



# SITE PLAN APPLICATION

P.O. Box 2002  
Buena Vista, CO 81211  
719-395-8643  
www.buonavistaco.gov

Project Address
Submit Date
Town Use Only

## BASIC INFORMATION

Contractor Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_ Town Business License # (req.) \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 Project Address \_\_\_\_\_ Buena Vista, CO 81211 Subdivision \_\_\_\_\_  
 Zone District \_\_\_\_\_ Overlay (if applicable) \_\_\_\_\_  
 (MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3,, AP) (Airport Protection District, Old Town)  
 Present /Existing Use \_\_\_\_\_  
 (Commercial, Industrial, Single Family, Multi Family, Vacant, Other)

## BUILDING TYPE

Single Family     Commercial/Multi-Family     Accessory Structure Deck, Shed, Fence, Patio, Detached Garage, Pergola, Hoop House, etc.  
 Remodel/ Addition     Accessory Dwelling Unit     Other \_\_\_\_\_

## DIMENSIONAL COMPLIANCE

1) Type of Build:     Site Built     Manufactured Home     Other (Please specify) \_\_\_\_\_  
 2) Max Height of Proposed Structure \_\_\_\_\_ feet Existing Height (If Applicable) \_\_\_\_\_ feet  
 3) Proposed Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
 4) Total sq.ft. of footprint of All Structures \_\_\_\_\_ sq.ft.    5) Lot Coverage for All Structures (sq.ft. / Lot Size (sq.ft.) X 100 = \_\_\_\_\_ %  
 6) Number Of Dwelling Units: Before \_\_\_\_\_ After \_\_\_\_\_ Number Of Commercial: Before \_\_\_\_\_ After \_\_\_\_\_

## ADDITIONAL DEVELOPMENT REQUIREMENTS

### Landscaping: (Section 16.4.4)

Landscaping/Screening Required:  No     Yes    Required % of Landscape coverage \_\_\_\_\_ % (Section 16.2.2)  
 Number of Trees on lot \_\_\_\_\_ (Section 16.4.4.3.B.1)

### Floodplain / Floodway (Sections 18-161 thru 18-178)

Located in the Floodplain     No     Yes    Please attach FEMA Elevation Permit  
 Located in the Floodway     No     Yes    Please attach FEMA No Rise Certification  
 Please attached Floodplain Development Application if checked yes in either box

**Parking:** (16-231-239)

Parking Requirement:  No  Yes Required number of spots \_\_\_\_\_ (16.4.3.4)  
Spaces provided \_\_\_\_\_  Installing a Bike Rack (16.4.3.5.C)

**Sanitation Approval Letter**

No  Yes Contact Buena Vista Sanitation at 719-395-8095

**Water/Public Works**

Access/Driveway Application  Not Changing  New  Change in Access  Temporary  
 Improvements  Enlargements

Excavation/Road Cut Application  No  Yes Street cut or Excavation with in Town's Right-of-Way (11-26)

Water Tap/Fixture Count  No  Yes Please see tap application for requirements (13-84)

**LEGAL DISCLAIMER**

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Owners Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**For Town Staff Only**

Date Submitted: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date Reviewed: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ Reviewer Name: \_\_\_\_\_  
Planning Approval: \_\_\_\_\_

Notes  
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Applicant	Required Item	Town Staff
	<b>Town Site Plan Application</b>	
	<b>Fees-</b> Site Plan Application \$300 Check made out to Town of Buena Vista	
	<b>Cover Sheet</b>	
	<b>Floor Plans and Elevations</b>	
	<b>Deed</b> - Used to confirm ownership of the property. Owner Authorization Form - If not the current	
	<b>Fixture Count</b>	
	<b>Lighing Plan</b> and Light Fixture Specification Sheets	
	<b>Drainage Plan</b>	
	<b>Landscape Plan</b> (Section 16.4.4) - Each lot must meet the minimum landscape area and tree requirement. See the code for other potential requirements.	
	<b>Will Serve Letters-</b> A letter from each utilities that will provide service. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District, Charter	
	<p><b>Site Plan</b> - The Plan should show:</p> <ul style="list-style-type: none"> <li>- Property lines with dimensions</li> <li>- Setbacks (Front, Side(s), Rear) with distances to all structures</li> <li>- All Utility locations and all Easement(s)</li> <li>- Existing and Proposed Structures with perimeter dimensions and square footage</li> <li>- Clear Sight Triangle needs to be denoted (Code section 16.4.4.4.E.2) Corner lots</li> <li>- Public Trail(s) and Sidewalks abutting the property (Existing and Proposed)</li> <li>- All Streets and Alleys nearest to the property with access</li> <li>- Existing and Proposed Heights of all structures measured from average final grade to highest peak of roof.</li> <li>- Existing and Proposed location for any sheds or fences</li> <li>- Parking spots dedicated to the property</li> <li>- Documented Drainage pattern from new and proposed structures cannot drain towards neighboring property(s))</li> </ul> <p style="text-align: center;">MUST BE DRAWN AND PLOTTED TO SCALE</p>	
	<p><b>1 Electronic Set (PDF)</b> with certified digital stamps if applicable  <b>1 Printed Set</b> to scale, bound together</p>	
	A Pre-Applicaion Meeting with the Principal Planner is recommended prior to start of the project.	

**Minor Site Plan**

Residential: Less than 11 single family homes  
Commercial: less than 10,000 sq. ft.

**Major Site Plan**

Residential: 11 or more single family homes  
Commercial: 10,000 sq. ft. or greater