



BUILDING APPLICATION

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

Project Address
Submit Date
Town Use Only

BASIC INFORMATION

Applicant Name _____ Phone Number _____
 Email Address _____
 Property Owners Name _____ Owners Mailing Address _____
 Phone Number _____ City, State, ZIP _____
 Email Address _____
 Project Name _____
 Project Address or Parcel ID # _____ Buena Vista, CO 81211 Subdivision _____
 Present / Existing Zoning _____ Overlay (if applicable) _____
 (B-1, B-2, I-1, R-1, R-2, R-3, S-1) (Airport Protection District, Crossman, Old Town, PUD)
 Present /Existing Use _____
 (Commercial, Industrial, Single Family, Multi Family, Park, Vacant, Other)

BUILDING TYPE

Single Family Commercial/Multi-Family Mobile Home Other _____
 Remodel/ Addition Accessory Dwelling Unit Accessory Structure*
* Deck, Shed, Fence, Patio, Detached Garage

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 _____ Sqft 5) Lot Coverage for all Structures (sq.ft / Lot Size (sq.ft.) X 100 = _____ %
 6) Number Of Dwelling Units: Before _____ After _____ Number Of Bldgs Units: Before _____ After _____

ADDITIONAL DEVELOPMENT REQUIREMENTS

Landscaping: (16-255)
 Landscaping/Screening Required: No Yes Required % of Landscape coverage _____ % (16-255(b))
 Number of Trees on lot _____ (16-255(b))

Floodplain / Floodway (Article IX)

Located in the Floodplain No Yes Please attach FEMA Elevation Permit
 Located in the Floodway No Yes Please attach FEMA No Rise Certification

Parking: (16-231-239)

Parking Requirement: No Yes Required number of spots _____ (16-232(d))
Spaces provided _____ Installing a Bike Rack
(16-232(d)(1 or 2))

Sanitation Approval Letter

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

Water/Public Works

Access Application Not Changing New Change in Access Temporary
 Improvements Enlargements

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

Water Tap 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 _____

____ / ____ / 20 ____
Date

Owners Signature _____

____ / ____ / 20 ____
Date

For Town Staff Only

Date Submitted: ____ / ____ / 20 ____

Date Reviewed: ____ / ____ / 20 ____

Reviewer Name: _____

Planning Approval: _____

Notes

Admin Approval: _____

Date: ____ / ____ / 20 ____

Applicant	Required Item	Town Staff												
	County Building Application for Permit - Commercial or Residential													
	<p>All Fees - County, Town, and School District (if applicable) excluding Sanitation</p> <table border="0"> <tr> <td><input type="checkbox"/> County Building Permit <i>See form for calculations</i></td> <td><input type="checkbox"/> School Impact Fee \$354 per unit</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Excavation Permit (PW) \$30.00 + Deposit</td> <td><input type="checkbox"/> Driveway Access (PW) \$30</td> <td><input type="checkbox"/> Fixture Count (PW) <i>See Fee Schedule</i></td> </tr> <tr> <td colspan="3">Res. or Commercial/Multi-Family w/o Site Plan Review Planning/Zoning Clearance <i>Res= 20% of the County, min \$50 Com/Multi-Fam.= 20% of the County, min \$100</i></td> </tr> <tr> <td><input type="checkbox"/> Com/Multi-Fam. Site Plan Review \$250</td> <td colspan="2"><input type="checkbox"/> Com/Multi-Fam. Building Permit w/ Previous Site plan approval 10% of county fee minimum of \$100</td> </tr> </table>	<input type="checkbox"/> County Building Permit <i>See form for calculations</i>	<input type="checkbox"/> School Impact Fee \$354 per unit		<input type="checkbox"/> Excavation Permit (PW) \$30.00 + Deposit	<input type="checkbox"/> Driveway Access (PW) \$30	<input type="checkbox"/> Fixture Count (PW) <i>See Fee Schedule</i>	Res. or Commercial/Multi-Family w/o Site Plan Review Planning/Zoning Clearance <i>Res= 20% of the County, min \$50 Com/Multi-Fam.= 20% of the County, min \$100</i>			<input type="checkbox"/> Com/Multi-Fam. Site Plan Review \$250	<input type="checkbox"/> Com/Multi-Fam. Building Permit w/ Previous Site plan approval 10% of county fee minimum of \$100		
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	<p>Deed - Used to confirm ownership of the property. - One for the County, One for the Town</p>													
	<p>Fixture Count / Water Tap Applications (If applicable) - There is an additional fee for a water meter and a required meter inspection.</p>													
	<p>Access Permit with Fee- (if applicable) If the access is not changing then this requirement is not Applicable</p>													
	<p>Excavation / Construction Permit with Fee & Deposit- (if applicable) If there will not be any work within the public Right-of-Way, then this requirement is not Applicable</p>													
	<p>Landscape Plan (Section 16-255) - Each lot must meet the minimum landscape area and tree requirement. See the code for other potential requirements. Can be combined with the Site Plan.</p>													
	<p>Will Serve Letters- A letter from each utilities that will provide service for the new addition. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District</p>													
	<p>Site Plan - The Plan should show:</p> <ul style="list-style-type: none"> - Property lines with dimensions - Setbacks (Front, Side(s), Rear) with distances to all structures - All Utility locations and all Easement(s) - Existing and Proposed Structures with perimeter dimensions and square footage - Clear Sight Triangle needs to be denoted (Code section 16-4) - Public Trail(s) and Sidewalks abutting the property - All Street / Alley's nearest to the property with access - Existing and Proposed Heights of all structures - Existing and Proposed location for any shed or fence - Parking spots dedicated to the property - Documented Drainage pattern from new and proposed structures (cannot drain towards neighboring property(s)) - Compliance with 13-152 <ol style="list-style-type: none"> 1. Water service connection size and location; 2. Water meter size and location; 3. Size, type and location of backflow prevention devices; and 4. Size and type of any backflow prevention devices used on service lines of fire sprinkling systems. 													
	<p>1 Electronic Set (PDF) and: 3 Complete sets of Plans for Residential* - One copy for the Town, 2 for the County 4 Complete sets of Plans for Commercial* - Extra is for the Fire Dept.</p>													
	<p>(Commercial Only) Development Review Meeting - Depending on how large the project, an Email or in person meeting will take place. The in person is the 1st Wednesday of each month</p>													