



**Clear Creek County Annex
Community Development**

Site Development

**BEST MANAGEMENT
PRACTICES INFORMATION**

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

303-679-2352

303-679-2421

sitedev@co.clear-creek.co.us

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

In order to prevent any earth disturbing activity from adversely affecting water quality, erosion control and revegetation are handled through the Best Management Practices (BMP) Permit. A Major BMP permit is required when the proposed earth disturbance is 2,500 cubic yards and/ or 20,000 square feet or grater. A Minor BMP permit is required at the discretion of the Site



Straw wattles/erosion control blankets



Vehicle tracking pad

Development Coordinator for all other excavation not currently covered under other Site

Development permits. The submittal required for this type of permit is as follows

- If the applicant is not the legal owner of the property, submit a signed and notarized **Land Owner Authorization Form**
- Complete Zoning Approval Form
- Complete Soil Erosion Control Best Management Practices Application
- One set of Engineered Stamped Grading and Drainage Plans for Major BMP permits.
- Accurately scaled **Site Plan** (see requirements **BACK OF PAGE**)
- Payment of the fee

SCALED SITE PLAN (MUST BE COMPLETE with the following criteria)			
SITE PLAN MUST INCLUDE THE FOLLOWING:			
YES	NO	N/A	(TO BE CHECKED BY COUNTY STAFF)
			<ul style="list-style-type: none"> Plan is drawn to scale & is a common engineering scale (i.e. 1"=20')
			<ul style="list-style-type: none"> Scale is larger than 1"=50'
			<ul style="list-style-type: none"> Title block, written & graphic scale, north arrow designating true north
			<ul style="list-style-type: none"> Legend, for engineered plans
			<ul style="list-style-type: none"> Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			<ul style="list-style-type: none"> Total acreage or square footage of parcel
			<ul style="list-style-type: none"> Building envelope(s), if applicable
			<ul style="list-style-type: none"> 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 (attach easements and CDOT assess permit if applicable)
			<ul style="list-style-type: none"> Location and dimension of any PROPOSED building/structures, retaining walls
			<ul style="list-style-type: none"> Location and dimension of any EXISTING building/structures, retaining walls
			<ul style="list-style-type: none"> Location and dimension of any PROPOSED well, septic tank(s) & leach field
			<ul style="list-style-type: none"> Location and dimension of any EXISTING well, septic tank(s) & leach field
			<ul style="list-style-type: none"> Location and dimension of all existing and proposed utilities & utility easements, including water & sewer lines
			<ul style="list-style-type: none"> Location and dimensions of all existing and proposed drainage devices
			<ul style="list-style-type: none"> Erosion control features types and placement

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



CLEAR CREEK COUNTY SITE DEVELOPMENT

READ THESE NOTES

AND THE ATTACHED PERMIT CAREFULLY. FAILURE TO COMPLY WITH ANY PORTION OF THE ATTACHED PERMIT WITHOUT PRIOR APPROVAL BY THE SITE DEVELOPMENT DEPARTMENT 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 AN 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.



"Honoring Our Past,
While Designing Our Future"

BEST MANAGEMENT PRACTICES 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: See Site Development fee schedule

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: _____
TYPE OF BEST MANAGENT PRACTIES PERMIT	
Project Type: <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
DESCRIPTION	
Estimated amount of cubic yards to be moved _____	
Cut _____ Fill _____ Total site disturbance _____	
DESCRIPTION OF PROPOSED EROSION CONTROL _____	

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

SBP# _____ Rec'd by _____

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: _____	Name: _____
Additional Name: _____	Company: _____
Mailing address: _____	Mailing address: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____
Email: _____	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)	
Primary Use: <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	
Permit Type: <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	
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition	
Accessory Use: <input type="checkbox"/> Garage <input type="radio"/> Attached <input type="radio"/> Detached <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Freestanding Solar System <input type="checkbox"/> Other _____	
Description of Proposed Work: (example: 2-story residence with part-finished basement. Basement includes 900sf w/ rec. room, mech. room & storage, 1 st floor includes 900sf w/ great room, kitchen, laundry & powder room, 2 nd floor includes 600sf w/ loft, master bedroom & bath)	
_____ _____ _____	
SCALED SITE PLAN (MUST 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 (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 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)