



Boulder County
Land Use Department
Publications

Site Plan Review

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303.441.3930
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday

Site Plan Review

A **Pre-application Conference** is required prior to submitting each new Site Plan Review application. If the proposed permit or development requires Special Review, Limited Impact Special Review, Development Plan Review, Historic District review, or Subdivision or PUD, Subdivision Exemption, or Exemption Plat Review, the applicable review process shall substitute for the site plan review process, but the SPR standards shall apply to the part of the proposal requiring site plan review.

Site Plan Review Facts

Site Plan Review (SPR), Section 4-800 of the **Boulder County Land Use Code**, was first adopted in 1993 in response to increased development in the mountains. Soon thereafter, SPR was applied to the plains as well. In both areas, the impact of development on natural resources and existing character of the surrounding neighborhood have been issues raised by Boulder County citizens experiencing the impact of new development. In particular, many of the remaining mountain lots that haven't already been built on often have poor access and steep slopes that lead to erosion problems or wildfire hazards. Plains development may have an impact on agricultural lands and the rural character of open areas. The good news is that in many cases, the impacts of new development can be minimized through careful site design.

Time and Effort

It is true that SPR adds time to the review process and it is also true some applicants disagree with the outcome of the process. However, one only needs to compare the impact of most pre-SPR development with post-SPR examples to see the benefit to the county as a whole, and often for the landowner.

Limits of SPR

A misconception is that the County can prohibit building on a legal building lot through the SPR process. The fact is that the County cannot prohibit building through SPR, but only can condition what is built and how the construction will occur. The impacts of proposed development are evaluated, including structure size, height, location, compatibility with neighborhood, and site disturbance.

Professional Assistance

Boulder County does not require that a professional architect, planner, attorney, engineer, or other agent represent you during the SPR process. We often receive plans drawn up by the property owner with supporting information gathered without professional assistance. However, the complexity of a small percentage of projects may require professional submittals. Some applicants find that they can complete the majority of the application unassisted but need help with a few technical aspects, such as calculating the cubic yards of earth that will be moved.

When is Site Plan Review Required?

Site Plan Review is required in order to issue building permits for development on **any vacant parcels**, for cumulative increases in **floor area of more than 1,000 sq. ft.** (residential or nonresidential) over that which existed on the parcel as of 9/8/98, for cumulative increases in **residential floor area which results in a total residential floor area of a size greater than 125% of the median residential floor area for the defined neighborhood** in which the subject parcel is located, and for **changes in use**. SPR is also required for **grading permits** (except for grading as part of normal agricultural or mining practices), and some **Floodplain Development Permits** issued by the Transportation Department.

SPR is also required for **Telecommunications Facilities** that are located on an existing structure and meet the zoning districts height limit (otherwise a Special Use is required), development in a **Rural Community District**, development within a **Natural Land or Natural Area** or for **New Structures or Additions to Existing Structures** of any size on properties with **Conservation Easements**, or **Wildlife Rehabilitation** of more than 20 non-domestic animals or with outdoor caging.

Site Plan Review is Not Required if the Permit is only needed for:

- Earthwork that is part of normal agriculture or mining practices.
- Restoration of a building that has been damaged or destroyed by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind (if replacement is applied for within one year of the event).
- Construction work that does not change the use or increase the existing floor area by more than 1,000 square feet, cumulatively over that which existed as of 9/9/98, unless the resulting residential floor area is greater than 125% of the median for the defined neighborhood.
- Construction of an accessory structure which is less than 1,000 square feet (unless the cumulative threshold above is exceeded, or if the property is in a Natural Landmark, Natural Area, Associated 250 foot buffer, or if there is a Boulder County Conservation Easement on the property, or if the structure is an Agricultural Sales Structure).
- Developments is subdivisions approved after February 22, 1994 (unless the subdivision approval otherwise requires SPR).
- Development in Neighborhood Conservation Overlay Districts to the extent it covers the SPR criteria in its plan.

Site Plan Review Fees

A non-refundable fee made payable to **Boulder County Treasurer** must be included with your SPR application. Please review the Land Use publication *Planning Review Fee Schedule* for the current Site Plan Review fees applicable to your proposed project.

A Public Notice Sign Deposit (refundable if sign is returned) of \$25.00 is required at time of application.

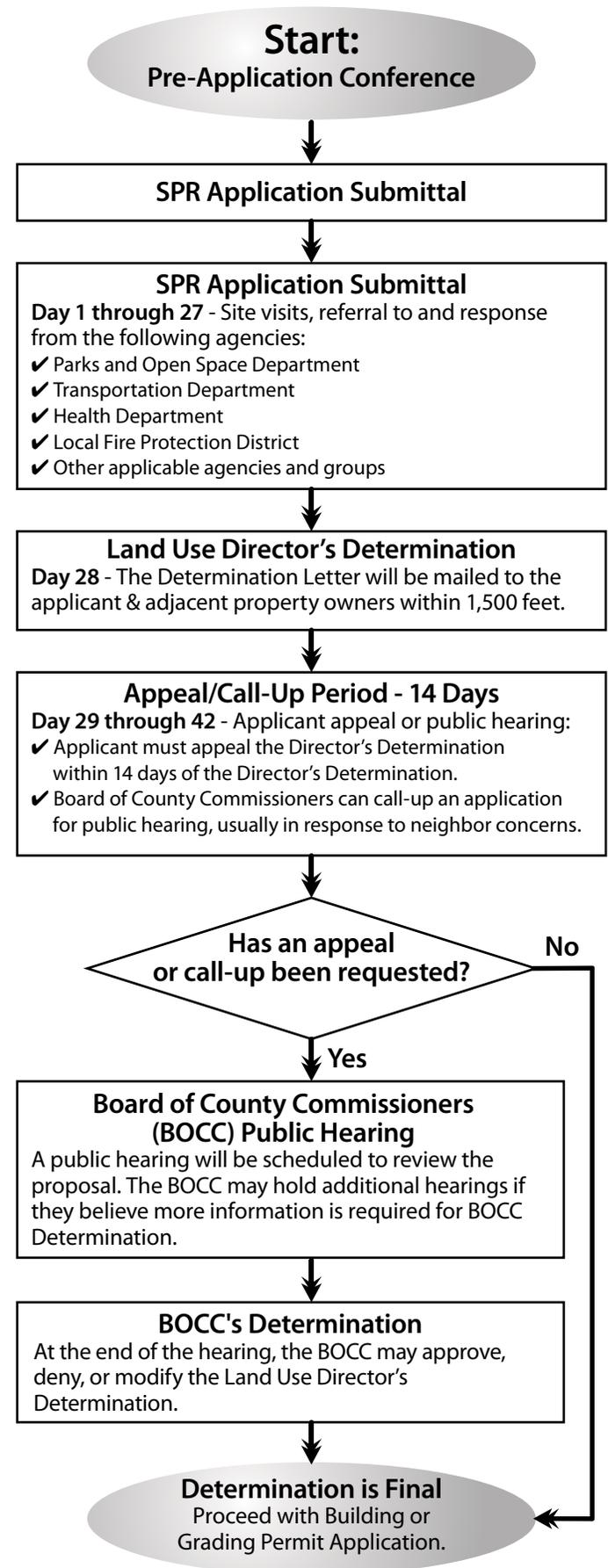
Building Permits and SPR

The Land Use Department will accept building permit applications at any time during the Site Plan Review process; however, the applications will be placed on hold until the Land Use Director's Determination is issued.

The Land Use Department highly encourages applicants to wait until their Site Plan Review is finalized before drafting the construction drawings necessary for Building Permit Applications. Please note that, in most instances, Site Plan Review plans are conceptual in nature whereas Building Permit plans are highly detailed, time consuming and often expensive. Applicants submitting Building Permit Applications prior to completing SPR, do so at their own risk, with the understanding that amendments to these plans may be required to comply with the SPR approval.

Your Determination Letter will list a number of conditions which must be met before a Building Permit and/or Certificate of Occupancy are issued.

Site Plan Review Timeline





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Intake Stamp

Site Plan Review (SPR) Checklist

Land Use Planner will indicate what items need to be submitted.

Pre-Application Conference Planner:

Land Use Planner	Date
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Type of Proposal:

- New Residence
- Grading Permit
- Boulder County Access Permit
- New Accessory Structure(s)
- Change in Use
- Other: _____
- Floodplain Development Permit
- Addition

Submitting the Application

Follow the four steps listed in this checklist and supply the requested information. Your Pre-Application Conference planner will determine and indicate what specific items will be needed. When you finish these steps and are ready to submit your Site Plan Review application, be sure to include:

- This SPR Checklist** - You will need to supply one copy of the checklist (keep the original for your files) filled out by the Pre-Application Conference planner with your application. Be sure to sign and date it at the end.
- Application Fee** - Make checks payable to the **Boulder County Treasurer**.

SPR Application Fee(s): \$	Public Notice Sign Deposit \$25.00	Total Fees \$
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Note: The Application Fee for Site Plan Review is non-refundable.

Step 1: Obtain Building Lot Information

Building lot status is reviewed by the Land Use Department to determine whether the lot was created in accordance with the laws of the State of Colorado and Boulder County Zoning Regulations. In making this determination, Land Use staff primarily looks at three things:

1. Size of your lot,
2. The year the lot was created, and
3. Whether or not the lot is in a county recognized subdivision.

Note: Having an existing house or other improvements on a property does not guarantee that the lot will be recognized as a legal building lot.

- Please submit with your Site Plan Review Application, one copy of the following (if initialed by the Pre-Application Conference planner):

	Building Lot Determination - A letter from the Land Use Department verifying that the lot being reviewed is a legal building lot. To obtain this letter, follow the directions in the Building Lot Determination application form and Land Use publication titled Building Lot Determination . A determination usually takes 10-14 days, so it's wise to submit the building lot determination request as early as possible. The Site Plan Review will not begin until the determination has been made.
	Subdivision Exemption Resolution - Resolution for approval of the lot as created and approved through the Subdivision Exemption land use review .
	Copy of current deed.

Step 2: Organize Referral Packets

Based upon the location and type of project, please submit _____ packets (minimum of 3 copies), which will be distributed to referral agencies. Your application will not be processed without all the information in this section (unless crossed out by the planner).

- 1. Application Form** - Be sure to include the name, address, and signature of the current owner of record. The property owner(s) must sign the application.
- 2. Vicinity Map** - Shows the project location relative to the county (this map will be provided to you at the Pre-Application Conference)
- 3. Location Map** - Shows the actual parcel and how to access it from major roads. Outline the boundaries of the property in bold. (this map will be provided to you at the Pre-Application Conference)
- 4. Fact Sheet** - This form is included in this packet. Please fill in the spaces with "0" or "N/A" rather than leave them empty. If there is additional information we should know, or if you have special circumstances, include a letter of explanation to facilitate processing.
- 5. Elevation Drawings** - Drawings that show all four sides of the exterior of your building (side views). For additions to existing structures, be sure to clearly indicate which portions of the structure are existing and which are new. See the Land Use publication titled **Building Height Restrictions** for more information.
All Four Elevations must show: Standard Scale, Existing Grade, Proposed Grade, and Structure Height Above Existing Grade. Elevation drawings should be 8.5 x 11 or 11 x 17 inches in size.
- 6. Site Plan** - Drawing of your lot showing the location of all improvements proposed.
Site Plans should be 8.5 x 11 or 11 x 17 inches in size. If the applicant, in addition, wishes to submit plans larger than 8.5 x 11 or 11 x 17 inches, only one copy of the larger plans are necessary.

Use the Checklist Below as a Guide of Elements to Illustrate on Your Site Plan

Basic Elements of a Site Plan:

- | | | |
|---|--|---|
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Address | <input type="checkbox"/> Name of Project |
| <input type="checkbox"/> Standard scale | <input type="checkbox"/> Size of property in acres | <input type="checkbox"/> Dimensions of property |
| <input type="checkbox"/> Use of land and structures | <input type="checkbox"/> Preparation Date | |

Existing Features on Your Property:

- | | | |
|--|---|--|
| <input type="checkbox"/> Adjacent roads and/or streams | <input type="checkbox"/> Rivers/creeks/streams | <input type="checkbox"/> Irrigation ditches |
| <input type="checkbox"/> Ponds/lakes/dams/wetlands | <input type="checkbox"/> Rock outcroppings/cliffs | <input type="checkbox"/> Existing roads and/or driveways |
| <input type="checkbox"/> Mines (active and inactive) | <input type="checkbox"/> Fences | <input type="checkbox"/> Existing well and/or septic |
| <input type="checkbox"/> Existing utility lines | <input type="checkbox"/> Gulches/washes/drainages | <input type="checkbox"/> Floodplains and Floodways |
| <input type="checkbox"/> Adjacent railroad tracks, power lines | <input type="checkbox"/> Existing structures | <input type="checkbox"/> Existing vegetation |
| <input type="checkbox"/> Rights of Way | <input type="checkbox"/> Easements (access/utility) | |

Proposed/New Modifications & Improvements:

- | | | |
|---|---|---|
| <input type="checkbox"/> Structures | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Grading - areas of cut and fill |
| <input type="checkbox"/> Parking Areas | <input type="checkbox"/> Roads, accesses (12' width min.) | <input type="checkbox"/> Distances from structures to lot lines |
| <input type="checkbox"/> Utility lines (electric/sewer/water) | <input type="checkbox"/> Fences | <input type="checkbox"/> Well |
| <input type="checkbox"/> Septic Field | | |

Include the Following on the Site Plan if Initialed by the Pre-Application Conference Planner:

	(For mountainous area properties) Existing and proposed topographic contours at maximum intervals of 5 feet for at least 50 feet around all proposed disturbances. The remainder of the site may show greater contour intervals (i.e. 20 foot intervals) or obtain contours from the area's U.S.G.S. topographic map.
	Location & Dimensions of cistern, fire hydrants, turn-outs, and turn-arounds - as specified on the Land Use publication titled Emergency Access and Water Supply . (required for all mountainous properties).

Note: Avoid awkward scale sizes such as 3/16"= 1'; use standards scales such as 1/4"=1' or 1"=10'

Extra Packets to be sent to (to be filled in by Pre-Application Conference Planner):

Step 3: Gather Additional Required Information

Include one copy with your Site Plan Review application of each item below initialed by the Pre-Application Conference planner. The planner will only initial the items if they are relevant to your lot or project.

	Letter of verification of a search of the Inventory of Cultural Resources (Archaeological/Historical) - Please contact History Colorado at 303-866-5216 or hc_filesearch@state.co.us. Provide the location of the property by section, township, and range to obtain this letter.
	Historic Preservation Referral Form
	Cross-sections and calculations used to derive earthwork figures. If the project is close to 500 cubic yards (the trigger for Limited Impact Special Review), the county may also require calculations from a certified engineer to verify that Limited Impact Special Review is not required.
	Verification of Legal Access - A deed or easement granting the right to cross neighbors' property and a title commitment/ insurance which covers access. All deeds or easements must be recorded to be valid.
	Traffic calculations - Certified by a registered transportation engineer (non-residential uses).
	Occupant load calculations - According to International Building Code (non-residential uses).
	Daily wastewater flow calculations.
	Narrative description of the proposed use of the property.
	Other:

A Pre-Application Conference with the Transportation Department may also be required. Contact the Transportation Department to make an appointment to discuss additional submittal requirements for the transportation and engineering portion of your application. Please refer to the publication ***Transportation Review of Development Proposals*** for more information regarding possible additional submittal requirements.

Step 4: Stake Proposed Improvements

- Property is to be Staked within 4 days of submitting application.**
- Mark the location of all proposed structures (including cistern, well, & septic) on your property, using brightly colored and labeled (i.e. "NW corner of residence") stakes. In most instance, only the four outermost corners are needed.
- Proposed access to the building site are to be staked down the centerline every 20 feet. Include dimensions of parking areas and the dimensions of emergency turn-out and turn-arounds.
- During the months of October through April, stakes must protrude at least 4 feet above ground to clear snow cover.
- If your proposal is on an undeveloped parcel, please mark the location for the driveway entrance in a manner that is clearly visible from the access road. A small sign with the applicant's name is helpful for staff to locate the site.
- Additions and accessory buildings must also be staked on the property.

Additional Submittals:

As part of your Site Plan Review determination, the following items might be required prior to issuance of a building permit, although they are not required with your initial application. Your Pre-Application Conference planner will point out which items will be most applicable to your specific project.

- Revegetation/Erosion Control Plan** - Formulate a plan consistent with the Land Use publication titled *Revegetation*.
- Lighting Plan for all Exterior Lighting** - A plan as indicated in Land Use publication titled *Lighting Requirements*.
- Color Chips/Samples** - Indicating exterior roofing and siding colors (these samples must be flat and able to fit in an 8.5" x 22" file folder).
- Wildfire Mitigation** - A Wildfire Mitigation Plan or Wildfire Partners Assessment Report will be required prior to the issuance of a Building Permit. Only landowners or homeowners that are a Certified Forester, a Boulder County Wildfire Mitigation Specialist, or a Wildfire Partners Wildfire Mitigation Specialist may complete these documents. If you are not a Certified Forester, a Wildfire Mitigation Specialist will be assigned to you.

Supplied Land Use Publications (to be filled out by the Pre-Application Conference Planner):

- | | | |
|--|--|---|
| <input type="checkbox"/> Revegetation | <input type="checkbox"/> Lighting | <input type="checkbox"/> Elevations |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Fire Access/Cistern | <input type="checkbox"/> Building Lot Determination |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Building Height | <input type="checkbox"/> PMJM |

Certification:

I certify that the information submitted is complete and correct. I agree to clearly mark the property (if not addressed or already built on) and the location of the proposed structures and driveways on the site before or within four days of submitting this application. I understand that the intent of the Site Plan Review process is to address the impacts of location and type of structures, and that modifications may be required. Site work will not be done prior to issuance of a permit.

Signature	Print Name	Date
Signature	Print Name	Date



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Shaded Areas for Staff Use Only
Intake Stamp

Planning Application Form

The Land Use Department maintains a submittal schedule for accepting applications. Planning applications are accepted on Mondays, by appointment only. Please call 303-441-3930 to schedule a submittal appointment.

Project Number		Project Name					
<input type="checkbox"/> Appeal <input type="checkbox"/> Correction Plat <input type="checkbox"/> Exemption Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Limited Impact Special Use <input type="checkbox"/> Limited Impact Special Use Waiver <input type="checkbox"/> Location and Extent		<input type="checkbox"/> Modification of Site Plan Review <input type="checkbox"/> Modification of Special Use <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Resubdivision (Replat) <input type="checkbox"/> Rezoning		<input type="checkbox"/> Road Name Change <input type="checkbox"/> Road/Easement Vacation <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Site Plan Review Waiver <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Special Use/SSDP		<input type="checkbox"/> Special Use (Oil & Gas development) <input type="checkbox"/> State Interest Review (1041) <input type="checkbox"/> Subdivision Exemption <input type="checkbox"/> Variance <input type="checkbox"/> Other:	
Location(s)/Street Address(es)							
Subdivision Name							
Lot(s)	Block(s)	Section(s)	Township(s)	Range(s)			
Area in Acres	Existing Zoning	Existing Use of Property			Number of Proposed Lots		
Proposed Water Supply			Proposed Sewage Disposal Method				

Applicants:

Applicant/Property Owner				Email	
Mailing Address					
City	State	Zip Code	Phone		
Applicant/Property Owner/Agent/Consultant				Email	
Mailing Address					
City	State	Zip Code	Phone		
Agent/Consultant				Email	
Mailing Address					
City	State	Zip Code	Phone		

Certification (Please refer to the Regulations and Application Submittal Package for complete application requirements.)

I certify that I am signing this Application Form as an owner of record of the property included in the Application. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. I understand that all materials required by Boulder County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I must sign an Agreement of Payment for Application processing fees, and that additional fees or materials may be required as a result of considerations which may arise in the processing of this docket. I understand that the road, school, and park dedications may be required as a condition of approval.

I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All landowners are required to sign application. If additional space is needed, attach additional sheet signed and dated.

Signature of Property Owner	Printed Name	Date
Signature of Property Owner	Printed Name	Date

The Land Use Director may waive the landowner signature requirement for good cause, under the applicable provisions of the Land Use Code.



**Boulder County
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Publications**

Planning Review Fee Schedule

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10 a.m.-4:30 p.m. Tuesday

Planning Review Fee Schedule

The Planning Review Fee Schedule is adopted by the Board of County Commissioners, and attempts to recover actual costs of providing the services.

The non-refundable application fee/deposit is usually exceeded. The Land Use Department will bill on a monthly basis once the fee is exceeded.

Amendments require the same non-refundable fee as the original process.

Every planning process is required to have a Pre-application Conference completed prior to an application being submitted. For more information, call 303-441-3930.

Process	Non-Refundable Application Fee	Additional Billing*
Pre-application Conference: <input type="checkbox"/> In office	No Charge	N/A
Pre-application Conference: <input type="checkbox"/> On site	\$218.00	N/A
Appeal of Administrative Decision	\$750.00 deposit and time billed for staff up to a total amount of \$2,000.00 If the appellant prevails with the Board of Adjustment, the deposit and any additional payments will be refunded.	\$106/hr up to \$2,000.00
Building Lot Determination: <input type="checkbox"/> In a platted subdivision or previous Building Lot Determination completed in previous 5-year period.	\$50.00	Flat Fee
Building Lot Determination: <input type="checkbox"/> All others	\$75.00	Flat Fee
Comprehensive Plan change	\$1,000.00	\$106.00/hr
Correction Plat	\$125.00	Flat Fee
Exemption Plat¹	\$1,575.00 (\$900.00 due at application, \$675.00 due one week prior to hearing)	Flat Fee (if hours exceed 18 hours excess time to be billed at 106.00/hr)
Extension of Approval	\$150.00	N/A
Hazard Mitigation Review	\$260.00	N/A

*The hourly billing rate of \$106.00/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30.00/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which must be paid separately.

Note: Additional consultant or referral fees may be required per Article 3-203.C as necessary to process application.

¹No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

(continued on page 2)

Process	Non-Refundable Application Fee	Additional Billing*
Limited Impact Special Review (except as noted below)	\$750.00	\$106.00/hr
Limited Impact Special Review for: <input type="checkbox"/> Accessory Agricultural Sales 4-516 <input type="checkbox"/> Agricultural Accessory Dwellings 4-516 <input type="checkbox"/> Demonstration Farm or Farm Camp 4-516 <input type="checkbox"/> Farm Events 4-516 <input type="checkbox"/> Farm Store 4-502 <input type="checkbox"/> Watershed Restoration Project (grading 500 cubic yards or more)	\$450.00	\$300.00 hearing fee, to be collected prior to Board of County Commissioners hearing.
Limited Impact Special Review Waiver	\$450.00	N/A
Location and Extent	\$500.00	\$106.00/hr
Preliminary Plan and/or Final Plat	\$850.00	\$106.00/hr
Public Notice Sign Deposit (*refundable if sign is returned) required at time of application, as applicable.	\$25.00*	N/A
Replat	\$600.00	\$106.00/hr
Rezoning	\$750.00	\$106.00/hr
Site Plan Review <input type="checkbox"/> Proposal where the resulting Residential Floor Area exceeds the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Commercial telecommunications facility. <input type="checkbox"/> Establishment of use on a previously vacant or abandoned property. <input type="checkbox"/> Changes in use in combination with structural or other significant physical improvements (i.e. parking increase).	\$1,854.00 (Flat Fee)	N/A
Site Plan Review <input type="checkbox"/> Proposals where the resulting Residential Floor Area is less than the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Proposals for non-residential floor area not eligible for SPRW. <input type="checkbox"/> Grading less than 500 cubic yards if not approved through waiver.	\$1,287.00 (Flat Fee)	N/A
Site Plan Review <input type="checkbox"/> Change in use other than to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements.	\$978.00 (Flat Fee)	N/A
Site Plan Review <input type="checkbox"/> Change in use to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements. <input type="checkbox"/> Watershed Restoration project.	\$489.00 (Flat Fee)	N/A
Site Plan Review Waiver	\$618.00 (Flat Fee)	N/A
Renewable Energy System, Residential	\$100.00 (Flat Fee limited by statute)	N/A
Renewable Energy System, non-Residential	\$500 (Flat Fee limited by statute)	N/A
Site Specific Development Plan	\$1,000.00 (Flat Fee)	N/A
Sketch Plan	\$1,000.00	\$106.00/hr
Special District	\$500.00	N/A
Special Use/SSDP	\$1,450.00	\$106.00/hr
Special Use Monitoring	\$125.00	\$106.00/hr
State Interest Review (1041)	\$750.00	\$106.00/hr
Subdivision Exemption ¹	\$500.00	\$106.00/hr
Subdivision or PUD (combined process SP/PP/FP/SSDP)	\$1,450.00	\$106.00/hr

Process	Non-Refundable Application Fee	Additional Billing*
Special Review for Oil and Gas Operations		
<input type="checkbox"/> Registration Fee	\$250.00	\$250.00 Annually
<input type="checkbox"/> 1-7 well pad or other development covered under Article 12 (e.g. pipelines)	\$5,850.00	Land Use: \$127.00/hr
<input type="checkbox"/> 8 or more wells	\$7,000.00	County Attorney: \$140.00/hr
<input type="checkbox"/> Other Oil & Gas Operations subject to review under Article 12	\$5,850.00	Public Health: \$101.00/hr
Oil and Gas Operations Construction Permit		
<input type="checkbox"/> 1-7 well pad or other development covered under Article 12 (e.g. pipelines)	\$1,350.00	N/A
<input type="checkbox"/> 8 or more wells	\$1,600.00	N/A
Transferrable Development Credits (TDC) Determination		
<input type="checkbox"/> Basic TDC determination request (no bonus credits) by parcel owner/ authorized agent.	No Charge	N/A
<input type="checkbox"/> Basic TDC determination request (no bonus credits) on a parcel not owned by the applicant.	\$200.00	N/A
<input type="checkbox"/> TDC determination request by parcel owner/authorized agent applying for bonus credits.	\$100.00	N/A
<input type="checkbox"/> TDC determination request on a parcel not owned by the applicant applying for bonus credits.	\$300.00	N/A
Substantial Modification Determination <i>Complex determinations as identified by staff may require staff billing for additional time. Applicants will be notified and given a written estimate for amount anticipated and an additional deposit may be required. If determined to be a Major/Substantial modifications, these fees will be applied to the subsequent required process.</i>	\$160.00	\$106.00/hr
Vacation (road / easement)	\$750.00	\$106.00/hr
Variance	\$500.00	\$106.00/hr
Zoning Verification (when a formal zoning verification letter is requested) <i>Zoning compliance verification letter contains information regarding current zoning on the parcel, previous reviews and permits on the parcels and any known unresolved zoning or building code complaints on record.</i>	\$125.00	\$106.00/hr

*The hourly billing rate of \$106.00/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30.00/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which must be paid separately.

Note: Additional consultant or referral fees may be required per Article 3-203.C as necessary to process application.

¹No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

Additional Billing

- Additional or repeated inspections: \$155.75
- Re-application fee for incomplete applications:
 - 1st re-application: \$75.00 or 10% of application fee, whichever is greater.
 - 2nd or more re-application: \$155.75 or 15% of application fee, whichever is greater.

Other Development Review Fees and Reductions

- Fees for applications not specifically listed in this fee schedule will be determined by the Land Use Director based on the hourly rate and actual time spent.
- Fees for certain conditional use permit and site plan applications may be reduced, at the discretion of the Board of County Commissioners subsequent to the conclusion of the review process, when the County's cost of review is less than the applicable fee.

Payment

Checks should be made out to **Boulder County Treasurer**.

Credit/Debit Card and Electronic Check Fees

- A credit/debit card service fee of 2.25% + 75¢ applies to all credit card and debit card transactions.
- An electronic check service fee of \$1.00 applies to all electronic check transactions.



**Boulder County
Transportation
Department
Publications**

Floodplain Development Permit Fee Schedule

Transportation Department
2525 13th St. Suite 203
PO Box 471
Boulder, CO 80304

Phone:
303-441-3900

Email:
floodplainadmin@bouldercounty.org

Website:
www.bouldercounty.org/
transportation/permits/flood-control/

Floodplain Development Permit Fee Schedule

The fee structure is adopted by the Board of County Commissioners and attempts to recover actual costs of providing the services.

Fees are due upon permit issuance.

Fees effective February 1, 2019.

Floodplain Application Type	Floodplain Development Category	Fee	Fee Agricultural Accessory -- work value under \$50,000
Floodplain Development Permit -- Staging/ OWTS/ Building (minor)	Staging/ OWTS / Building (minor) FDP	\$806	\$403
Floodplain Development Permit -- Building	Building FDP	\$1,550	\$775
Floodplain Development Permit -- Floodway	Floodway FDP	\$1,916	
Letter of Map Revision (LOMR)	LOMR	\$1,610	

- Examples of building (minor) projects include such projects as single room remodel; new windows/doors/roofs; new electrical; new mechanical or HVAC equipment; non-structural; and repairs that do not require a BP. Non-minor building projects include substantial improvements; full house remodels (ie gutting and renovating); lateral and vertical additions.
- Boulder County does not charge other governmental subdivisions of the state FDP fees when their projects primarily serve residents of Boulder County.

Payment

Checks should be made out to **Boulder County Treasurer**.

Credit/Debit Card Convenience Fee

A Credit/Debit Card Convenience Fee of 2.5% applies to all credit card and debit card transactions.



**Boulder
County**

**Boulder County
Land Use Department
Publications**

Historic Preservation Referral Requirement

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303.441.3930
Fax: 303.441.4856
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
Monday – Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Historic Preservation Referral Requirement

Boulder County is committed to identifying and preserving the rich history of the unincorporated areas of the county. Through our Comprehensive Plan, Land Use Code, and other policies we have created a program to document, protect, and preserve the varying historic resources in our jurisdiction. County Land Use staff and the Historic Preservation Advisory Board (HPAB) are available to assist property owners in researching their property history, determining whether it is eligible for landmark designation, identifying ways to preserve the property and finding financial incentives for preservation.

The Historic Preservation Advisory Board (HPAB) serves as a referral body to review and comment on development proposals which would affect historic properties (any property with structures 50 years of age or older). Development review applications may require review by the full Historic Preservation Advisory Board, however, this depends on the nature of the historic resource and specific development proposal. A Boulder County Historic Preservation Planner in coordination with the members of HPAB determines the appropriate level of review for each development project.

Please contact a Boulder County Land Use Historic Preservation Planner at historic@bouldercounty.org or 303-441-3930 to discuss your project, and complete this form prior to submitting an application. Contact staff as soon as possible, since historic property research can take time. To avoid delays, contact the staff to begin this research well in advance of your submittal.

Applicant - Please complete this section:

Applicant(s):		
Project Address:		
City:	State:	Zip Code:
Parcel Information:		

The following is required to be completed by a Boulder County Historic Preservation Planner:

Land Use Staff in cooperation with HPAB has considered an application for:

at the property listed above and has determined that the Application:

<input type="checkbox"/>	Does not require a referral
<input type="checkbox"/>	Requires a referral only to the Boulder County Historic Preservation Planner
<input type="checkbox"/>	Requires a review by the Historic Preservation Advisory Board
Historic Preservation Planner Signature:	
Date:	



**Boulder County
Land Use Department
Publications**

Site Plan Review Standards

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
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Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
M, W, TH, F 8 a.m. to 4:30 p.m.
Tuesday 10 a.m. to 4:30 p.m.

Site Plan Review Standards

Site plan review is an administrative review procedure for certain proposed developments which are considered likely to significantly impact important ecosystems, agricultural lands, surrounding land uses and neighborhoods, and infrastructure needs and demands, and which may be unsafe due to natural hazards. This site plan review process for proposed new development will allow any significant adverse impacts on the environment, agricultural lands, surrounding land uses and neighborhoods, and infrastructure to be identified, evaluated, and avoided or acceptably mitigated through the imposition of reasonable conditions.

A site plan review application shall be reviewed in accordance with the following standards, which the Director has determined to be applicable based on the nature and extent of the proposed development.

Site Plan Review Standards - Article 4-806 of Boulder County Land Use Code

1. To provide a greater measure of certainty as to the applicable neighborhood relevant for comparison, the following definition of neighborhood shall be used to review proposed Site Plan Review applications:
 - a. For applications inside platted subdivisions, which have seven or more developed lots, the neighborhood is that platted subdivision.
 - b. For applications within the mapped historic townsites of Allenspark, Eldora, Eldorado Springs, Raymond, and Riverside, the neighborhood is defined as the mapped townsite.
 - c. For applications outside of platted subdivisions with seven or more developed lots or the townsites of Allenspark, Eldora, Eldorado Springs, Raymond, and Riverside, the defined neighborhood is the area within 1,500 feet from the applicable parcel. The neighborhood shall not include any parcels inside municipal boundaries, platted subdivisions with seven or more developed lots or the townsites of Allenspark, Eldora, Eldorado Springs, Gold Hill Historic District, Raymond, and Riverside.
2. The size of the resulting development (residential or nonresidential) must be compatible with the general character of the defined neighborhood.
 - a. In determining size compatibility of residential structures with the defined neighborhood, it is presumed that structures of a size within the larger of a total residential floor area of either (1) 125% of the median residential floor area for that defined neighborhood or (2) of a total residential floor area of 1,500 square feet in the mapped townsites of Allenspark, Eldora, Eldorado Springs, Raymond, and Riverside, or 2,500 square feet for all other areas of the County, are compatible with that neighborhood, subject also to a determination that the resulting size complies with the other Site Plan Review standards in this section 4-806.A.
 - (i) The Boulder County Assessor's Records will be the base source of data to determine both the median size within that defined neighborhood as well as the existing residential floor area on a given parcel, as verified by Land Use staff for the subject parcel.
 - (ii) Median floor area will include the total residential floor area, as defined in Section 18-190.

- b. Either the applicant or the Director may demonstrate that this presumption does not adequately address the size compatibility of the proposed development with the defined neighborhood.
 - (i) Factors to be considered when determining the adequacy of this presumption and whether it can be overcome include:
 - (A) The visibility of the proposed development from other private parcels within the defined neighborhood, as well as visibility from either public roads or open space both within and outside that defined neighborhood.
 - (1) The proposed development must be minimally visible from the above-listed areas. Mitigation of visibility impacts may be achieved by:
 - (a) the use of natural topography to screen the proposed development, or
 - (b) underground construction to screen the proposed development; existing underground residential floor area may be considered, or
 - (c) distance of the proposed development from other private parcels, public roads and open spaces.
 - (B) The distribution of residential floor area within the defined neighborhood, taking into consideration the sizes (a minimum of two) adjacent to the subject property.
 - (1) If the proposed development is able to overcome the size presumption due to the adjacent sizes, the size of the resulting development may not exceed the median residential floor area of those adjacent to the subject property that are over the size presumption.
 - (C) For properties which are encumbered by a Boulder County conservation easement that specifies an allowable house size on that parcel, that specified home size is a factor to be considered in rebutting a size presumption which is smaller than the house size defined in the conservation easement.
 - (D) Significant adverse impacts demonstrated according to Standards 3 through 16 of this Section 4-806.A.
 - (E) Demolition and rebuilding of legally existing residential floor area that is not in conflict with the other standards set forth in this Section 4-806.
 - (F) Retrofitting of an existing structure for purposes of making a demonstrated energy efficiency improvement.
 - (G) Existing residential floor area that already exceeds the size presumption and has not been limited through a prior County land use approval.
 - (1) Up to a one-time maximum of 200 square feet of residential floor area may be granted under this factor.
 - (H) Historic structure(s) that are landmarked or otherwise protected cause the residential floor area to exceed the size presumption.
- 3. The location of existing or proposed buildings, structures, equipment, grading, or uses shall not impose an undue burden on public services and infrastructure.
- 4. The proposed development shall avoid natural hazards, including those on the subject property and those originating off-site with a reasonable likelihood of affecting the subject property. Natural hazards include, without limitation, expansive soils or claystone, subsiding soils, soil creep areas, or questionable soils where the safe-sustaining power of the soils is in doubt; landslides, mudslides, mudfalls, debris fans, unstable slopes, and rockfalls; flash flooding corridors, alluvial fans, floodways, floodplains, and flood-prone areas; and avalanche corridors. Natural hazards may be identified in the Comprehensive Plan Geologic Hazard and Constraint Areas Map or through the Site Plan Review process using the best available information. Best available information includes, without limitation, updated topographic or geologic data, Colorado Geologic Survey landslide or earth/debris flow data, interim floodplain mapping data, and creek planning studies. Development within or affecting such natural hazards may be approved, subject to acceptable measures that will satisfactorily mitigate all significant hazard risk posed by the proposed development to the subject property and surrounding area, only if there is no way to avoid one or more hazards, no other sites on the subject property can be reasonably developed, or if reasonably necessary to avoid significant adverse impacts based upon other applicable Site Plan Review criteria.
- 5. The site plan shall satisfactorily mitigate the risk of wildfire both to the subject property and those posed to neighboring properties in the surrounding area by the proposed development. In assessing the applicable wildfire risk and appropriate mitigation measures, the Director shall consider the referral comments of the County Wildfire Mitigation Coordinator and the applicable fire district, and may also consult accepted national standards as amended, such as the 2003 Urban-Wildland Interface Code; NFPA / 80A, 299, 1231; 2003 International Fire Code; and the 2003 International Building Code.
- 6. The proposed development shall not alter historic drainage patterns and/or flow rates or shall include acceptable mitigation measures to compensate for anticipated drainage impacts. The best available information should be used to evaluate these impacts, including but not limited to hydrologic evaluations to determine peak flows, floodplain mapping studies, updated topographic data, Colorado Geologic Survey landslide, earth/debris flow data, and creek planning studies.

7. The development shall avoid significant natural ecosystems or environmental features, including but not necessarily limited to riparian corridors and wetland areas, plant communities, and wildlife habitat and migration corridors, as identified in the Comprehensive Plan or through the site plan review process. Development within or affecting such areas may be approved, subject to acceptable mitigation measures and in the discretion of the Director, only if no other sites on the subject property can be reasonably developed, or only if reasonably necessary to avoid significant adverse impacts based upon other applicable site plan review criteria.
8. The development shall avoid agricultural lands of local, state or national significance as identified in the Comprehensive Plan or through the site plan review process. Development within or affecting such lands may be approved, subject to acceptable mitigation measures and in the discretion of the Director, only if no other sites on the subject property can be reasonably developed, or only if reasonably necessary to avoid significant adverse impacts based upon other applicable site plan review criteria.
9. The development shall avoid significant historic or archaeological resources as identified in the Comprehensive Plan or the Historic Sites Survey of Boulder County, or through the site plan review process. Development within or affecting such resources may be approved, subject to acceptable mitigation measures and in the discretion of the Director, only if no other sites on the subject property can be reasonably developed, or only if reasonably necessary to avoid significant adverse impacts based upon other applicable site plan review criteria.
10. The development shall not have a significant negative visual impact on the natural features or neighborhood character of surrounding area. Development shall avoid prominent, steeply sloped, or visually exposed portions of the property. Particular consideration shall be given to protecting views from public lands and rights-of-way, although impacts on views of or from private properties shall also be considered. Development within or affecting features or areas of visual significance may be approved, subject to acceptable mitigation measures and in the discretion of the Director, only if no other sites on the subject property can be reasonably developed, or only if reasonably necessary to avoid significant adverse impacts based upon other applicable site plan review criteria.
 - a. In reviewing development proposals in the Peak-to-Peak Scenic Corridor Area, special attention will be paid to the visibility of the development from the Peak-to-Peak Highway, with the intent to ensure development is minimally visible from the Highway.
 - b. For development anywhere in the unincorporated areas of the county, mitigation of visual impact may include changing structure location, reducing or relocating windows and glazing to minimize visibility, reducing structure height, changing structure orientation, requiring exterior color and materials that blend into the natural environment, and/or lighting requirements to reduce visibility at night.
11. The location of the development shall be compatible with the natural topography and existing vegetation and the development shall not cause unnecessary or excessive site disturbance. Such disturbance may include but is not limited to long driveways, over-sized parking areas, or severe alteration of a site's topography. Driveways or grading shall have a demonstrated associated principal use.
12. Runoff, erosion, and/or sedimentation from the development shall not have a significant adverse impact on the surrounding area.
13. The development shall avoid Natural Landmarks and Natural Areas as designated in the Goals, Policies & Maps Element of the Comprehensive Plan and shown on the Zoning District Maps of Boulder County. The protection of Natural Landmarks and Natural Areas shall also be extended to their associated buffer zones. Development within or affecting such Landmarks or Areas may be approved, subject to acceptable mitigation measures and in the discretion of the Director, only if no other sites on the subject property can be reasonably developed, or only if reasonably necessary to avoid significant adverse impacts based upon other applicable site plan review criteria.
14. Where an existing principal structure is proposed to be replaced by a new principal structure, construction or subsequent enlargement of the new structure shall not cause significantly greater impact (with regard to the standards set forth in this Section 4-806) than the original structure.
15. The proposal shall be consistent with the Comprehensive Plan, any applicable intergovernmental agreement affecting land use or development, and this Code.

Site Plan Review Fact Sheet

The applicant(s) is/are required to complete each section of this Site Plan Review (SPR) Fact Sheet even if the information is duplicated elsewhere in the SPR application. Completed Fact Sheets reduce the application review time which helps expedite the Director's Determination. Please make duplicates of this SPR Fact Sheet if the project involves more than two structures.

Structure #1 Information

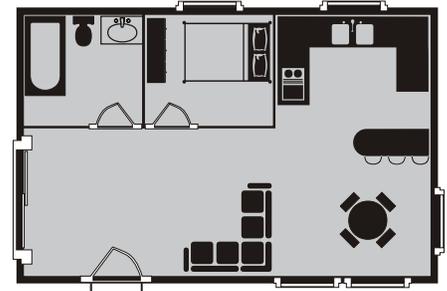
Type of Structure: (e.g. residence, studio, barn, etc.)					
Total Existing Floor Area: (Finished + Unfinished square feet including garage if attached.)				Deconstruction:	
				sq. ft.	
				sq. ft.	
Are new floor areas being proposed where demolition will occur? <input type="checkbox"/> No <input type="checkbox"/> Yes (include the new floor area square footage in the table below)					
Proposed Floor Area (New Construction Only)				<input type="checkbox"/> Residential	
				<input type="checkbox"/> Non-Residential	
	Finished	Unfinished	Total	Height (above existing grade)	
Basement:	sq. ft.	sq. ft.	sq. ft.		
First Floor:	sq. ft.	sq. ft.	sq. ft.	Exterior Wall Material	
Second Floor:	sq. ft.	sq. ft.	sq. ft.	Exterior Wall Color	
Garage:				Roofing Material	
<input type="checkbox"/> Detached					
<input type="checkbox"/> Attached	sq. ft.	sq. ft.	sq. ft.	Roofing Color	
*Covered Porch:	sq. ft.	sq. ft.	sq. ft.		
Total:	sq. ft.	sq. ft.	sq. ft.	Total Bedrooms	

Project Identification:

Project Name:
Property Address/Location:
Current Owner:
Size of Property in Acres:

Determining Floor Area

Floor Area is measured in terms of square feet. The total square footage is as everything within the exterior face of the exterior walls including garages and basements. **Covered porch area that is attached to the principal structure is not included (see Article 18-131A).** The shaded area on the diagram indicates the area counted as square feet.



Structure #2 Information

Type of Structure: (e.g. residence, studio, barn, etc.)					
Total Existing Floor Area: (Finished + Unfinished square feet including garage if attached.)				Deconstruction:	
				sq. ft.	
				sq. ft.	
Are new floor areas being proposed where demolition will occur? <input type="checkbox"/> No <input type="checkbox"/> Yes (include the new floor area square footage in the table below)					
Proposed Floor Area (New Construction Only)				<input type="checkbox"/> Residential	
				<input type="checkbox"/> Non-Residential	
	Finished	Unfinished	Total	Height (above existing grade)	
Basement:	sq. ft.	sq. ft.	sq. ft.		
First Floor:	sq. ft.	sq. ft.	sq. ft.	Exterior Wall Material	
Second Floor:	sq. ft.	sq. ft.	sq. ft.	Exterior Wall Color	
Garage:				Roofing Material	
<input type="checkbox"/> Detached					
<input type="checkbox"/> Attached	sq. ft.	sq. ft.	sq. ft.	Roofing Color	
*Covered Porch:	sq. ft.	sq. ft.	sq. ft.		
Total:	sq. ft.	sq. ft.	sq. ft.	Total Bedrooms	

Residential vs. Non-Residential Floor Area

Residential Floor Area includes all attached and detached floor area (as defined in Article 18-162) on a parcel, including principal and accessory structures used or customarily used for residential purposes, such as garages, studios, pool houses, home offices and workshops. Gazebos and carports up to a total combined size of 400 square feet are exempt. Barns used for agricultural purposes are not considered residential floor area.

Note: If an existing wall(s) and/or roof(s) are removed and a new wall(s)/roof(s) are constructed, the associated floor area due to the new wall(s)/roof(s) are considered new construction and must be included in the calculation of floor area for the Site Plan Review and shown on this Fact Sheet.

If a Limited Impact Special Review is required, then call 303-441-3930 and ask for a new Pre-Application conference for the Limited Impact Special Review.

*See Article 18-131A for definition of covered porch.

Grading Calculation

Cut and fill calculations are necessary to evaluate the disturbance of a project and to verify whether or not a Limited Impact Special Review is required. Limited Impact Special Review is required when grading for a project involves more than 500 cubic yards (minus normal cut/fill and backfill contained within the foundation footprint).

If grading totals are close to the 500 yard trigger, additional information may be required, such as a grading plan stamped by a Colorado Registered Professional Engineer.

Earth Work and Grading

This worksheet is to help you accurately determine the amount of grading for the property in accordance with the Boulder County Land Use Code. Please fill in all applicable boxes.

Note: Applicant(s) must fill in the shaded boxes even though foundation work does not contribute toward the 500 cubic yard trigger requiring Limited Impact Special Use Review. Also, all areas of earthwork must be represented on the site plan.

Earth Work and Grading Worksheet:

	Cut	Fill	Subtotal
Driveway and Parking Areas			
Berm(s)			
Other Grading			
Subtotal			Box 1
* If the total in Box 1 is greater than 500 cubic yards, then a Limited Impact Special Review is required.			
	Cut	Fill	Total
Foundation			
Material cut from foundation excavation to be removed from the property			

Excess Material will be Transported to the Following Location:

Excess Materials Transport Location:

Narrative

Use this space to describe any special circumstances that you feel the Land Use Office should be aware of when reviewing your application, including discussion regarding any factors (listed in Article 4-806.2.b.i) used to demonstrate that the presumptive size limitation does not adequately address the size compatibility of the proposed development with the defined neighborhood. If more room is needed, feel free to attach a separate sheet.

Is Your Property Gated and Locked?

Note: If county personnel cannot access the property, then it could cause delays in reviewing your application.

Certification

I certify that the information submitted is complete and correct. I agree to clearly identify the property (if not already addressed) and stake the location of the improvements on the site within four days of submitting this application. I understand that the intent of the Site Plan Review process is to address the impacts of location and type of structures, and that modifications may be required. Site work will not be done prior to issuance of a Grading or Building Permit.

Signature	Print Name	Date
-----------	------------	------



Boulder County
Land Use Department
Publications

Earthwork & Grading

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303.441.3930
Fax: 303.441.4856
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Website: www.bouldercounty.org/lu/

Office Hours:
Monday — Friday 8:00 a.m. to 4:30 p.m.

Earthwork & Grading

Boulder County has identified several impacts associated with earth movement including erosion potential, habitat intrusion, soil stability, visual scarring, and interference with drainage. The County has also identified the location of a project in relation to the site's topography as perhaps the single biggest determining factor in gauging these impacts. County reviews will verify that thoughtful location and mitigation have played a role in all applications.

Grading Calculations

Grading is defined by the Boulder County Land Use Code as "Any excavating, filling or combination thereof."

Grading is broken down into two types:

1. **Cut** - Earthen materials that are removed from an area of land, such as digging a hole; and
2. **Fill** - The earthen materials that are added to an area of land, such as the placement of soil for a berm or fill slope.

Grading Calculations are the result of cut + fill as measured in cubic yards. This means that when one cubic yard of earth is cut, and then that same yard is used as fill elsewhere on the property, Boulder County would view this as two cubic yards of earth movement (sometimes this method is referred to as "double counting"). This form of measurement takes into consideration the total disturbance of a site from its existing state.

Grading Calculations must Include Features Designed to County

Specifications - Earthwork calculations for driveways in particular must include several minimum specifications including cut and fill slopes (typically no steeper than 2 :1), provision for emergency access, and road width of 12 feet. Note, however, that the road base material volume is exempt from the grading volume total.

Please Show Your Work by supplying any maps, mathematics, or diagrams used to produce your calculations you can help prevent delays in processing your review. The Land Use Department may require these items to verify calculations.

Review Triggers:

Various reviews are required for earth work depending on the amount of cubic yards moved. The reviews are:

- Less than 50 cubic yards? No review required.
- 50 or more cubic yards? Site Plan Review Waiver and Grading Permit required.
- 500 or more cubic yards? Limited Impact Special Use Review and Grading Permit required.

Exempt Earthwork

"Exempt" earthwork does not contribute toward the review triggers listed in the margin. Exempt earthwork includes:

1. Foundation work & incidental backfill, 10 feet from the structure perimeter;
2. Utility installation; and
3. Normal road base.

Septic System Installation is also exempt except in situations where there are alterations of the ground surface, such as a raised bed. Important Note: excess material removed from these features (especially foundations) that is used elsewhere on site as fill is not considered exempt earthwork.

Cut & Fill Slopes

Applications should show thoughtful attention paid to minimizing the impacts of cut and fill slopes. Consider the following when designing your site layout:

- Designing slopes which are conducive to revegetation should be a primary focus. Revegetation controls erosion and minimizes visual scarring.
- It is very difficult, under most circumstances, to establish vegetation on slopes steeper than 2:1.
- Although the county minimum for slopes is 1.5 : 1, reviews will typically require that slopes not exceed 2:1.
- If a slope of 2:1 or flatter cannot be achieved, then nearly vertical cuts and either 1) engineered retaining walls and/or 2) geotechnical evaluations of the slopes will be required.

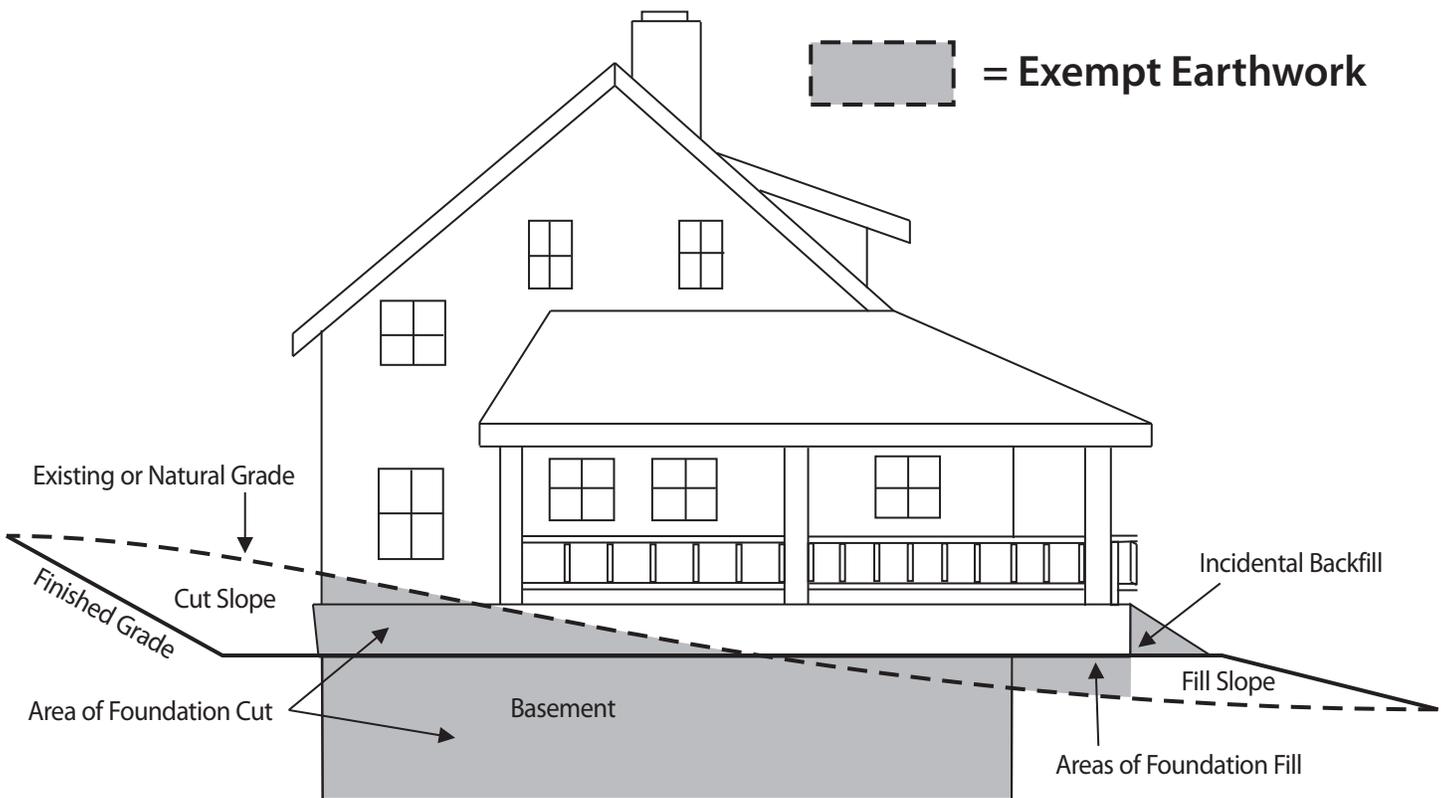


Figure1: The diagram above illustrates which portions of a typical building pad are exempt.



**Boulder
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Land Use Department
Publications**

Building Height Restrictions

Land Use Department
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PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Fax: 303-441-4856

Email: planner@bouldercounty.org
<http://www.bouldercounty.org/lu/>

Office Hours:
Monday — Friday 8:00 AM to 4:30 PM

Building Height Restrictions

Limitation of building height is an important tool in minimizing the impact of structures on the landscape and in increasing the compatibility of new structures with the surrounding neighborhood. The Boulder County Land Use Code establishes overall height limitations for each zoning district. A listing of the maximum building height allowed in each zoning district is found in Article 4 of the Code.

Measuring Building Height

Building Height Measurement

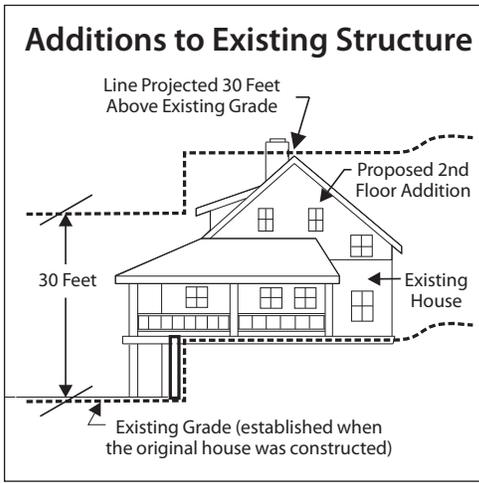
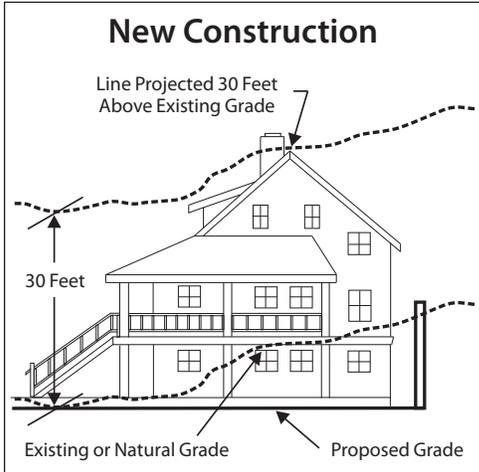
Building Height is the vertical distance from any part of the structure, excluding appurtenances (e.g. chimneys) to the existing grade below. To verify whether the height of a proposed structure is below the maximum height allowed, project a parallel line above the existing grade on all four elevation drawing see below). If the structure is below the upper line, the height limitation has been satisfied.

Existing Grade

For sites which have never been disturbed, existing grade is the same as the natural grade, which is the ground level before any human disturbances. For sites that have existing structures or other disturbances to the land, existing grade would be the ground level established when the structure or disturbance was created. Recent earthwork, particularly if the grading is done without permits, will not necessarily qualify as existing grade and often requires a determination from the Land Use Director.

Survey Requirement

If the proposed structure is within two feet of the maximum height, an elevation survey of the site is required. The site first must be surveyed prior to grading of the building area in order to establish existing grade. Elevations must be surveyed again prior to inspection of rough framing, and a licensed surveyor must submit a Height Survey Verification form certifying that the structure is below the maximum allowed height. Height Survey Verification forms are available from the Boulder County Building Division.



Building Height Requirements

Unsubdivided Land & Land Subdivided After August 29, 1994

The maximum building height allowed for residential structures is 30 feet, unless a lower or higher height has been approved through Site Plan Review, a subdivision approval, or other official review process. In no event, however, shall any residential structure exceed 35 feet in height.

Subdivided Land

Subdivided land is that land located within a platted area approved through a formal process by the Board of County Commissioners in accordance with the subdivision regulations in Article 5 of the Boulder County Land Use Code and recorded as a plat in the office of the Clerk and Recorder.

On land subdivided before August 29, 1994, the maximum building height is 35 feet unless a lower height was required through the subdivision process.

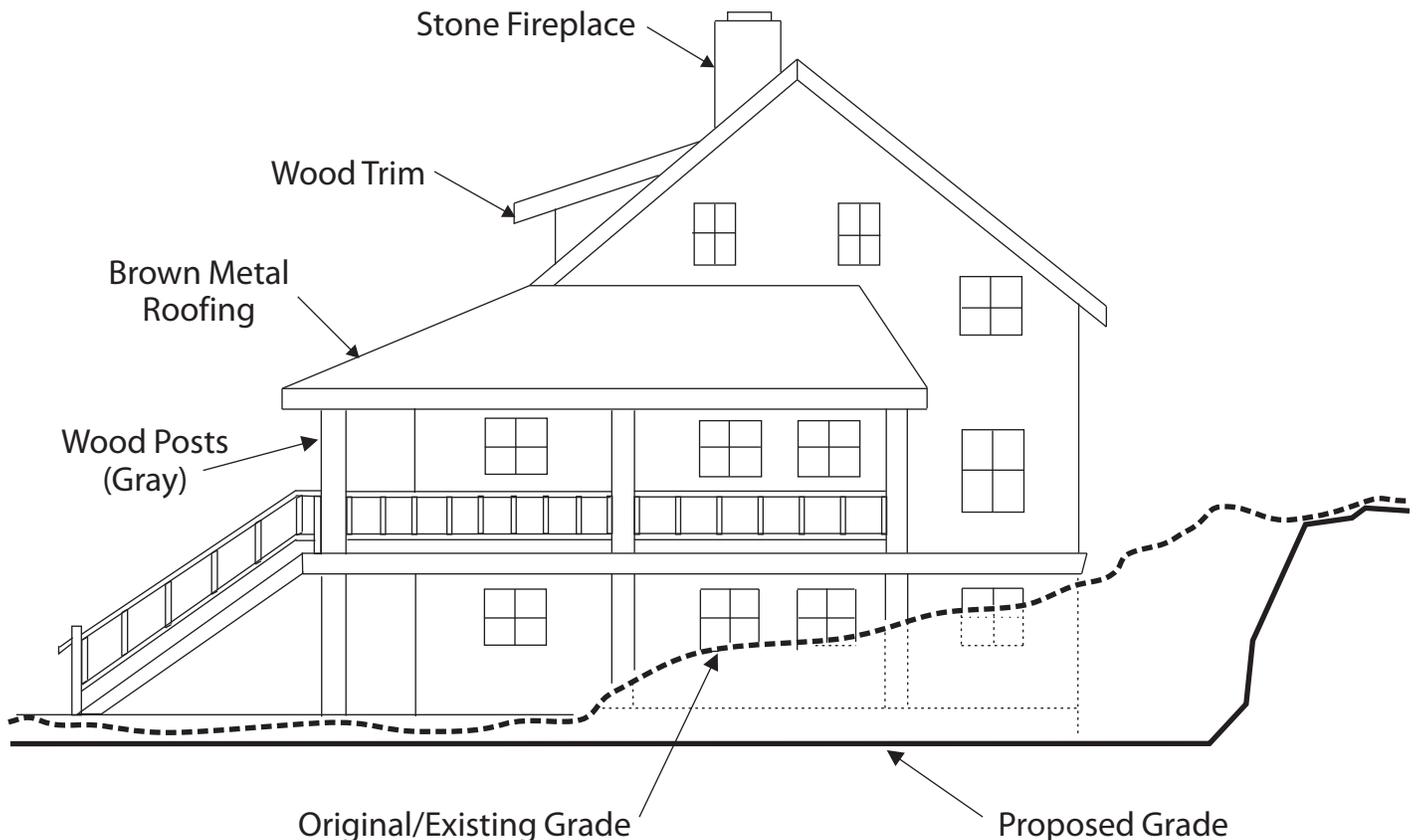
Building in a Subdivision?

The maximum height allowed within some subdivisions varies from lot to lot. Please check the notes recorded on the subdivision plat. This is where information about additional building height limitations can often be found. If in doubt about your allowed building height, please feel free to talk with one of our planners.

Please check with our office if you are in doubt about whether or not your property is within a formal subdivision.

Sample Elevation Drawing

Example Only:



South Elevation Scale: 1/8" = 1'-0"



Boulder County
Land Use Department
Publications

Outdoor Lighting Requirements

Land Use Department
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2045 13th Street
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Outdoor Lighting Requirements

This informational publication is intended to help explain the importance of effective, quality lighting with regards to the Boulder County Outdoor Lighting Requirements. The Boulder County Land Use Department hopes to better convey why the County has adopted these regulations, and to offer examples of acceptable lighting fixtures designed to minimize light pollution while preserving the safety, security, nighttime use, and enjoyment of property ownership.

What is Light Pollution?

Light pollution is light that is obtrusive and wasteful. Examples of light pollution include skyglow, light trespass, and glare.

Skyglow

The night sky has been a resource and part of the quality of life in Boulder County since this area was first settled. However, over the years the night sky has slowly diminished due to unnecessary light and glare from inappropriate lighting. The importance of the sky in any rural area, and particularly in a place as beautiful as Boulder County,

is immeasurable. Skyglow is the wasted light shining skywards and reflecting out into the atmosphere. Skyglow decreases the ability to see stars and other astronomical elements. It can even reduce the ability to see the mountains. Full cut off shields over the light source directs light to where it is needed and reduces this wasted uplight.

Light Trespass

Light trespass is light that is distributed onto areas where the illumination is not wanted. Light intruding into neighboring homes and properties can keep people awake at night and destroy the sense of privacy. Complaints against "security" floodlights have increased dramatically over the years. Effective, quality lighting includes appropriate amounts in the appropriate place at the appropriate times.

Glare

Overly bright and poorly aimed lights cause glare, which is the most safety-related aspect of light pollution. Many people assume that a bright light (the brighter, the better) attached to an outside wall will deter criminals. However, the brighter the lights, the more difficult it is for the eye to adjust properly thus limiting the ability to detect possible intruders as quickly. Bright but unevenly distributed lighting often creates deep shadows where, due to the striking contrast, such intruders can hide. Shielded, evenly-distributed lighting reduces glare, harsh brightness, and deep shadows and can provide a safer environment.



Example of Bad Lighting.

Bad Lighting

- ✓ Contributes to skyglow with upward direction of light, reducing enjoyment of the night sky.
- ✓ Causes glare, light trespass, and harsh illumination.
- ✓ Wastes Energy



Example of Good Lighting.

Good Lighting

- ✓ Directs light down and to the sides as needed; light control.
- ✓ Reduces glare; more even illumination.
- ✓ Does not trespass onto neighboring property.
- ✓ Helps preserve the dark night sky.
- ✓ Cost Efficient.

Other Lighting Related Issues

Environmental and Economic Costs

Minimizing light pollution saves precious energy resources and reduces energy costs. In the United States alone, it is estimated that at least \$1.5 billion dollars is wasted annually on the electricity for outdoor lighting that is emitted towards the sky. The production of this amount of electricity is equivalent to the burning of 6,000,000 tons of coal.

Effect on Wildlife

Lights attract and disorient animals. It can upset their biological patterns, affect their breeding cycles and deter them from established foraging areas. Trees are also affected; artificial light can prevent them from adjusting to seasonal variations. Light should be directed where it is needed.

Outdoor Lighting Requirements

Any outdoor lighting used for the illumination of parking areas, landscaping, residences, recreation areas, or for any private or public purpose, shall be arranged in a manner to meet the following conditions:

- ✓ Lights shall be fully shielded and downlit. The shield must be opaque so that no light can pass through it.
- ✓ Neither the direct or reflected light from any light source may create a traffic hazard to operators of motor vehicles on public roads, and no colored lights may be used in a way that could be confused or construed as traffic control devices.
- ✓ No blinking, flashing, or fluttering lights, or other illuminated device which has a change in light intensity, brightness, or color, and no lighting which exceeds 12 feet in height is permitted in any zoning district, except for temporary holiday displays, or as required by local, state, or federal regulations.
- ✓ Please note that the lighting requirements in the **Niwot Rural Community District (NRCD)** or as adopted through specific **Special Use** approvals may be more restrictive. If your property is located in the NRCD or is governed by a Special Use approval, please refer to the appropriate development plans.

To review the outdoor lighting requirements in its entirety, please see **Article 7-1600** of the Boulder County Land Use Code which can be viewed on-line at: www.BoulderCounty.org.

Getting Exterior Lighting Approved

All new exterior lighting fixtures must be approved before a building permit can be issued. Lighting plans should clearly indicate where every outdoor fixture is proposed, including landscape lighting. A depiction of the lighting fixture should be submitted in the form of a picture or manufacturer's cut sheet. If the proposed fixture is a recessed soffit light, please indicate that clearly on the lighting plan.

Lighting fixtures can be purchased that are approved by the International Dark-Sky Association, although not every Dark-Sky approved fixture meets the Boulder County lighting requirements. Another option is Dark-Sky approved shields that can be inserted into compatible lighting fixtures. However, some fixtures with shields may still not meet the Boulder County exterior lighting code. It is always best to check with Land Use staff to determine if a proposed fixture can be approved.

Every installed lighting fixture, including those that have shields or have been altered in any way, must be UL (Underwriter's Laboratories) listed. In addition, shields or other components added to the lighting fixture must be UL listed. Please be sure to keep the manufacturer's information (box, instructions, etc.) available for the electrical inspection as it may be needed to confirm the fixture complies with the electrical code.

Examples of Down Lighting Fixtures

