



SITE PLAN 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 Deck, Shed, Fence, Patio, Detached Garage, Pergola, Hoop House, Cell Tower, 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

Applicant	Required Item	Town Staff
	Town Site Plan Application	
	Fees- Site Plan Application Minor \$300 Major \$800 Cell Tower Application \$1,100	
	Cover Sheet	
	Floor Plans and Elevations	
	Deed - Used to confirm ownership of the property and/or Owner Authorization Form	
	Fixture Count - If Applicable	
	Lighting Plan and Light Fixture Specification Sheets	
	Drainage Plan	
	Landscape Plan (Section 16.4.4) - Each lot must meet the minimum landscape area and tree requirement. See the code for other potential requirements.	
	Will Serve Letters- A letter from each utilities that will provide service. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District, Charter	
	Site Plan - The Plan should show: <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) Corner lots - Public Trail(s) and Sidewalks abutting the property (Existing and Proposed) - All Streets and Alleys nearest to the property with access - Existing and Proposed Heights of all structures measured from average final grade to highest peak of roof. - Existing and Proposed location for any sheds or fences - Parking spots dedicated to the property - Documented Drainage pattern from new and proposed structures cannot drain towards neighboring property(s)) <p style="text-align: center;">MUST BE DRAWN AND PLOTTED TO SCALE</p>	
	1 Electronic Set (PDF) with certified digital stamps if applicable 1 Printed Set to scale, bound together	
	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