



Boulder County Land Use Department

Courthouse Annex Building • 2045 13th Street • PO Box 471
Boulder, Colorado 80302

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

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

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

Number of Packets:

Based upon the location and type of project, please submit _____ packets (minimum of 2 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 entire county. Use a large, highly visible "X" to mark the area of your proposal.
- 3. Location Map** - Shows the actual parcel and how to access it from major roads. Outline the boundaries of the property in bold.
- 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.
Note: 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.

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

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

Basic Elements of a Site Plan:

- North Arrow
- Standard scale
- Use of land and structures
- Address
- Size of property in acres
- Preparation Date
- Name of Project
- Dimensions of property

Existing Features on Your Property:

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

Proposed/New Modifications & Improvements:

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

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

- Existing and proposed contour lines.

	Existing and proposed contour lines at a maximum interval of 5 feet for 50 feet around all areas of disturbance (i.e. structures, leach field, driveway). The remainder of the property may have greater contour intervals such as an overlay of a 40 foot interval USGS map. (required for all mountainous properties).
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- Location & Dimensions of cistern, fire hydrants, turn-outs, and turn-arounds.

	Location & Dimensions of cistern, fire hydrants, turn-outs, and turn-arounds - as specified on the Land Use publication titled <i>Emergency Access and Water Supply</i> . (required for all mountainous properties).
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Note: Avoid awkward scale sizes such as 3/16"= 1'; use standards scales such as 1/4"=1' or 1"=10'.

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