

# Estes Valley Zoning Approval for Larimer County Building Permits

## INSTRUCTIONS:

1. **Incomplete applications may lead to delay in review.**
2. Complete the information on applicant's portion of this form.
3. Deliver **one 24"x36" and one 11"x17" set of building and site plans** and this form to Estes Park Community Development Department, Room 210 of Town Hall, 170 MacGregor Avenue, Estes Park.
4. The Planner who reviews your application will keep one copy of the site plan and building drawings.
5. The Planner will return the signed Estes Valley Zoning Approval Form and approved plans to the Larimer County Building Department.

Date: \_\_\_\_\_ Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of the Building Site: \_\_\_\_\_

Legal Description: \_\_\_\_\_

The closest intersecting roads are \_\_\_\_\_

Job Description \_\_\_\_\_

Building Height \_\_\_\_\_

### Water Service: (check one)

Town of Estes Park       Well       Other: \_\_\_\_\_

### Sanitary Sewer: (check one)

Septic       Upper Thompson Sanitation District       Other: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

## OFFICIAL USE ONLY

Comments:

Approved       Not Approved       On Hold

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Town of Estes Park ♦ P.O. Box 1200 ♦ 170 MacGregor Avenue ♦ Estes Park, CO 80517

Tel: (970) 577-3729 ♦ Fax: (970) 586-0249 ♦ [www.estesnet.com/comdev](http://www.estesnet.com/comdev)

**MINIMUM PLOT PLAN SPECIFICATIONS**  
**(FOR PROPERTY IN THE ESTES VALLEY)**

Required information must be provided and verified by checking the appropriate review box. Incomplete submittals will not be accepted and will delay the review process unless specifically waived by Staff. Plans that have been marked in red will not be accepted. Properties outside Town Boundaries: Staff requires 2 identical sets of Plot Plans and 2 identical sets of Building Plans for all submittals.

<b>The following information is required on plot plan submittals:</b>	Applicant Review	Staff Review	Staff Waiver
A. Legal Description if Subdivision, PID (Parcel Identification) number if Metes & Bounds. Also include Vicinity Map if new Commercial construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Identify graphic scale used (Scale must be 1"=20' or larger). Legible Plan. Maximum paper size accepted 24" x 36", Directional Arrow – North.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Property line distances & bearings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Minimum required setbacks established in EVDC or platted building envelopes. Proposed setbacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Other required setbacks as applicable (wetlands, rivers, and streams).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Show location & dimensions of all buildings, including any decks or porches on lot. Include eaves if they encroach into property line setbacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Show existing and proposed easements (e.g. utility, access, drainage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Identify location of all utilities & proposed service taps. (electric, gas, water, sewer) Include pipe materials used for water and sewer lines. Examples: Water- Type K Cu, Sewer- SDR35 <b>Note:</b> Utility connections within a street shall be close enough together to create only one patch, yet meet the minimum separation per utility. Existing streets will be cut at a 90-degree angle for connections & road patch. Applicant shall acquire a Public Works Right-of-Way permit and meet all construction guidelines. If questions, please contact the Public Works office at 577-3586.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Names of all adjacent roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Existing driveways and changes to existing driveways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Show proposed driveways, including the street connection with 10-foot radius on each side. State maximum driveway slope and driveway slope within twenty feet of street intersections. Note existing roadside drainage conditions and show cross-pans, culverts or swales as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Drainage arrows showing proposed drainage direction(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The following information may be required on plot plan submittals:</b>			
M. Note original grades & finished grade with elevations at building corners and finished floor elevations of all floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Structures over 25 feet in height from existing grade must provide existing & proposed two foot contours. Structures over 25 feet in height must also show an overlay roof plan on the site plan with the height of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

each ridge noted, as measured from existing grade.

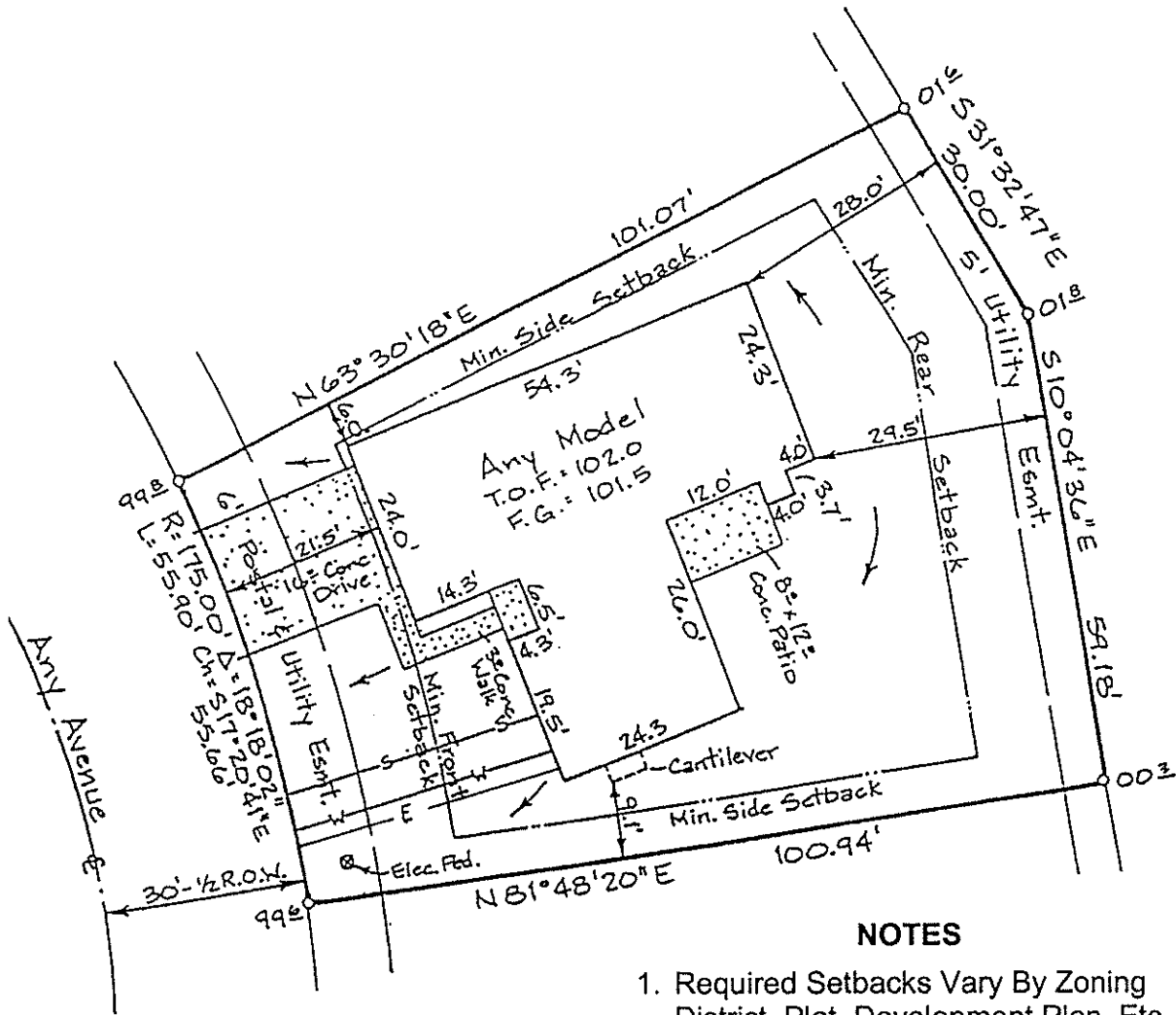
- O. A detailed grading and drainage plan is required for multi-family and nonresidential (commercial development), single-family and on lots created after February 1, 2000; single-family homes in ridgeline protection areas; single-family homes in geologic hazard areas, e.g., sites with twenty percent or greater slopes; single-family homes in areas that include significant historic drainage channels/ravines. Refer to applicable Grading and Drainage Checklist for required information. Note: Public Works may require detailed drainage plans at any time, on any lot regardless of inception date.
- P. Applicants must refer to Section 7.7 of the Estes Valley Development Code for submittal requirements in geologic and wildfire hazard areas.
- Q. Single-family homes built on a debris fan require a stamped foundation plan.
- R. Condominium additions will require approval from the Condominium Board of Directors or unit owners and may require attorney review of the approval documents. Refer to applicable Condominium Terms handout and Building Permits for Condominium Additions handout for required information. If questions, please contact Town Planning Staff at 577-3729.
- S. Any significant trees and shrubs with a diameter of 8” or more at breast height must be shown on lots created, i.e. recorded, after February 1, 2000. Diameter at Breast Height (DBH) shall mean tree trunk diameter measured in inches at a height of four and one-half (4.5) feet from the ground or, in the case of a tree that is divided into multiple trunks below four and one-half (4.5) feet, as measured at the most narrow point beneath the point of division.
- T. For development in the A, A-1, CD, CO, O, CH, I-1, and RM zoning districts: the percentage of impervious coverage may be required. If questions, please contact Town Planning Staff at 577-3729.
- U. For development in the A-1, CD, CO, O, CH, I-1 and RM zoning districts: the floor area ratio may be required. If questions, please contact Town Planning Staff at 577-3729.
- V. Activity in a floodplain requires a Floodplain Development Permit to be submitted with Permit Application. If questions, please call 577-3729.
- W. For multi-family and nonresidential: Depending on the scale of development, staff may require submittals of some or all of the information found in the Estes Valley Development Code. See Appendix B-III- “Development Plan Submittal Requirements.” If questions, please contact Town Planning Staff at 577-3729.

# EXAMPLE SITE PLAN

## For Lots Platted Before February 1, 2000

Lot 1, Block 2, Any Subdivision (a P.U.D.)  
 Larimer County, Colorado

1425 Any Avenue



### NOTES

1. Required Setbacks Vary By Zoning District, Plat, Development Plan, Etc., And Are Site Specific.
2. Drainage Requirements Vary By Lot Size, Location, Topography, Date Developed, Etc., And Are Site Specific.

Revised 4-22-03

