



**Clear Creek County Annex  
Community Development**

**Site Development**

**EXCAVATION AND  
GRADING INFORMATION**

**PO Box 2000/ 1111 Rose St,**

**Georgetown, CO 80444**

**303-679-2352**

**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>**



An excavation and grading permit **must be obtained before any earth disturbing activity can begin**, with the exception of the following:

- Any excavation that is less than 2 feet (610 mm) in depth, does not create a cut slope greater than 5 feet (1524mm) in height, does not have a slope greater than 1 unit vertical in 1 ½ units horizontal(66.7%) **and** does not exceed 50 cubic yards (38.3m<sup>3</sup>), is exempt from this permit.
- A fill less than 3 feet (914mm) in depth, not intended to support structures, does not obstruct a drainage course, **and** does not exceed 50 cubic yards (38.3m<sup>3</sup>) on any one lot, is also exempt from this permit.

Refer to the **Clear Creek County 2009 International Residential Code, Appendix X Excavation and Grading**, as found on the Building Department page under Adopted Building Codes at <http://www.co.clear-creek.co.us/DocumentCenter/Home/View/1024>. All work must comply with these standards. **Soil Erosion Best Management Practices (SEBMP's)** must also be utilized for erosion control per Appendix X, Section X107.3 in the **Clear Creek County 2009 International Residential Code** <http://www.co.clear-creek.co.us/documentcenter/view/512>.

Application Submittal Requirements:

- If the owner is not the legal owner of the property, submit a signed and notarized **Land Owner Authorization Form**
- Complete Zoning Approval Form
- Complete Grading Permit Application
- Engineered **Site Plan** (see requirements **BACK OF PAGE**)
- Payment of the fee

Once received and reviewed, the Site Development Coordinator will make an appointment with the applicant to meet at the site for the initial inspection

- Property boundaries and proposed area(s) of disturbance must be staked, and all soil erosion control measures must be in place before the initial inspection.

**PERMIT FEES**

All Excavation Permits are reviewed by the County’s engineering consultant. As such, the review fee charged by the consultant, plus a 5% administrative fee is charged to the applicant.

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

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

**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: _____	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)	
<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="radio"/> Attached <input type="radio"/> 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			
<b>SCALED SITE PLAN (MUST BE COMPLETED with the following criteria)</b>			
We strongly recommend that a licensed surveyor be consulted in the preparation of the Site Plan to reduce inaccuracies			
<b>Site Plan must include the following: 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
<b>Building Elevations must include the following:</b>			
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)
<b>SITE PLAN REVIEW FEE (check , cash, or credit card accepted)</b>			
<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



"Honoring Our Past,  
While Designing Our Future" ☎ 303.569.1103

**EXCAVATION AND GRADING APPLICATION**  
CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT  
PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303.679.2352 ☎ 303.679.2421  
<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: Refer to Fee Schedule

**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: _____	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)	
<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 modification <input type="checkbox"/> Building Site Excavation <input type="checkbox"/> Parking Area <input type="checkbox"/> Bridge <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other _____	
INFORMATION REQUIRED FOR ALL PROJECTS	
<input type="checkbox"/> Zoning Approval Form (signed-off by Planning Department)	
<input type="checkbox"/> Scaled Site Plan (Refer to Permit Information page for requirements)	
Description of Proposed Work: _____	
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) _____	
Estimated amount of cubic yards to be moved _____	
Cut _____	Fill _____ Total site disturbance _____
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 \_\_\_\_\_

SEP# \_\_\_\_\_ Rec'd by \_\_\_\_\_

7-26-16