



BUILDING DEVELOPMENT APPLICATION

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.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
Site Plan Application approval required prior to submittal of Building Development Application Deck, Shed, Fence, Patio, Detached Garage, Pergola, Hoop House, etc.
 Remodel/ Addition Accessory Dwelling Unit Other _____
Commercial/Multi-Family Site Plan Application approval required prior to submittal of Building Development Application

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

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" style="width: 100%;"> <tr> <td style="width: 33%;">County Building Permit <i>See form for calculations</i></td> <td style="width: 33%;">School Impact Fee \$444 per dwelling unit- <i>Separate Check</i></td> <td style="width: 33%;">Water Tap and/or Fixture Count <i>See Fee Schedule</i></td> </tr> <tr> <td>Excavation Permit (PW) \$30.00 + Deposit</td> <td>Driveway Access (PW) \$30</td> <td></td> </tr> </table> <p>Residential or Commercial/Multi-Family Building Development Application without Site Plan Application * Res= 20% of the County, min \$50 ** Com/Multi-Fam.= 20% of the County, min \$100</p> <p>Commercial or Multi-Family Building Permit with Site Plan Application approval 10% of county fee minimum of \$100</p>	County Building Permit <i>See form for calculations</i>	School Impact Fee \$444 per dwelling unit- <i>Separate Check</i>	Water Tap and/or Fixture Count <i>See Fee Schedule</i>	Excavation Permit (PW) \$30.00 + Deposit	Driveway Access (PW) \$30		
County Building Permit <i>See form for calculations</i>	School Impact Fee \$444 per dwelling unit- <i>Separate Check</i>	Water Tap and/or Fixture Count <i>See Fee Schedule</i>						
Excavation Permit (PW) \$30.00 + Deposit	Driveway Access (PW) \$30							
	Deed - Used to confirm ownership of the property.							
	Water Tap Applications and/or Fixture Count - There is an additional fee for a water meter and a required meter inspection.							
	Access Permit with Fee- (if applicable) If the access is not changing then this requirement is not applicable. If changing or adding fill out application.							
	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.							
	Landscape Plan (Section 16.4.4) - 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.							
	Will Serve Letters- A letter from each utilities that will provide service Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District							
	<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 16.4.4.4.E.2) - 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)) <p>Floor Plans, Elevations, Sections, Details, Framing, Foundation, etc.</p>							
	<p>(1) Electronic set (PDF) with digital stamps (if applicable) May submit digitally only, but if submitting printed drawings, a PDF is still required</p> <p>(2) Printed to scale with original wet stamps (if applicable) bound together</p>							
	(Commercial Only) Development Review Meeting - Depending on how large the project, an Email or in person meeting will take place.							

* Planning clearance fee must be calculated off full County total valuation fee for manufactured construction.

** Site Plan Application Approval is required for Commercial and/or Multi-Family (new construction, additions, and remodels per UDC requirements) prior to submittal of Building Development Permit.