



**Clear Creek County Annex  
Community Development**

**Site Development  
RETAINING WALL**

**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>**



One aspect of Site Development Department is erosion control. One way to control erosion is to stabilize all cut and fill slopes. All cut and fill slopes and banks are required to be constructed to maintain a slope not steeper than ½: 1(horizontal: vertical). Slopes steeper than this or greater than 4 feet in vertical height will require a retaining wall permit.

Retaining wall(s) greater than 4 feet in height require a retaining wall permit and shall be designed by a Colorado licensed Professional Engineer. 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 Retaining Wall Application
  - Retaining Wall Calculations
  - Accurately scaled **Site Plan** (see requirements **BACK OF PAGE**)
  - Payment of the fee

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)
			<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, for engineered plans</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 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)</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 any <b>EXISTING</b> building/structures, retaining walls</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>EXISTING</b> well, septic tank(s) &amp; leach field</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 types and placement</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"

## RETAINING WALL 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.

Application Fee: See Site Development 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): _____ _____
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### APPLICANT

Signed and notarized Landowner Authorization form yes (please attach) 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: _____
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### DESCRIPTION

DESCRIPTION OF PROPOSED WALL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_

MATERIAL IF NOT DESCRIBED ABOVE \_\_\_\_\_  
\_\_\_\_\_

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

SRW# \_\_\_\_\_ Rec'd by \_\_\_\_\_

10-12-2016