

CLEAR CREEK COUNTY
OVERVIEW OF REQUIREMENTS
 COMMERCIAL AND MULTI-FAMILY
 DEVELOPMENT



Welcome!

The Land Use Departments(Planning, Site Development, Environmental Health, and Building) and the Fire Authority all work together in the review and approval of your permits, however, you, the property owner or contractor, are responsible for researching the property and knowing what the regulations are. More detailed information on each Department’s processes, requirements and permits will be provided in their individual packets.

This packet will give you an overview of how all these processes fit together, as you work towards your goal of developing your property.

OVERVIEW PACKET CONTENTS

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Please note: It is advised that property owners take the necessary precautions to thoroughly check the background, insurance coverage and references of any and all contractors/subcontractors they contract with.

OFFICE INFORMATION

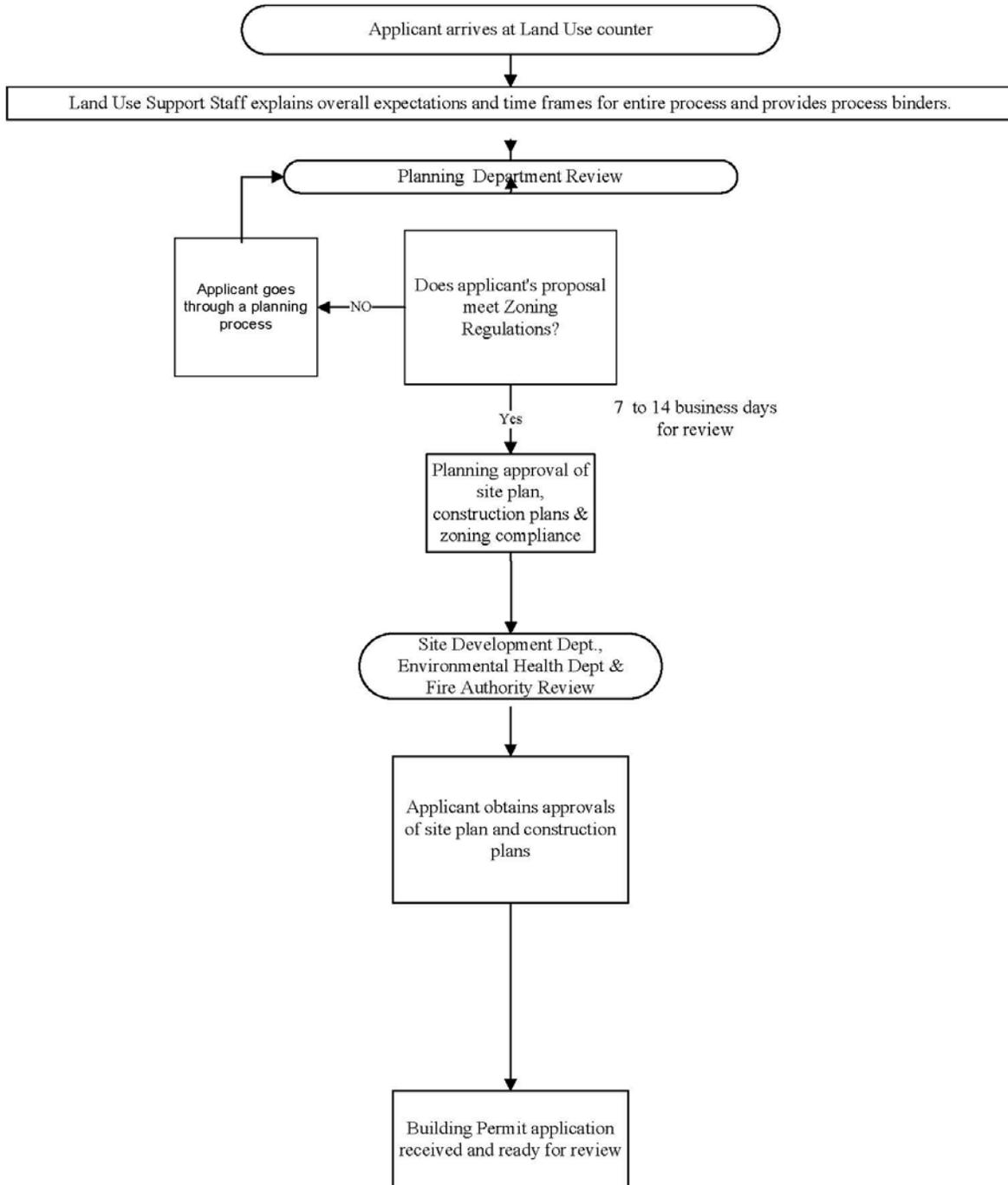
Land Use Division
 Clear Creek County Offices – Annex Building
 1111 Rose Street/PO Box 2000, Georgetown, CO 80444

303.679.2436
<http://www.co.clear-creek.co.us/index.aspx?nid=92>

General Hours: Monday-Friday 8:00am-4:30 pm

Recommended Building Permit Application Submittal Hours: Monday-Friday 8:00-9:30, or by appointment

FLOW CHART



PERMITS AND PROCESSES

GENERAL

It is the applicant's responsibility to obtain the necessary approvals and permits from the appropriate County Land Use departments and Federal or State agencies prior to submitting your Building Permit application documents for review and processing by the Building Department.

Please refer to each department's information packet to understand what documents and information will be required to be submitted to obtain these approvals and permits. Keep in mind that an incomplete application for any permit will not be processed.

LANDOWNER AUTHORIZATION

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

Additionally, if the property is owned by a trust or corporation, documentation must be provided naming the authorized agent for the trust or corporation.

PLANNING AND ZONING ([See this department's information packet for requirements](#))

The Planning Department is generally the starting point for any property development, or when changes are being proposed. They will look at the property to determine that the proposed uses, structures and setbacks and density conform to County Zoning Regulations, and that the parcel size is adequate to meet the area regulations.

Your first step, prior to submitting for any of the Land Use department's permits, will be to complete the Zoning Approval Form (attached) and gather the required documents and site plan. Once completed, submit these items to the Planning Department to review with you. This form **MUST** be approved prior to submitting for permits through any of the Land Use departments.

The following links will be helpful in gathering some of the required information:

Assessor: <http://assessor.co.clear-creek.co.us/Assessor/web/>

Clerk & Recorder: <https://erecording.co.clear-creek.co.us/clearcreekrecorder/eagleweb/docSearch.jsp>

Clear Map Interactive Map: <http://map.co.clear-creek.co.us/SLV/Viewer.html?Viewer=ClearMap>

Later, the Planning Department will also be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal. Please note that the Planning Department review process for Commercial applications could take up to 14 working days to complete. You will then be advised of any additional processes that you may need to go through.

CONSTRUCTION SITE SANITATION

Clear Creek County Environmental Health regulations require construction sites to be equipped with sanitation facilities for workers during all phases of construction. Please complete the **Construction Site Sanitation Agreement Form (attached)** and submit it with your first permit application.

SITE DEVELOPMENT ([See this department's information packet for requirements](#))

The Site Development Department is responsible for review and approval of Driveways and Parking areas, Site Excavation, Defensible Space, Best Management Practices for erosion control and revegetation, groundwater and rooftop run-off infiltration systems, as well as the identification of Flood Hazard and Wetlands areas. This department is also responsible for the assignment of street addresses.

The Site Development Department will be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal.

ROOFTOP & GROUNDWATER RUNOFF INFILTRATION SYSTEM REQUIREMENTS

If during the Zoning Approval Form or Site Development Department Permit review, it is determined that groundwater and rooftop runoff infiltration systems will be required, the Site Development Department will notify you as to how to proceed with the design of the infiltration systems.

Continued next page

PERMITS AND PROCESSES (continued)

WILD FIRE HAZARD MITIGATION POINT SYSTEM AGREEMENT

If during the driveway permit application review, it is determined that the building site is not accessible by a Primary or Secondary #1 or #2 Road, or that the proposed driveway does not meet minimum standards, your building project will become subject to the Wildfire Hazard Mitigation Point System Agreement. The Building Department will then notify you as to how to proceed. **Please note: ALL structures 4400 sq. ft. or greater, MUST be equipped with an approved monitored automatic fire suppression system. Some Uses will also require suppression systems, regardless of square footage.**

ENVIRONMENTAL HEALTH ([See this department's information packet for requirements](#))

Most of the mountain areas are served by individual wells and septic systems. The Environmental Health Department handles the regulations and permitting for Onsite Wastewater Treatment Systems (OWTS). This Department will also review and approve your building plans and site plan for compliance with local requirements to insure that each structure or land site contains adequate, convenient, and sanitary toilet and sewage disposal systems approved by the Department prior to submitting for your building permit. For larger systems, the State Health Department will handle the permitting. Documentation for your State permitted system will need to be supplied to the County for review of your project, prior to your submittal for the Building Permit.

Ground Water Wells are regulated and permitted by the Colorado Division of Water Resources. Refer to the Agency Directory (attached).

There are a few areas of the County which are served by water and/or sanitation districts. If your property is within the existing or expansion boundaries of one of these districts, you will be required to connect to the public system. Contact the specific district for availability of taps and their fee schedule. You will need to provide proof of the availability of service when you apply for your building permit.

Food Establishments: New, additions or changes require a food service plan review **prior** to submitting for a building permit ([see Restaurant Plan Review Packet](#))

The Environmental Health Department will be reviewing and signing off on the **Land Use Approval Form (attached)** as part of your Building Permit application submittal.

FIRE AUTHORITY

Clear Creek County has two fire districts; Clear Creek Fire Authority for the western portions of the County, and Evergreen Fire Protection District for the eastern areas. They are each responsible for administering their respective Adopted Fire Code. In order to review and approve your site plan and construction drawings, one set of plans will need to be submitted to the District Fire Marshall for review. Please allow 5-7 days for this review and comment. This set of plans will be kept by the Fire Authority for their permanent records.

TRAFFIC IMPACT FEES

Established in 1998, these fees apply to **all** new construction and for changes in Commercial Use, and are calculated during the processing of the building permit. Fees for Commercial Use are based on the type of use and the gross leasable square footage. Fees for Multi-Family dwellings are \$1,000 per dwelling unit. The fee will be collected at the time your building permit is being issued. Contact the Building Plans Examiner at 303.679.2343 with questions regarding this fee.

BUILDING DEPARTMENT ([See this department's information packet for requirements](#))

Once the Zoning Approval Form and any applicable Site Development or Environmental Health Department permits have been approved, you may submit your application for a Building Permit. Once your **complete submittal** is accepted by the Building Department, please allow 14-21 working days for issuance of a Commercial or Multi-Family Building Permit.

COLORADO STATE ELECTRICAL DEPARTMENT

Electrical permits must be obtained from the Colorado State Electrical Department. Refer to the Agency Directory (attached). Whether your property is "on-the-grid" or "off-the-grid", all electrical work must be permitted, inspected and approved by this agency.

QUESTIONS: For questions, please contact the Land Use Division Support Staff at 303.679.2436

AGENCY DIRECTORY

Ground Water Wells:

Colorado Division of Water Resources
Centennial Building, Room 818
1313 Sherman Street, Denver, CO 80203
303.866.3581

<http://water.state.co.us/groundwater/wellpermit/Pages/default.aspx>

Electrical Permits:

Colorado State Electrical Department
Department of Regulatory Agencies
1390 Logan Street, Suite 400, Denver, CO 80203
303.894.2300

For inspections, call Code "0" at 303.894.2318

www.dora.state.co.us/electrical

Forest Service Access Permits:

USFS Clear Creek Ranger District, Lands & Minerals Staff
101 Highway 103
PO Box 3307, Idaho Springs, CO 80452
Phone 303.567.3000

CCRDVIS@FS.Fed.us

Army Corps of Engineers:

U.S. Army Corps of Engineers
9307 S. Wadsworth Blvd., Littleton, CO 80128
303.979.4120

www.nwo.usace.army.mil

Colorado Department of Transportation: Region I

Traffic Section
18500 East Colfax Ave., Aurora, CO 80011
303.757.9122

<http://www.coloradodot.info/business/permits/accesspermits>

Water and/or Sanitation Districts:

Central Clear Creek Sanitation District
P.O. Box 162, Dumont, CO 80436
303.816.1114

<http://www.centralclearcreeksd.com/>

Chicago Creek Sanitation District
1603 Colorado 103, Idaho Springs, CO 80452
303.567.2107

<https://www.colorado.gov/chicagocreeksanitation>

St. Mary's Water/Sanitation District
333 W. Drake Road #142, Ft. Collins, CO 80526
970-484-0101

stmarys@mdmoffice.com

<http://www.stmarysglacier.com/>

Upper Bear Creek Water & Sanitation District
30920 Stagecoach Blvd., Evergreen, CO 80439
303.674.4112

http://www.evergreenmetrodistrict.com/upper_bear/district_upper_bear.htm

Fire Authorities:

Clear Creek Fire Authority
681 County Road 308
P.O. Box 507, Dumont, CO 80436
303.567.4342

<http://www.clearcreekfire.com/>

Evergreen Fire Protection District
1802 Bergen Parkway
P.O. Box 1498, Evergreen, CO 80437
303.674.3145

<http://www.evfd.com/>

Clear Creek County Government:

Assessor:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2322

<http://www.co.clear-creek.co.us/index.aspx?nid=188>

Clerk and Recorder:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2339

<http://www.co.clear-creek.co.us/index.aspx?nid=104>

Treasurer:

405 Argentine St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2353

<http://www.co.clear-creek.co.us/index.aspx?nid=193>

Mapping Department:

1111 Rose St.
P.O. Box 2000, Georgetown, CO 80444
303.679.2356

<http://www.co.clear-creek.co.us/index.aspx?NID=191>

Road and Bridge Department:

3549 CR 312
P.O. Box 362, Dumont, CO 80436
303.679.2334

<http://www.co.clear-creek.co.us/index.aspx?nid=128>

Utility Companies

Xcel Energy
(800)895-4999

<http://www.xcelenergy.com/>

Intermountain Rural Electric Association (IREA)
(303)674-6879

<http://irea.coop/>

Call before you dig: 811

WARNING!

The following pages are form fill pages.

Not all browsers submit the following pages properly.

DO NOT USE GOOGLE CHROME

At this time, Google Chrome will not work with form fill.

Please choose another browser to complete your application.

As always, save a copy for your files and call to verify that your form submitted properly.

DO NOT ASSUME THAT WE HAVE RECEIVED YOUR APPLICATION.

If you are attempting to make payment please wait for someone at Clear Creek County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County
Land Use Department
PO Box 2000
Georgetown, CO 80444
Phone: 303-679-2436 Fax: 303-569-1103
permits@co.clear-creek.co.us

Please call with any questions or to verify that your permit has submitted successfully!

**CLEAR CREEK COUNTY LANDOWNER
AUTHORIZATION FORM**

*This Form provides the opportunity for the property owner to
designate a representative to process an application.*

I, _____ of the County of _____,
(property owner)

State of _____, have appointed _____ my true and lawful
representative to act in my name and in my stead and on my behalf in connection with any action necessary in order
to apply

for a: _____
_____.

on certain real property described as follows: _____
_____.

I, AS PROPERTY OWNER:

- 1. UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE THAT MY DESIGNATED REPRESENTATIVE IS AWARE OF AND RESPONSIBLE FOR ALL REQUIREMENTS NECESSARY TO COMPLY AND COMPLETE WITH THE ABOVE AFOREMENTIONED ACTION.**
- 2. UNDERSTAND THAT ANY REQUIREMENTS PLACED ON THE PROPERTY WHICH CONTAIN RESTRICTIONS OR CONDITIONS WHICH MAY BE IMPOSED ON, AND MAY BURDEN, THE SUBJECT PROPERTY SHALL RUN WITH THE LAND REGARDLESS OF OWNERSHIP OF THE PROPERTY.**
- 3. TAKE FULL RESPONSIBILITY FOR NONCOMPLIANCE OF ANY REQUIREMENT ASSOCIATED WITH THE ABOVE AFOREMENTIONED ACTION.**

Agreed:

Signature of Property Owner Print name Date

Subscribed and sworn before me by _____ this _____ day of _____, 20____.

Notary Public

My Commission expires:

(date)

Site Plan Requirements for ALL Permits			
SCALED SITE PLAN (MUST BE COMPLETED with the following criteria)			
We strongly recommend that a licensed surveyor be consulted in the preparation of the Site Plan to reduce inaccuracies			
Site Plan must include the following: If no is checked off in any category, the site plan will not be accepted.			
YES	NO	NA	(To be checked off by County Staff)
			• Plan is drawn to scale & is a common engineering scale (i.e. 1"=20')
			• Scale is larger than 1"=50'
			• Title block, written & graphic scale, north arrow designating true north
			• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			• Boundaries of adjacent parcels or portions, or those boundaries that are in immediate proximity of the subject property(s)
			• Total acreage or square footage of parcel
			• Building envelope(s), if applicable
			• Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, including access road, rights-of way, driveways, turnouts/turnarounds, easements (attach easements and CDOT access permit)
			• Location and dimensions of any existing buildings/structures, retaining walls
			• Location and dimensions of any existing well, septic tank(s) & leach field that will remain
			• Location and dimensions of all proposed buildings/structures, retaining walls
			• Location and dimensions of all proposed well, septic tank(s) & leach field
			• Location, dimensions and counts for all existing and proposed parking lots and spaces
			• Location and dimensions of all existing and proposed utilities & utility easements, including water & sewer lines (attach easements)
			• Location and dimensions of all existing and proposed wetlands and/or watercourses and/or floodplains
			• Location and description of all existing and proposed drainage devices, erosion control features
			• Setbacks from buildings and structures (all sides), measured in feet. Setbacks must be identified from the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest, to the eaves or projections from the building or structure (including decks)
			• Square footage of each building/structure's footprint(s) and a total square footage of all buildings/structures combined
Building Elevations must include the following:			
YES	NO	NA	
			All proposed buildings/structures and any existing buildings/structures which will be impacted, including decks, porch covers, chimneys, vents, ornamental elements
			North, South, East, West elevations included
			Scale is a common architectural scale and accurate (i.e. 1/4"=1'-0")
			Proposed final topography where the buildings/structures intersect with the finished grade
			Height measurement indication of the tallest side of the building/structure from the lowest point where the structure intersects the finished grade to the highest point of the coping of a flat roof, or from the average elevation between the ridge and eave of the gable of a sloped roof
			Location and dimensions of proposed rooftop runoff infiltration system (all roof structures in excess of 1,750 sq ft)
SITE PLAN REVIEW FEE (check , cash, or credit card accepted)			
<input type="checkbox"/> Residential \$50.00		<input type="checkbox"/> Commercial \$200.00	
<input type="checkbox"/> Administrative Development Review \$200.00		<input type="checkbox"/> NA (Determined by CCC staff)	

Please Note:

- If applying for a permit and if the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization** is required.
- If you intend to use/occupy a recreational vehicle, accessory building or construction trailer on the property during construction or alteration of a primary building, a Special Use Permit will be required.
- If a parcel is less than 35 acres and not in a subdivision, the property owner must provide a **pre-September 1, 1972** recorded warranty deed with a metes-and-bounds description and a copy of the current warranty deed.
 - Copy provided yes no NA



CLEAR CREEK COUNTY
Public and Environmental Health

CONSTRUCTION SITE SANITATION AGREEMENT FORM

All construction sites must provide sanitation facilities for workers on the site. As stated in the Clear Creek County Onsite Wastewater Treatment System Regulations:

“The owner of any structure or land site where people live, work or congregate shall ensure that the structure or land site contains a properly functioning OWTS or sanitary sewer connection. Any toilet, sink, tub, shower, or any other fixture that discharges wastewater shall be connected to either the OWTS or sanitary sewer.”

Please be advised that failure to provide sanitation facilities throughout the life/duration of your permit will entail a stop work order and prohibit work to be done until approved sanitation facilities are provided.

Please check the proposed method of Sanitary Sewage Disposal:

- Portable Sanitation Facilities**
- Existing Onsite Household Toilet Facilities***
- Trailer or Recreational Vehicle with Special Use Permit or Special Exception**
- Other (Please Explain) _____**

*The use of existing onsite household toilet facilities during repairs of any Onsite Wastewater Treatment System shall be prohibited, unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations.

- **DO NOT PLACE PORTABLE SANITATION FACILITIES IN THE ROAD RIGHT - OF - WAY**

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Signature of Owner

Print name

Date

REQUIRED COMMUNITY DEVELOPMENT APPORVALS

Owner/Applicant, Please complete this section

Owner: _____ Applicant/Contractor: _____

Parcel # or Legal Description: _____ Site Address: _____

Proposed Construction/Scope of Project: _____

This section will be completed by department staff when reviewing your building permit application

Department	Type of Permit or Review	Permit# Case#, or form rec'd		Conditions/Comments					Prior to		Approved By/Date	
								Permit Issue	CO			
LUG	Ownership	Y	N	<input type="checkbox"/> Prop Record Card Comments: <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Other :					N/A	N/A	/	
	Landowner Auth	Y	N	N/A	Corporate or Trust Docs		Y	N			N/A	/
	Zoning Verification	Y	N								/	
	On-site San. Agree.	Y	N								/	
	Erosion Control	Y	N								/	
	Zoning Review Fee	Y	N								/	
Planning	Use(s)						N/A	N/A	/			
	Pre-1972 Warranty Deed						N/A	N/A	/			
	Parcel size: _____ acres or _____sq ft	Existing Bldg(s):		Proposed Bldg(s):				N/A	N/A	/		
		Density:	Footprint _____ sf	Footprint _____ sf					N/A	N/A	/	
		(Commercial)	Flr. Area _____ sf	Flr. Area _____ sf					N/A	N/A	/	
	Zoning :	Setbacks: F _____ S _____ <input type="checkbox"/> SVF reqd. R _____ S _____ <input type="checkbox"/> BEC reqd.			Height:				N/A	N/A	/	
	Platting Conditions	Y	N						/			
Cases:						/						
Comments & Conditions								/				

Department	Type of Permit or Review	Permit# Case#, or form rec'd			Conditions/Comments				Prior to		Approved By/Date		
									Permit Issue	CO			
Site Development	Driveway/Excavation				Rough-in approved	Y	N	N/A	Date Approved: / /		N/A	/	
	WHM Pt. System	Y	N	N/A	Due to: <input type="checkbox"/> Road <input type="checkbox"/> Driveway <input type="checkbox"/> Bldg sq. ft.					N/A	/		
	Defensible Space										/		
	BMP										/		
	Rooftop Runoff Infiltration System	Y	N	N/A	system approved:	Y	N	N/A	Date Approved: / /			/	
	Floodplain/wetland										/		
	Deviation										/		
	Other:										/		
Env. Health	ENV (ISDS/OWTS)				Capacity # Approved _____ # Existing _____ # Additional _____ <input type="checkbox"/> N/A Unmanned	Site Inspection req'd		Y	N			/	
	Comments & Conditions:					Use Permit		Y	N			/	
	Proof of Sanitation					<input type="checkbox"/> Letter <input type="checkbox"/> Receipt			Y	N		N/A	/
	Food Service Plan Review (Retail Food Establishment Only)		N/A			Received	Y	N					/
					Approved	Y	N					/	
					Comments & Conditions:						/		
Fire Authority	Fire Code Plan Review (Commercial Only)	<input type="checkbox"/> CCFA <input type="checkbox"/> Evergreen									/		