

**CLEAR CREEK COUNTY
PLANNING DEPARTMENT
REQUIREMENTS FOR
COMMERCIAL AND
MULTI-FAMILY
DEVELOPMENTS**



Prior to submitting a building permit application, the Planning staff will review the site plan and construction drawings for conformity with the County Zoning Regulations and applicable platting conditions. The time frame for this review could be up to a 14 working days, the Planning Department will notify the applicant if there are revisions needed or the planner has signed off for the building permit to be processed. This packet will provide you with our standards and submittal requirements to assist you in obtaining the required approval from the Planning Department.

Site Plan Review Fee: \$200

Please note that these are requirements for the Planning Department only; additional submittal requirements will be required for other applicable County permits and reviews.

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Additional information, such as zoning regulations and process guides are available on the County website at <http://www.co.clear-creek.co.us/index.aspx?nid=124> If you do not have access to the web, you may request specific sections of the zoning regulations from the Land Use Department, or purchase a complete copy at the Land Use Counter.

Planning Department Directory

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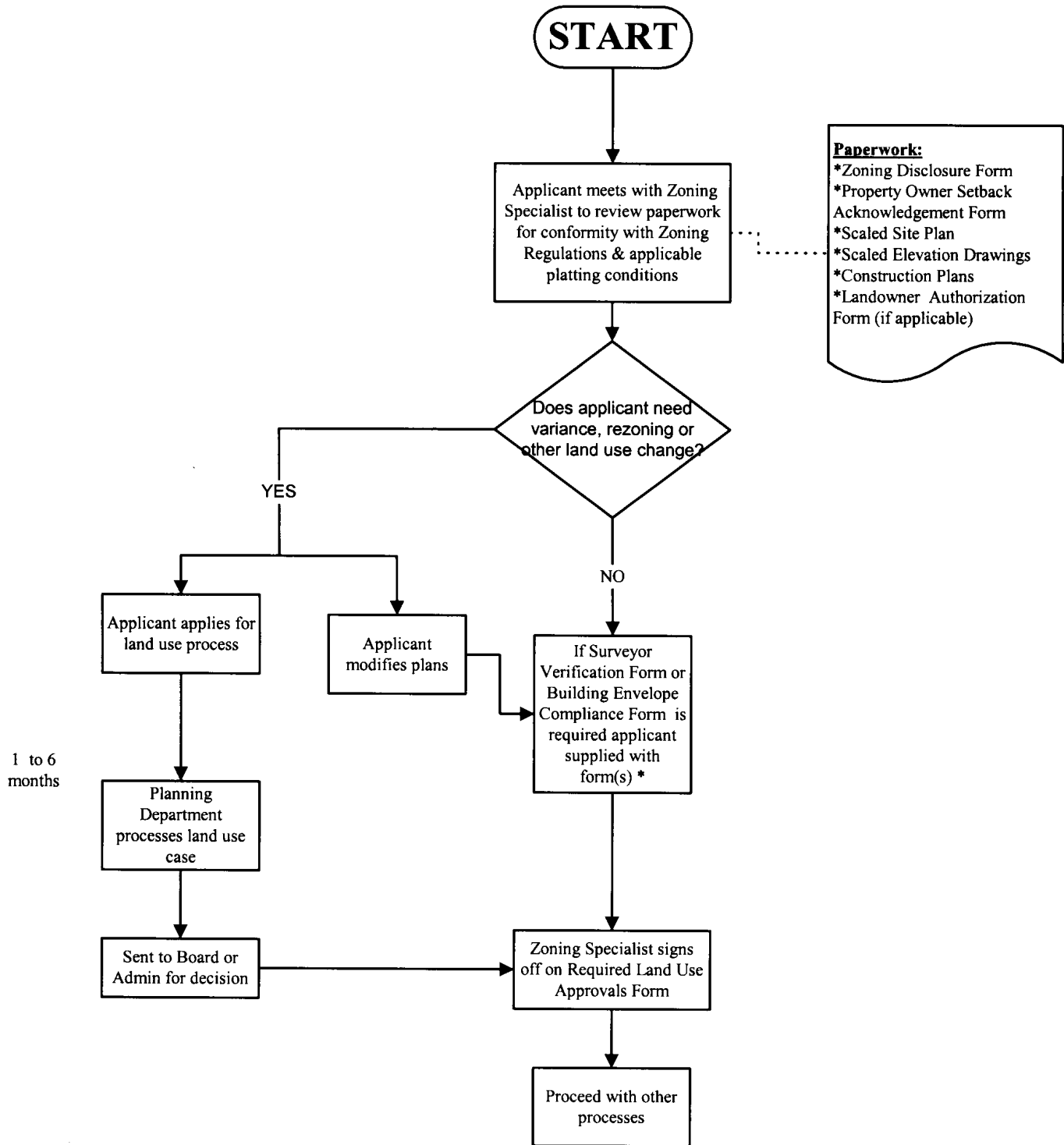
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Flow Chart



*If form(s) are required, they must be completed and submitted to the Zoning Specialist at the time of footings and foundation.

Standards For Review

Standard #1: Proposed uses and structures are permitted in compliance with the County Zoning Regulations.

Refer to the copy of regulations specific to your Zoning District, as provided by the Land Use Support Staff with the completed **Zoning Approval Form**.

Standard #2: Development Review, if applicable, has been completed and the proposal conforms to the approved plan.

When you have explained your proposed project to Staff, if it is determined that this process is required, you will be provided with a copy of the Process Guide.

Depending upon the size and scope of your proposed improvements for a commercial development, Development Review (a public hearing process) may be required. This process is described in more detail in Section 20 of the Zoning Regulations for specific information regarding Development Review requirements and processes.

Standard #3: All existing and proposed structures to the density or area requirements of the County Zoning Regulations.

Refer to the copy of Regulations specific to your Zoning District, as provided by the Land Use Support Staff with the completed **Zoning Approval Form**.

I. Density Requirements

All commercially zoned properties in Clear Creek County have density requirements. These requirements vary by zoning district, and specify the maximum percentage of lot coverage for the building footprints, as well as the relationship of the total square footage of all buildings to the total area of the lot, as outlined below:

District	C-N	C-RO	C-TR/ C-OR	C-LM	C-WM	C-1	C-2
Max sq. ft.	5000	N/A	N/A	N/A	N/A	N/A	N/A
Max. sq. ft.	30%	50%	50%	50%	60%	50%	60%
Max. footprint	15%	20%	20%	20%	30%	20%	30%

II. Area Requirements

Multi-Family Developments have area requirements, which can be found in Section 2. (R-3) C.1. of the County Zoning Regulations.

Standard #4: Setbacks conform to the County Zoning Regulations.

All existing and proposed setback measurements shall be measured from the nearest lot line, road right-of-way, or platted right-of-way to the eaves or projections from a building or from decks, for all sides. If no platted right-of-way exists, measurement of the setback begins at the edge of the Required Road Maintenance Area, or as surveyed and recorded with the County Clerk and Recorder's office. Required Road Maintenance Area is the road surface and County maintained drainage features of maintained County roads.

Standard #5: The height of proposed structures conform to the requirements of the County Zoning Regulations.

Height restrictions apply to all Multi-Family residential developments, but not to Commercial developments. The maximum height restriction of residential zoning districts is 35 feet. The height of a building is defined as: The Tallest Side of the Building, excluding Appurtenances.

Tallest Side of the Building: Shall be measured on the side with the greatest vertical distance between the ground surface elevation, where a structure intersects finished grade, and 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.

Appurtenances: The visible, functional, or ornamental objects accessory to and part of a building (e.g. chimneys, vents, and television or radio antennas that do not exceed more than 10% the maximum height allowed).

Standard #6: Proposed uses and structures are in compliance with property restrictions related to a previous land use case approval (e.g., variance, special use permit, plat, official development plan).

The applicant is responsible for obtaining and complying with any platting or special conditions imposed by a land use case, or easements affecting the property. Staff will verify applicable conditions.

Standard #7: Development Standards.

Section 10: Development Standards, contains the minimum standards for developing a commercial building. When the Planning Department reviews the site plan and construction drawings for conformance with the Zoning Regulations, it will review them against the standards in Section 10.

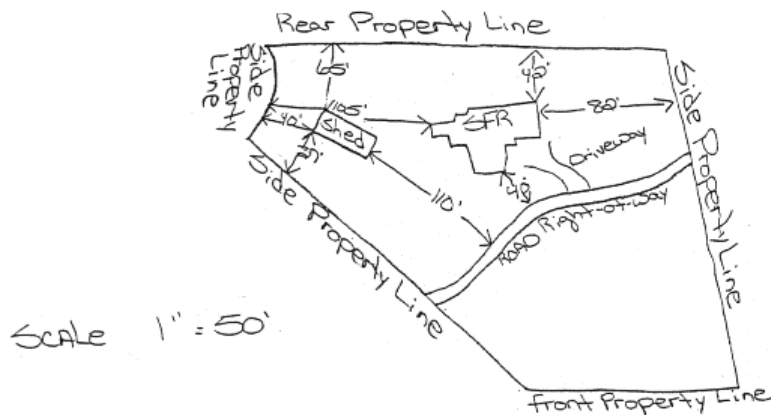
Submittal Requirements

Landowner Authorization Form must be completed by the property owner, and notarized, if they choose to designate a representative to sign other forms for them.

Surveyor Verification: If the proposed structure is within ten feet of the required setback or building envelope boundary, or if a variance has been obtained for a reduced setback, a **Setback Verification Form** or **Building Envelope Compliance Form** must be completed by a licensed surveyor at the time of footings and foundation, and submitted to the Zoning Specialist.

Scaled Site Plan, showing the following:

1. Title block, written and graphic scale, and north arrow designated at true north.
2. Property boundary(s) of the subject property(s), indicating front, rear and side lines
3. Boundaries of adjacent parcels or portions or those boundaries that are in immediate proximity of the subject property(s)
4. Location of all proposed buildings/structures/retaining walls and any existing buildings/structures/retaining walls that will remain
5. Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, driveways, easements, rights-of-way, existing and proposed utilities
6. Setbacks from buildings and structures, 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 of from decks for all sides.
7. Building envelope(s), if applicable
8. Parking areas and spaces
9. Location of signage/advertising, outdoor lighting, landscaping and/or fencing, structural screening elements
10. Total acreage or square footage of parcel
11. Total square footage of all buildings and total square footage of building footprint(s)



Construction Drawings

Scaled Elevation Drawings (north, south, east and west views) indicating the following:

- All proposed buildings/structures and any existing buildings/structures which will be impacted
- Proposed final topography where the buildings/structures intersect with the finished grade including retaining walls/structures
- All exterior signage, lighting and fencing detail
- Scaled Floor Plans
- Total square footage per floor of each proposed and existing structure

Additional Submittal Requirements that may be Necessary

The following submittal requirements may be required as determined by the Planning Director due to site conditions that may exist such as existence of geologic hazards, inadequate infrastructure, high wildlife impact, or extreme wildfire danger.

1. **Analysis of Burden on Public Services and Infrastructure**
Availability of Public Services/Infrastructure
 - a. Verification letters of service from all applicable utility companies
 - b. Analysis of burden on the following services:
 - i. Fire District
 - ii. Ambulance and EMS
 - iii. Sheriff's Office
 - c. Analysis of Burden on Clear Creek School District RE-1
2. **Traffic Analysis**

A traffic report, describing existing and proposed access to the subject property(s) from local, state, and federal road systems. Identify the average daily traffic (ADT), or increase in ADT, that will likely be generated by the proposed development. Describe anticipated impacts from increased traffic resulting from the proposal, including, but not limited to, level of service, congestion, noise, dust, odors, and traffic hazards. If such impacts will occur, describe measures taken to avoid or mitigate such impacts.
3. **Geologic Hazards Analysis**

The Geologic Hazards Analysis shall provide a site specific analysis of how the development will avoid or mitigate existing geologic hazards. It shall contain the following materials:

(a) Site Specific Analysis. A site specific analysis of the property that depicts the locations of geologic hazards regulated by this Section in relation to planned development areas. The map shall also provide an accurate survey depiction, at two (2) foot contour intervals, of those portions of the property that contain slopes in excess of thirty (30) percent.

(b) Impact Evaluation. An evaluation of the potential impacts of the geologic hazards on the proposed development and potential impacts on any property surrounding the subject property. This shall include an evaluation of any recent

natural or human-made activity associated with the geologic hazards and shall provide an expert opinion as to the degree of severity of the potential geologic hazards.

(c) Building Envelopes. For newly proposed development or redevelopment, building envelopes shall be utilized, where applicable, to ensure that structures will be located in areas free of geologic hazards or that have been properly mitigated as to all identified hazards. Plat notes shall be utilized to identify geological hazards present outside of platted building envelopes, as applicable.

(d) Report

A complete report that identifies how the proposed development will avoid or mitigate existing hazards

4. **Wildfire Management Plan**

The Wildfire Management Plan shall provide a detailed site specific analysis which includes the following minimum information:

(1) A schedule delineating how the wildfire mitigation actions identified in the plan will be implemented including, but not limited to, overlot vegetation thinning, creation of fuelbreaks and the installation of working fire hydrants, fire cisterns and or/dry hydrants prior to the introduction of combustible construction materials on the site;

(2) Communication capabilities during construction with the Local Fire Authority having jurisdiction and the type of communication system. A physical address is required for E-911 purposes;

(3) Detailed specification of fire protection equipment and emergency preparedness actions to be installed or implemented and maintained within the subdivision during construction;

(4) Detailed mitigation actions including, but not limited to, thinning and removal of trees and vegetation designed to mitigate wildfire hazard areas. The use of building envelopes may be required to locate structures outside of severe hazard areas, off of steep slopes and outside of draws and canyons;

(5) Identification of the entities responsible for implementing the plan, constructing required improvements, and maintenance in perpetuity of the improvements and appropriate easements, if any;

(6) A map identifying major timber stands and vegetation, locations of fire hydrants, water tanks, cisterns and/or dry hydrants, as well as locations and flows or capacity of fire hydrants, water tanks, cisterns and/or dry hydrants.

5. **Wildlife Analysis**

The purpose of the Wildlife Analysis is to identify the location of wildlife habitat or migration routes, determine potential impacts of development, and identify appropriate avoidance, minimization, and/or impact mitigation techniques. The County encourages the assistance of competent professional technicians at this stage of the planning process.

Conditions of Approval

In the event that the Planning Staff determines that the submittal does not meet an applicable standard(s) as stated herein, the applicant will be informed of the modifications and/or process necessary for compliance with the County Zoning Regulations.

Other Considerations

Use of the property for other than a permitted principal use will require that you first obtain a Special Use Permit.

If you intend to occupy or otherwise use a mobile home, construction trailer, camping trailer or other recreational vehicle on your property prior to or during construction of a permitted principal structure, a Special Use Permit may be required.

Existing zoning violations on the property will delay approval of your permit request until the violations have been resolved or until an Agreement for Compliance is in place.

Using anything other than a survey by a Licensed Surveyor has a margin of error that you should be aware of. For example, an Improvement Location Certificate (ILC) contains disclaimers of accuracy and these have been found to be as much as 10 feet off.

Important Notice! We strongly recommend that a Licensed Surveyor be consulted in the location of your building site and preparation of your site plan - this could range from simply finding corner pins to flagging a boundary to preparing a full fledged survey. As a result of inaccurate site plans and field changes in the excavation, there have been numerous cases before the Board of Adjustment requesting a variance to remedy the setback violation. In the last two years alone, a total of 38 cases were heard by the Board of Adjustment for this type of violation. **The application fee for this type of variance where an encroachment has already occurred can be as high as \$2,000! There is no guarantee that the Board of Adjustment will approve any variance. A denial of such a variance will result in the removal of all or a portion of the structure in violation.**