requirements in some instances.

Maximum number of potential employees:

Hours of Operation: Please provide your hours of operation. If your hours of operation vary depending on the day, month, or season, then please break down this information.

*Example: Hours of operation are from 10 AM to 5 PM Monday through Friday during June through September, and 10AM to 3PM Wednesday through Friday during all other months.*

Hours of Operation:

Building Appearance: Identify the outside building material and color of material

*Example: My addition will be consistent with the existing structure and will consist of stucco and log side. The color will be a natural stain for the log siding and a beige color for the stucco.*

Building Appearance:

Parking Lot Lighting: Parking lots for commercial operations are required to be lit if operating hours extend during non-daylight hours. All lighting should be shielded and downcast. Please provide information regarding your proposed lighting of the subject property and show where the lighting will be on your site plan. All parking lot lighting shall conform to Section 1006.4 – Parking Lot Lighting, of the Clear Creek County Zoning Regulations ([hyperlink](#)).

*Example: My operating hours extend into non-daylight hours; therefore, I will be installing lighting in my parking lot as shown on my site plan. Additionally, I have included information on the fixtures and hardware that will be installed for the lighting.*

Parking Lot Lighting:

Parking: Please show parking on your site plan that is in conformance with Section 1006 – Off Street Parking Requirements, of the Clear Creek County Zoning Regulations. Show proper parking space and aisle width dimensions on your site plan. Calculate your parking spaces based on the Parking Index located in Section 1006.1.5 of the Clear Creek County Zoning Regulations ([hyperlink](#)). Include calculations showing how you arrived at your required number of parking spaces.

*Example: I am adding 800 sq ft of retail space on to my existing 1200 sq ft retail building. Therefore my parking space requirement was calculated based on the Retail/service parking index as follows:*

*“Retail/service: Four (4) off-street parking spaces shall be provided for every 1, 000 sq ft of gross floor area.”*

*Therefore,  $4 \times 2 = 8$  parking spaces. I have shown 8 parking spaces on my site plan including 1 required handicapped space.*

Parking:

Site Disturbance: Show the total area of disturbance on the property (in sq ft or acreage). This includes all existing and proposed disturbed areas. This includes access and/or driveways, building footprints, and any other excavated or disturbed area on your property. Please calculate this area to the best of your ability. If you are proposing a new driveway, then the engineer that you are working with is required to provide the area of disturbance for the driveway.

*Example: My area of disturbance is 5000sq ft, based on 3,000 sq ft of driveway area and 2,000 sq. ft. of existing and proposed building footprint.*

Site Disturbance:

Water Supply: Please explain the water being used for your existing and proposed request. Please provide a copy of your well permit or letter of service from your water provider. If you are on a well and do not have a copy of your well permit, you can contact the Colorado Division of Water Resources for a copy of your well permit. Please see the agency list attached to this packet for contact information.

*Example: All water use for the proposed and existing development is for drinking and sanitary purposes only. I have attached a copy of my well permit for the property.*

Water Supply: