



**Clear Creek County Annex  
Community Development**

**Site Development  
SINGLE FAMILY RESIDENCE  
REQUIREMENTS**

**PO Box 2000/ 1111 Rose St,  
Georgetown, CO 80444**

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**303-679-2421**

**[sitedev@co.clear-creek.co.us](mailto:sitedev@co.clear-creek.co.us)**

**<http://www.co.clear-creek.co.us/index.aspx?nid=96>**

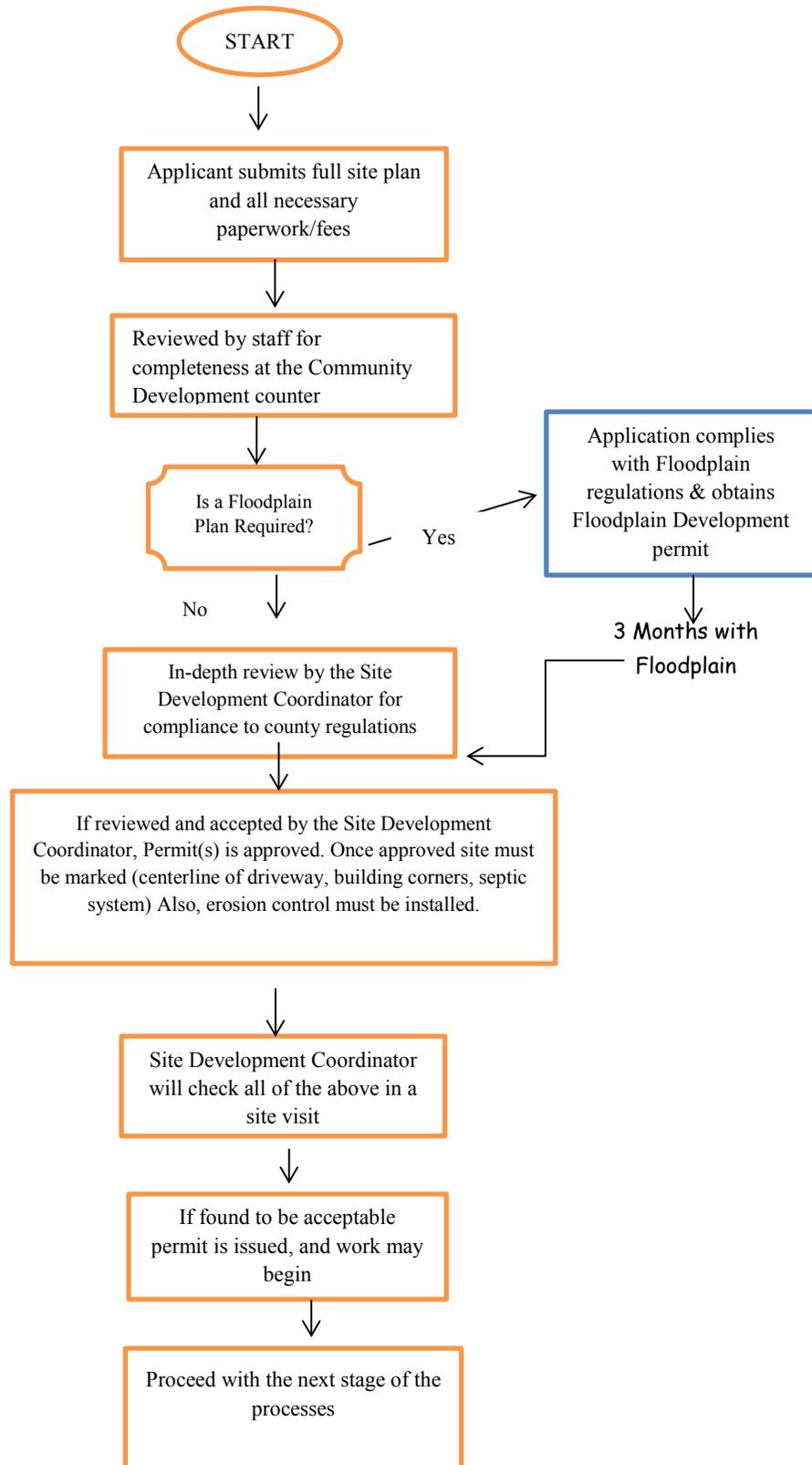
Site Development is responsible for many of the permits for the initial phases of a property's development. The Driveway Permit, Defensible Space Plan, Flood Hazard and Wetlands determination and erosion mitigation are all handled by the Site Development coordinator. After you have completed your Zoning Approval Form and related Site Plan, you will typically start the permitting process here.

Before starting any of these permit processes, you should be fairly certain of the location of all the proposed improvements: the building site, driveway, well, leach field, and roof runoff infiltration system (See Soil Erosion Best Management Practices information on Pages 13-14). Due to the potential change of grade, building height, retaining walls or locations of structures, a rough – in driveway inspection is required before a building permit will be issued. The Environmental Health Department should be contacted for any restrictions on the proposed location of the well and leach field. Another initial consideration is the possibility that your site is located in a floodplain or designated wetlands area. If your property is along a water course, you may wish to contact this the Site Development Coordinator early in your development planning for information and restrictions, the Site Development Coordinator will otherwise make that determination at the point of the driveway permit application, and will contact you if there is a flood hazard or wetlands impact.

This packet will guide you through all of these processes as you work toward your goal of building your mountain residences. Please note that the requirements in this packet are for Site Development Coordinator only. Additional submittal requirements will be required for other applicable County permits and reviews and explained in detail in other packets.

<b>Packet Contents</b>	<b>Page #</b>
Flow Chart.....	2
Site Development Application Checklist .....	3
Driveway Design Standards .....	4-6
Driveway and Excavation Application Requirements.....	6-8
Defensible Space Information and Requirements.....	8-11
Soil Erosion Best Management Practices and Requirements.....	11-12
Slop Stabilization Requirements.....	12
Floodplain and Wetlands Information.....	13
Fee Table for Engineered Driveways.....	13-14
Stages of Required Inspections of Driveway Excavation.....	14
Procedures to request a Site Development Inspection.....	14-15
Maintain Your Defensible Space.....	16
Driveway and Building site Excavation Application Form .....	17-18
Defensible Space Application Form.....	19
Construction Erosion Control Agreement.....	20

Flow Chart



## Site Development

### Application Submittal Check List

#### Required Submittal Documents and Site Development Approvals:

##### Driveway Permits Submittals:

- Ⓢ Complete Driveway and Site Excavation Application Form attached
- Ⓢ Copy of Completed Zoning Approval Form and related Site Plan from the Overview Packet
- Ⓢ Copy of recorded easement for the proposed driveway, if required
- Ⓢ Copy of State Highway Access Permit, if required
- Ⓢ Accurately scaled, engineered Site Plan; please refer to the “Driveway and Excavation Application Requirements” on page 6 for a list and explanation of the required detail. The **NORTH** arrow and **SCALE** of the site plan must be shown. Site plan from the Zoning Approval may be used
- Ⓢ All new driveways shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in Section x107.4 of the 2009 IRC and the 2009 IBC.
- Ⓢ Payment of the fee

##### Defensible Space Permit Submittals:

- Ⓢ Complete Defensible Space Permit Application Form attached
- Ⓢ Payment of the fee

##### Retaining Wall Permit Submittals, when applicable:

- Ⓢ Completed [Retaining Wall Application Form](#)
- Ⓢ **ONE** set of detailed plans, paper or electronic, for retaining wall or other stabilization design prepared and stamped by a **Registered Colorado Licensed Engineer**

##### Best Management Practices (BMP) Permit Submittals, when applicable:

- Ⓢ Complete [BMP Permit Application Form](#) (the form will be provided when a large scale earth disturbance – 2,500 cubic yards and/or 20,000 square feet or more a **Soil Erosion Best Management Practices Permit** will be required)
- Ⓢ Payment of the fee

##### Floodplain & Wetlands Submittals, when applicable:

- Ⓢ Complete [Floodplain Development Application Form](#) ( the form will be provided when Flood Hazard had been determined and a **Floodplain Development permit** will be required)
- Ⓢ Stream channel cross – sectional survey
- Ⓢ Payment of fee
- Ⓢ Copy of letter from Army Corps of Engineers when Wetlands Impact has been identified





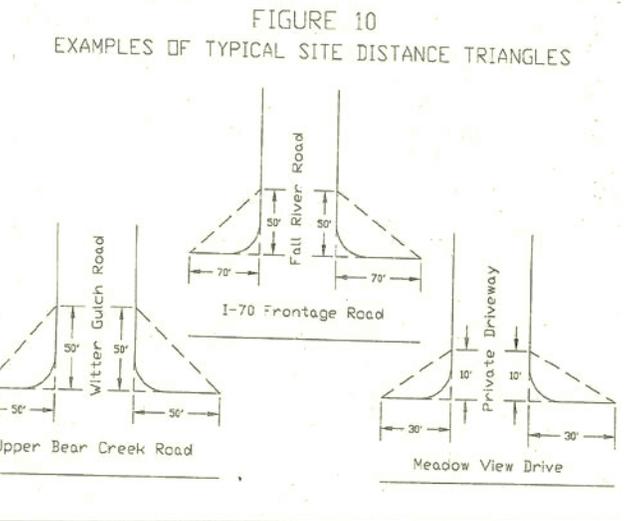
sight distances shall be at least eleven times the posted speed limit.

Ⓢ Driveways shall intersect a public road at right angles to each other. With supporting justification, a relaxation of up to 15 ° can be requested from the county. Driveways shall meet the county road at a positive 4% grade for the length of the Right of Way but not less than 10 feet. Radii or flares of 20 feet are required.

Ⓢ The maximum allowable grade on straight section of driveway is 10%. An exception of 12% can be requested under certain circumstances. Grades from 10% to 12% when allowed shall not continue for lengths greater than 150 feet. A maximum grade of 8% for curves with radius of less than or equal to 50 feet at centerline shall be maintained. Grades through a switchback shall not exceed 4%.

Ⓢ Cut slopes and fill slopes should be constructed no steeper than 1:1 slope (1 foot horizontal to 1 foot vertical). Cut slopes steeper than 1:1 shall be designed by a Colorado licensed engineer, prior to approval from the county. In areas of solid rock, slopes shall not be cut steeper than ½: 1. Open rock cuts greater than ten (10) feet in height and steeper than ½:1 slope, or greater than twenty (20) feet in height and steeper than 1:1 slope shall be designed by a Colorado licensed engineer.

Ⓢ All Driveway access from existing private or public roads, which interfere with a natural or constructed drainage course, shall provide a drainage culvert. The culvert shall be a minimum of 18 inch diameter or of a diameter which will carry the flow of a 10 year storm event, as determined by Site Development Coordinator. The culvert shall be positioned offset to the drainage ditch centerline and away from the traveled portion of access road.



Ⓢ Cross road drainage must be provided at a

minimum of every 800 feet or where an identifiable drainage course is defined, with culvert(s) a minimum of 18 inch diameter or of a diameter which will carry the flow of a 10 year storm event, as determined by the Site Development Coordinator.



- Ⓢ The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control shall consist of effective planting as a permanent control measure. Permanent soil stabilization measures shall be installed within thirty days after final grade is reached. Planting shall occur within the next window of opportunity, should construction be completed during the winter months. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety. Existing trees, shrubs and grasses should be preserved where possible to prevent erosion.
- Ⓢ All topsoil shall be salvaged and redistributed. Any applicant creating an earth disturbance greater than 2,500 cubic yards and/or 20, 000 square feet shall be required to



apply for a **Soil Erosion Best Management Practices Permit**.

- Ⓢ During construction, emergency access must be maintained at all times.
- Ⓢ Failure to comply with any portions of these driveway and private road design standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed.
- Ⓢ All bridges shall be designed by a Colorado licensed engineer to meet Colorado Department of Transportation requirements and specifications. Bridges shall meet elevation requirements of the Clear Creek County Floodplain Regulations (2007) if located in zone A, as determined by the Flood Insurance Rating Map.
- Ⓢ All driveways and roads, which cross water courses designated as “Waters of the State” by the Army Corps of Engineers, must meet the requirements set forth by the Army Corps of Engineers for permitting before the county permits can be issued.
- Ⓢ A minimum 400 square foot parking area is required in lieu of meeting driveway design standards.

When necessary, deviations from these standards may be requested. Deviations will not exceed 18%. If determined appropriate, or if the public roadway that accesses your property is not a county maintained road, the increased hazard will be required to be mitigated by conforming to the “**Wildfire Mitigation Point System,**” Please refer to the Building Department requirement packet.



### **Driveway and Site Excavation Application Requirements**

All driveways, road cuts or building site excavations in Clear Creek County **MUST** have a driveway and excavation permit **applied for and issued** before any excavation has begun, whether the construction site is on a county maintained or non – maintained road. Please contact the Road and Bridge Department for any road cut permits needed for utility installation.

All new driveways shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in Section x107.4 of the 2009 IRC and the 2009 IBC.

**The proposed driveway centerline, excavation site and/or building footprint and adjacent property lines shall be staked out in advance of the initial inspection.**

**The following detail must be depicted on both your application and scaled site plan:**

SCALED SITE PLAN ( <b>MUST</b> BE COMPLETE with the following criteria)			
SITE PLAN MUST INCLUDE THE FOLLOWING:			
YES	NO	N/A	(TO BE CHECKED 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
			• Legend, for engineered plans
			• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			• Total acreage or square footage of parcel
			• Driveway Turnaround (see Attached Figure, if applicable)
			• 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, right – of – way, driveways, turnouts/turnarounds, easements ( <b>attach easements and CDOT assess permit</b> if applicable)
			• Location and dimension of any <b>PROPOSED</b> building/structures, retaining walls
			• Location and dimension of any <b>EXISTING</b> building/structures, retaining walls
			• Location and dimension of any <b>PROPOSED</b> well, septic tank(s) & leach field
			• Location and dimension of any <b>EXISTING</b> well, septic tank(s) & leach field
			• Locations and dimension and count for all existing and proposed parking lots and spaces
			• Location and dimension of all existing and proposed utilities & utility easements, including water & sewer lines
			• Location and dimensions of all existing and proposed drainage devices
SCALED SITE PLAN ( <b>MUST</b> BE COMPLETE with the following criteria)			
SITE PLAN MUST INCLUDE THE FOLLOWING:			
YES	NO	N/A	(TO BE CHECKED BY COUNTY STAFF)
			• Erosion control features types and placement, permanent and temporary

			<ul style="list-style-type: none"> <li>• Square footage of each building/structure’s footprint</li> </ul>
			<ul style="list-style-type: none"> <li>• Setbacks from building 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, <b>to the eaves or projections from the building or structure (including decks)</b></li> </ul>
			<ul style="list-style-type: none"> <li>• Actual width of the access road as traveled, as well as the width of the right of way</li> </ul>
			<ul style="list-style-type: none"> <li>• Distance from the driveway to the nearest road intersection</li> </ul>
			<ul style="list-style-type: none"> <li>• Surface width of the proposed driveway, total length of the proposed driveway</li> </ul>
			<ul style="list-style-type: none"> <li>• Horizontal angle of the approach where the driveway intersects the access road must be shown.</li> </ul>
			<ul style="list-style-type: none"> <li>• Maximum grade of the proposed driveway and the length of any part(s) of the driveway which will exceed 10% grade must be shown.</li> </ul>
			<ul style="list-style-type: none"> <li>• Inside turning radius of each switchback of the proposed driveway must be shown.</li> </ul>
			<ul style="list-style-type: none"> <li>• Location and dimension of <b>proposed</b> rooftop runoff infiltration system (all roof structures in excess( 1,750 sq ft)</li> </ul>

**IF NO IS CHECKED OFF IN ANY CATEGORY, THE SITE PLAN WILL NOT BE ACCEPTED**

### Defensible Space Information and Requirements

A component of the **Wildfire Hazard Mitigation Plan**, which was implemented in 1996, is the development of a defensible space for all new construction and for additions of greater than 400 square feet to existing structures. It was established to reduce the hazards of the spread of fire for the protection of life and property. When the completed application and permit fee have been submitted, the Site Development Coordinator will meet with the applicant at the site, ideally at the same time that the initial driveway inspection is performed. The purpose of the meeting is to evaluate the property and the proposed improvements, establish the fire safety zones and to mark the trees and lower branches, which will be required to be removed.

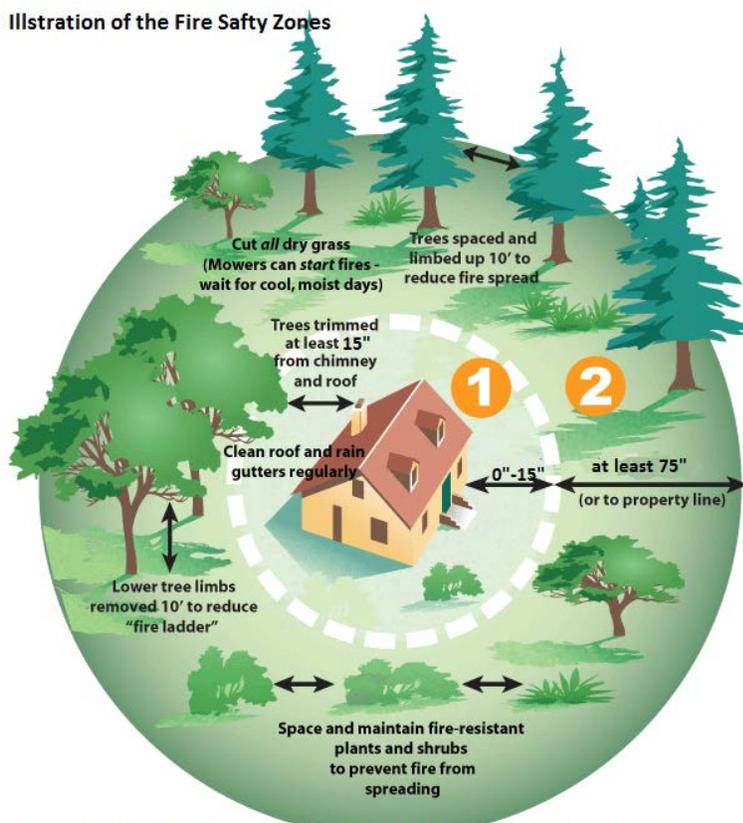
### Establishing the Fire Safety Zone

To develop the most effective Defensible Space Plan possible, the property is evaluated and divided into 3 zones. The following are explanations and illustrations of the zones and their role in your Defensible Space Plan:

**Zone 1** is the area immediately adjacent to the structure and the driveway. This zone is the area where the most modification and treatment will occur. It consists of an area of 15 feet around the structure in which all flammable vegetation is removed. This 15 foot area is measured from the outside edge of the home's eaves and any attached structures, such as decks.

Landscaping within Zone 1 should adhere to a few simple guidelines. Nothing should be planted

Illustration of the Fire Safty Zones



within 3 to 5 feet of the structure, especially if the building is sided with wood or other flammable materials. Decorative rock, for example, creates an attractive, easily maintained, non-flammable ground cover. If the building is sided with a non-combustible material, then a widely spaced planting of low shrubs is acceptable. Make sure not to plant the shrubs directly under windows or next to foundation vents. Firewood and other combustible materials must not be stored within Zone 1. For maximum safety, the area under decks should have a gravel ground cover and should not be used as a storage space.

Figure 1: outlines of some of the steps taken in zones one and two

Aspen Trees are referred to as a fire resistant tree. Healthy Aspen's are permitted and encouraged within Zone 1.

\*A note about Aspen Trees –

**Zone 2** is an area of fuel reduction designed to reduce the intensity of any fire approaching your home. The size of Zone 2 is dependent on the slope of the ground. As a general rule of thumb, Zone 2 should extend at least 75 to 125 feet from the structure. On a most property, Zone 2 is typically delineated as 75 feet uphill and 125 feet downhill from the structure. The goal of Zone 2 is to thin out the trees and large shrubs while promoting overall forest health.

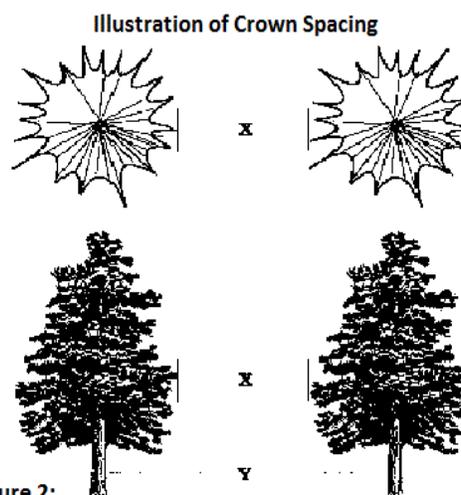
The first step in establishing Zone 2 is to remove all dead, diseased, or downed trees. From there, thin the trees and large shrubs so there is between 10 and 15 feet between tree crowns. Crown separation is measured from the furthest branch of one tree to the nearest branch on the next tree (Figure 2). On steep slopes, allow more space between tree crowns (Figure 3). Once the trees are properly thinned, remove all ladder fuels from under the remaining trees and carefully prune tree limbs to a height of 10 feet or 1/3 of the overall tree height – whichever is less. Isolated shrubs may remain, provided they are not under tree crowns.

Dispose of all slash (limbs, branches and other woody debris) by either chipping or spreading through the lot or by removing it from the property.

The Clear Creek County Transfer Station offers chipper rental to county residents at a reasonable daily rate. They also collect slash at the Transfer Station for disposal. If chipping and spreading slash, keep the depth of the spread slash to less than 4 inches.

Locate propane tanks at least 30 feet from any structures, preferably at the same elevation of the house. Do not locate propane tanks downhill from the structure. Stack firewood and woodpiles uphill or on the same elevation of the structure and at least 30 feet from the structure. Firewood should never be stacked against the structure, even during winter months.

\*A note about areas of Lodgepole Pine – Lodgepole Pines, when thinned out individually, are susceptible to damage and uprooting by high winds (wind throw). Lodgepoles are more resistant to this when left in clumps of between 6 and 8 trees. Therefore, when marking areas of Lodgepole for thinning, crown spacing is to be measured between clumps of trees and not individual trees.



**Figure 2:**  
 X= Crown Spacing, so not measure between stems for crown - measure between the edges of the tree crowns.  
 Y= Prune trees to a height of 10 feet

% Slope	Tree Crown Spacing	Brush and Shrub Clump Spacing
0-10%	10'	2 ½ x Shrub Height
11-20%	15'	3 x Shrub Height
21-40%	20'	4 x Shrub Height
>40%	30'	6 x Shrub Height

**Zone 3** is the area of existing forest from the edge of Zone 2 out to the property boundaries. Traditional forest management in the area will target dead, diseased and damaged trees allowing continued health of the surrounding forest and the property's aesthetics.

## Commonly Asked Questions about Defensible Space

**“What is a defensible space and why do I need this?”** According to the National Wildfire Coordinating Group, it is defined as “a fuel break adjacent to improvements, in which you can safely defend the improvements.” In order for a structure to survive a wildfire, radiated heat and fire intensity must be kept to a minimum. This is accomplished by a combination of clearing and thinning for trees and other vegetation around the proposed or existing structures and along the driveway. Our defensible space requirements are designed to minimize the impact to the property while still providing safety for the structures, the inhabitants, and the firefighters.



**“How are the trees selected?”** The trees are selected by considering the crown spacing, the types of trees and topographical characteristics of the property. As a fire grows in intensity, it can move into the crowns of the trees and by a heat transfer mechanism known as convection, it will rapidly move up slope and down wind. The crown spacing must be wider when closer to

the home, and can be narrower as the distance from the home creases. Smaller trees and diseased trees will be selected first. The homeowner’s selection of “special” trees, for screening and aesthetics, will be considered and worked around whenever possible.

**“Do I have to clear cut everything from around my home?”** This is a common misconception of the defensible space program. The area immediately adjacent to the home is 15 feet wide. If the home is sided with flammable material, it is advised not to plant any trees, shrubs or flammable ground cover in this area. If non – combustibile siding is used, widely spaced shrubs are acceptable but should not be planted under windows or next to vents. From this zone, extending out away from the home, crown spacing decreases gradually and additional lower branches are allowed to remain.

**“What else can I do to help protect my home?”** Please see page 16 maintaining Your Defensible Space

### Soil Erosion Best Management Practices Information and Requirements

In order to prevent any earth disturbing activity from adversely affecting water quality, erosion control and revegetation are handled through the Soil Erosion Best Management Practices (SEBMP) Permits. In most instances, the BMP Permit for a single family residence will be handled as a part of the Driveway Permit for that property.

© The following guidelines will be used to control erosion for most residential development

- Ⓢ Both temporary and permanent measures will be utilized to prevent soil erosion and to protect water quality
- Ⓢ Sediment control logs are to be used to control erosion as a temporary method while construction is taking place. These sediment barriers are to be in place on any new disturbed earth by the end of that working day
- Ⓢ When possible top soil must be stock – piled away from roads or waterways and should be revegetated while being stock – piled
- Ⓢ Preserve existing trees, shrubs and grasses where possible to prevent erosion. A site plan should indicate a green belt that will remain around a property’s perimeter. In large areas of disturbance, replacing trees and bushes may be required.
- Ⓢ In dry areas, mulching may be used to protect germinated seeds. On steeper slopes staked netting or matting may be necessary.

When the proposed earth disturbance is 2,500 cubic yards and/or 20,000 square feet or greater, a separate BMP permit will be required, and the SEBMP **Application Form** and detailed requirements will be provided by Site Development Coordinator.

\*Additionally, **Infiltration Systems** are required on all BMP permits and for all development where the roof square footage area is greater than 1,750 square feet. Contact the Site Development Coordinator for detailed requirements. Additional information can also be found in the County’s [2012 Mountain Driveway Soil Erosion Best Management Practices Manual](#).

### **Slope Stabilization Information and Requirements**

One of the aspects of erosion control is the stabilization of all fill and cut slopes. As discussed in the driveway design standards, all cut and fill slopes and banks are required to be constructed to maintain a slope not steeper than ½:1 (horizontal : vertical). In areas of solid rock, steeper slopes of ½: 1 is allowed. Slopes and rock steeper than this, or greater than 4 feet in height, will require a retaining wall permit, and the retaining wall(s) or other methods of stabilization shall be designed by a Colorado Licensed Professional Engineer. Excessive bank cuts, as determined by the Site Development

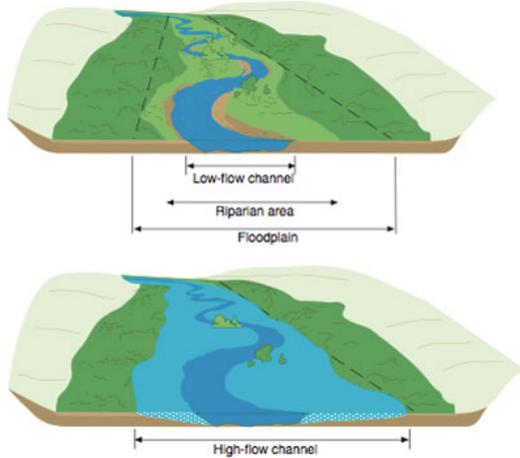


Coordinator, may need to be retained by structural retaining walls to prevent the slopes from sliding, during periods of heavy moisture or from sloughing into the roadways or otherwise causing heavy siltation in waterways. The [Retaining Wall Permit](#) application form and additional information will be provided, when required by Site Development Coordinator.

## Floodplain and Wetlands Information

If your property is adjacent to one of the county's main watercourses, your property may have a designated Flood Hazard Zone, and you will have to conform to the Clear Creek County Floodplain Regulations. These regulations are designed to protect properties along these watercourses from damage due to unexpected rises in the base flood elevations as a result of development activities. The Site Development Coordinator can be contacted to make a Flood Hazard determination early on in your development planning, or the determination will be made

at the time your driveway permit is processed and issued.



It is in your best interest to investigate the Flood Hazard potential of your property as early as possible, as the process of obtaining a floodplain development permit can add substantially to the amount of time required for the issuance of your permits.

When a bridge is required, the structure must meet elevation requirements of the Clear Creek County Floodplain Regulations (2007)

if located in a Zone A, as determined by the Site Development Coordinator, using the flood insurance rating maps. A building permit will also be required for the proposed bridge, and the building department information packet will explain the requirements.

In many areas of our County, there are designated wetlands which must be protected from damage. Although Clear Creek County does not have authority to regulate jurisdictional wetlands, it is in our best interest to ensure that property owners are aware of the permitting procedures necessary for wetland development, as required by U. S. Army Corps of Engineers. Copies of all correspondence with Army Corps of Engineers must be provided to this the Site Development Coordinator.

**SITE DEVELOPMENT DEPARTMENT FEE SCHEDULE**  
*Effective August 16, 2016*

<b>Classification</b>	<b>Fee</b>
<b>Residential &amp; Small Commercial</b>	
Defensible Space Permit .....	\$150.
Voluntary Defensible Space Inspection .....	\$75.
<b>Large Construction Projects</b>	
Fire Breaks and Defensible Space Thinning.....	\$150. / acre
<b>Other</b>	
Requests for Deviation from the Design Standards.....	\$250.
Permit Renewal.....	25% of orig. permit fee
Permit Transfer .....	25% of orig. permit fee
Inspection outside of normal hours (min. charge 2 hr.) .....	\$50.00/hr
Reinspection .....	\$50.00/hr
Inspections where no fee is specifically indicated (min. charge ½ hr).....	\$50.00/hr
Site or Plan Review (minimum charge ½ hr).....	\$50.00/hr

**Permits Processed by Outside Consultants**

Permits processed by outside consultants will be charged the full fee charged by the consultant, plus a 5% administrative fee as described below:

1. An application will be submitted . Within three (3) business days after an application for a permit has been accepted as complete, the Community Development Division Director shall provide an estimate of the amount necessary to cover consultant costs of reviewing and processing the application,
2. Once the estimate is established, the Community Development Division Director shall notify the Applicant, in writing, of the estimated fee. Until the fee is paid, the application shall be incomplete and shall not be further processed.
3. The amount of the fee determined under paragraph 2 above may be increased at any time if it is determined by the Community Development Division Director that the fee is not sufficient to cover all costs associated with the application. In that event, the Community Development Division Director shall notify the applicant in writing of the amount of the increase. Not later than ten (10) days following the notice, the applicant shall pay the amount of the increase. If the increase is not timely paid, the application shall be deemed withdrawn by the applicant.
4. If the total consultant cost plus 5% administrative fee is less than the total costs collected by the County, the excess, when greater than the fee deposit amount, shall be refunded after issuance of the permit.

## **Stages of Required Inspections of Driveway Excavation**

1. Initial inspection prior to any work for site evaluation and compliance with driveway design standards. Trees may be marked for the defensible space permit and checks that Soil Erosion Control is in place per Construction Erosion Control Agreement, if all meet Site Development Coordinators requirements and there are no other issues permit will upon return to office.
2. Rough – In inspection (must be completed and signed – off prior to issuance of building permit)
3. Final inspection after the final grade. Defensible space and revegetation must be complete.

### **Procedures to Request a Site Development Inspection**

In order to manage all the inspections requested for all open permits, we must ask that you follow the established procedures. We will make every effort to perform the requested inspections within 48 hours of receiving your



request. It is preferable to combine the final driveway inspection and the final defensible space inspection. The Site Development Coordinator will contact you to arrange that meeting. There may be circumstances where the inspections, and be delayed, and you will be notified when that is the case.

**READ THESE NOTES AND THE ATTACHED PERMIT/APPLICATION CAREFULLY.**

**FAILURE TO COMPLY WITH ANY PORTION OF THE ATTACHED PERMIT/APPLICATION WITHOUT PRIOR APPROVAL BY THE SITE DEVELOPMENT WILL RESULT IN REVOCATION OF THE PERMIT OR DENIAL OF FINAL APPROVAL!!**

**INSPECTIONS:**

Inspections shall be performed for every permit. Each permit will have at least an initial and a final; some permits will have more inspections.

**INSPECTION NOTICE:**

We need at least 24 hours' notice of inspection. There will be times that the inspection will not be able to be performed on the following work day due to meetings, holidays, etc. In those instances the inspections will be performed as soon as possible.

**TO REQUEST SITE DEVELOPMENT INSPECTIONS**

**CALL THE CLEAR CREEK COUNTY SITE DEVELOPMENT INSPECTION LINE:**

**303-670-7571**

The voice will prompt you to leave the following information:

- Name and Phone Number of Person Requesting Inspection
- Permit Number and Address of the Property
- Type of Inspection Being Requested. (Any further information i.e., special instructions, lock box or gate combination, requested date for the inspection if other than the next inspection day, or other special message can be left on the inspection line by just continuing to speak.)

BE PREPARED WITH THE REQUIRED INFORMATION BEFORE YOU CALL. IT IS VERY IMPORTANT TO WAIT FOR THE TONE BEFORE SPEAKING AND PLEASE SPEAK CLEARLY.

**A FINAL INSPECTION MUST BE COMPLETED, PER COUNTY REGULATIONS; IN ORDER TO FINAL ALL SITE DEVELOPMENT PERMITS.**

## Maintaining Your Defensible Space

Once your defensible space is established, maintenance of the space is very important. Your home is located in a forest that is dynamic, always changing. Trees and shrubs continue to grow, plants die or are damaged, and new growth occurs. Like your home, defensible space requires maintenance. The following checklist should be used on a yearly basis to determine if additional work/maintenance is necessary.

### Defensible Space and FireWise Annual Checklist

- Ⓢ Trees and shrubs are properly thinned and pruned within the defensible space. Slash from thinning is properly disposed of.
- Ⓢ Roof and gutters are clear of debris.
- Ⓢ Branches overhanging the roof and chimney are removed.
- Ⓢ Chimney screens are in place and in good condition.
- Ⓢ Grass and weeds are mowed to a low height.
- Ⓢ An outdoor water supply is available, complete with a hose and nozzle that can reach all parts of the house.
- Ⓢ Fire extinguishers are checked and in working condition.
- Ⓢ The driveway is wide enough. The clearance of trees and branches is adequate for fire



and emergency equipment to access your property.

- Ⓢ Road signs and your name and/or house number are posted and easily visible.
- Ⓢ There is an easily accessible tool storage area (shed) with rakes, hoes, axes, and shovels for use in case of a fire.
- Ⓢ You have practiced family fire drills and your fire evacuation plan.
- Ⓢ Your escape routes, meeting points and other details are known and understood by all family members.
- Ⓢ Attic, roof, eaves and foundation vents are screened and in good condition.
- Ⓢ Trash and debris accumulations are removed from the defensible space.

**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)

# ZONING VERIFICATION FORM / ZONING APPROVAL FORM

INFORMATION REQUIRED TO OBTAIN ZONING APPROVAL FOR DRIVEWAY, SEPTIC SYSTEM AND BUILDING PERMITS  
& TO OBTAIN ZONING APPROVAL FOR PROPOSED USES

THIS IS ALSO USED AS A ZONING CERTIFICATE / ACKNOWLEDGEMENT

CLEAR CREEK COUNTY PLANNING DEPARTMENT      PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444  
 ☎ 303.679.2436    📠 303.569.1103    <http://www.co.clear-creek.co.us/index.aspx?nid=124>

**The applicant is responsible for the accuracy and completeness of all information submitted to the Planning Department.**

SITE INFORMATION	
Parcel # or Legal description: _____	Site Address (if assigned): _____
OWNER(S)	APPLICANT
Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach)	<input type="checkbox"/> no (not applicable)
Name: _____ Additional Name: _____ Mailing address: _____ Phone: _____ Cell: _____ Email: _____	Name: _____ Company: _____ Mailing address: _____ Phone: _____ Cell: _____ Email: _____
INFORMATION REQUIRED FOR ALL PROJECTS	
Parcel Size(acres): _____	Will this project create an additional dwelling unit? <input type="checkbox"/> yes <input type="checkbox"/> no
Has the property been part of an approved land use case? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please list project name(s) and/or case number(s): _____	
PROJECT TYPE AND USE (Check all that apply)	
<b>Primary Use:</b> <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Duplex/Townhome <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial (Type _____) No. of bedrooms: Existing _____ Proposed _____ <input type="checkbox"/> NA	
<b>Permit Type:</b> <input type="checkbox"/> Building <input type="checkbox"/> Driveway <input type="checkbox"/> Defensible Space <input type="checkbox"/> Excavation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Floodplain <input type="checkbox"/> BMP's <input type="checkbox"/> Septic	
<b>Project Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition	
<b>Accessory Use:</b> <input type="checkbox"/> Garage <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Freestanding Solar System <input type="checkbox"/> Other _____	
<b>Description of Proposed Work:</b> (example: 2-story residence with part-finished basement. Basement includes 900sf w/ rec. room, mech. room & storage, 1 <sup>st</sup> floor includes 900sf w/ great room, kitchen, laundry & powder room, 2 <sup>nd</sup> floor includes 600sf w/ loft, master bedroom & bath)	
_____ _____ _____	
SCALED SITE PLAN ( <b>MUST</b> BE COMPLETED FOR ALL PERMITS) See following page for Site Plan requirements	

By signing below, I understand that:

I am responsible for the accuracy of the information on the Site and Elevation drawings which I have provided and it is my responsibility to obtain any and/or all recorded platting or special conditions imposed by a land use case which are applicable to this property. I further understand that it is my responsibility to comply with all conditions, including setbacks, which are applicable to this property.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY COUNTY STAFF:**

Verified Zoning: \_\_\_\_\_ Min. lot size required to build: \_\_\_\_\_ acres Max. building height: \_\_\_\_\_

Verified Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Platting or special conditions imposed by a land use case are applicable: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Site Plan Requirements for ALL Permits			
SCALED SITE PLAN ( <b>MUST BE COMPLETED</b> 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: <b>If no is checked off in any category, the site plan will not be accepted.</b>			
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 ( <b>attach easements and CDOT access permit</b> )
			• Location and dimensions of any <b>existing</b> buildings/structures, retaining walls
			• Location and dimensions of any <b>existing</b> well, septic tank(s) & leach field that will remain
			• Location and dimensions of all <b>proposed</b> buildings/structures, retaining walls
			• Location and dimensions of all <b>proposed</b> 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 ( <b>attach easements</b> )
			• 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, <b>to the eaves or projections from the building or structure (including decks)</b>
			• 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 <b>proposed</b> 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



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# CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

## CONSTRUCTION SITE SEDIMENT EROSION CONTROL AGREEMENT FORM

As stated in the **Clear Creek County Roadway Design and Construction Manual** Section 4.8.10 – 4.8.12, *Temporary erosion protection shall be installed prior to excavation activities. All erosion control devices shall be maintained so that they function as designed.*

Please be advised that failure to provide erosion control throughout the life/duration of your permit(s) will result in the issuance of a stop work order. Once a stop work order is issued, all site activity must cease until approved sediment erosion control is provided. If a stop work order is issued a minimum of two inspections will be performed a \$101.00 inspection fee will be levied against the applicant.

### PLEASE DESCRIBE THE PROPOSED METHODS OF SEDIMENT EROSION CONTROL:

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If any site disturbance occurs prior to permit issuance a minimum \$50.00 inspection fee will be levied against the applicant.

- **DO NOT PLACE SEDIMENT EROSION CONTROL IN THE ROAD RIGHT - OF - WAY**

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

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Signature

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Print name

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Date



"Honoring Our Past,  
While Designing Our Future"

# DEFENSIBLE SPACE APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT  
PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303.679.2352 ☎ 303.679.2421  
☎ 303.569.1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

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

FEES: Application Fee is \$150.00

The applicant is responsible for the accuracy and completeness of all information submitted to the Site Development Department.

## SITE INFORMATION

Parcel # or Legal description: _____ _____ _____	Access Road Name or Number: _____ _____ Site Address(if existing): _____ _____
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## APPLICANT

Signed and notarized Landowner Authorization form yes (please attach) no (not applicable)

Name: _____ _____	Name: _____ Company: _____
Additional Name: _____	Additional Name: _____
Mailing Address: _____	Mailing Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____
Email: _____	Email: _____

## PROJECT TYPE AND USE (Check all that apply)

**Non-Voluntary:** New Addition

**Building Type:** Single Family Duplex/Townhome Commercial Multi-Family

**Accessory Use:** Garage \_\_\_\_\_ Attached \_\_\_\_\_ Detached Accessory structure Deck Other \_\_\_\_\_

**Voluntary:**  Vacant Parcel  Parcel with existing structures

## INFORMATION REQUIRED FOR ALL PROJECTS

Zoning Approval Form (signed-off by Planning Department)

Copy of Site Plan submitted with Zoning Approval Form

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

SDS# \_\_\_\_\_ Rec'd by \_\_\_\_\_



**DRIVEWAY & BUILDING SITE EXCAVATION APPLICATION**

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303-679-2352 ☎ 303-679-2421

☎ 303-569-1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

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

Fees: See Fee Table

**No person shall conduct any earth disturbing activity without first obtaining a permit. If work begins without a permit, all necessary permits will be double fee.**

The applicant is responsible for the accuracy and completeness of all information submitted to the Site Development Department.

SITE INFORMATION	
Parcel # or Legal description: _____ _____ _____	Access Road Name or Number: _____ _____ Site Address(if existing): _____ _____
APPLICANT	
Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach) <input type="checkbox"/> no (not applicable)	
Name: _____ _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____	Name: _____ _____ Company: _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____
PROJECT TYPE AND USE (Check all that apply)	
<b>Project Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Rehabilitation	
<b>Primary Use:</b> <input type="checkbox"/> Driveway <input type="checkbox"/> Building Site Excavation	
<b>Building Type:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex/Townhome <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Demo	
<b>Accessory Use:</b> <input type="checkbox"/> Garage _____ Attached _____ Detached <input type="checkbox"/> Accessory structure <input type="checkbox"/> Parking Area <input type="checkbox"/> Bridge <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other _____	

**UNLESS OTHERWISE REQUIRED BY THE SITE DEVELOPMENT COORDINATOR, ALL NEW DRIVEWAYS GREATER THAN 100 FEET IN LENGTH SHALL BE ENGINEERED BY A LICENSED COLORADO ENGINEER THAT MEETS ENGINEERED GRADING REQUIRMENTS OUTLINED IN SECTION X107.4 OF THE 2009 IRC AND THE 2009 IBC.**

INFORMATION REQUIRED FOR ALL PROJECTS		
<input type="checkbox"/> Zoning Approval Form (signed-off by Planning Department)	<input type="checkbox"/> Copy of easement(s)	<input type="checkbox"/> Copy of CDOT or other Access Permit(s), as required
<input type="checkbox"/> Scaled Site Plan (Refer to Application Information page for requirements)	<input type="checkbox"/> Copy of Army Corps of Engineers Permit(s), as required	
Frontage of lot along access road _____ ft	As-traveled width of access road _____ ft / Right-of-way width of access road, if different _____ ft	
Sight distance along access road from driveway: Left _____ ft Right _____ ft		
Distance from driveway to nearest road intersection _____ ft	Horizontal angle of driveway approach to access _____ %	
Width of proposed primary driveway _____ ft	Total length of proposed primary driveway _____ ft	
If add'l. driveway requested, width of secondary driveway _____ ft	If add'l. driveway requested, length of secondary driveway _____ ft	
Maximum grade of proposed driveway _____ %	Length of section(s) exceeding 10% grade _____ ft _____ ft	
Inside turning radii of each turn: 1 <sup>st</sup> turn _____ ft      2 <sup>nd</sup> turn _____ ft      3 <sup>rd</sup> turn _____ ft		
Is a culvert required <input type="checkbox"/> Yes <input type="checkbox"/> No	Size in Diameter _____ in Length _____ ft Material _____ ft	
Estimated total volume of earth to be moved (c.y.) _____		
Cut(c.y.) _____ Fill (c.y.) _____		
Total area of site disturbance (s.f.) _____		
Areas and types of proposed mitigation to control off-site erosion (attach description and indicate on Site Plan) _____ _____ _____		
Proposed revegetation schedule (attach description and indicate on Site Plan) _____ _____ _____		
NOTE: SCALED SITE PLAN <b>MUST</b> BE SUBMITTED WITH APPLICATION (See Site Plan requirements on permit information page)		

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date