



# BUILDING DEVELOPMENT PERMIT

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

Project Address
Submit Date
Town Use Only

## BASIC INFORMATION

Contractor or Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Town License # \_\_\_\_\_

Owner Name \_\_\_\_\_ Owner Phone Number \_\_\_\_\_

Owner Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address or Parcel ID # \_\_\_\_\_ Buena Vista, CO 81211 Subdivision \_\_\_\_\_

Present / Existing Zoning \_\_\_\_\_ Overlay (if applicable) \_\_\_\_\_  
(MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3, OSR, AP) (Airport Protection District, Old Town)

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\*      Demolition

\* Deck, Shed, Fence, Patio, Detached Garage, Pergola, Hoop House, etc.

## 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)      Concrete Curb and Sidewalk is required to be replaced if in poor condition or installed if required as shown on Context Map.

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 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 \_\_\_\_\_ 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>County Building Application for Permit - Commercial or Residential</b>													
	<p><b>All Fees - County, Town, and School District (if applicable) excluding Sanitation</b></p> <table border="0"> <tr> <td>County Building Permit <i>See form for calculations</i></td> <td>School Impact Fee \$354 per dwelling unit- <i>Separate Check</i></td> <td></td> </tr> <tr> <td>Excavation Permit (PW) \$30.00 + <i>Deposit</i></td> <td>Driveway Access (PW) \$30</td> <td>Water Tap and Fixture Count <i>See Fee Schedule</i></td> </tr> <tr> <td>Res. or Commercial/Multi-Family w/o Site Plan Review <i>Res= 20% of the County, min \$50</i></td> <td>Planning/Zoning Clearance * <i>Com/Multi-Fam.= 20% of the County, min \$100</i></td> <td></td> </tr> <tr> <td>Com/Multi-Fam. Site Plan Review \$300</td> <td>Com/Multi-Fam. Building Permit w/ Previous Site plan approval <i>10% of county fee minimum of \$100</i></td> <td></td> </tr> </table>	County Building Permit <i>See form for calculations</i>	School Impact Fee \$354 per dwelling unit- <i>Separate Check</i>		Excavation Permit (PW) \$30.00 + <i>Deposit</i>	Driveway Access (PW) \$30	Water Tap and Fixture Count <i>See Fee Schedule</i>	Res. or Commercial/Multi-Family w/o Site Plan Review <i>Res= 20% of the County, min \$50</i>	Planning/Zoning Clearance * <i>Com/Multi-Fam.= 20% of the County, min \$100</i>		Com/Multi-Fam. Site Plan Review \$300	Com/Multi-Fam. Building Permit w/ Previous Site plan approval <i>10% of county fee minimum of \$100</i>		
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	<p><b>Deed - Used to confirm ownership of the property. Two copies.</b> - One for the County, One for the Town</p>													
	<p><b>Water Tap Applications and Fixture Count (Commercial, Multi-Family, or Remodel)</b> - There is an additional fee for a water meter and a required meter inspection.</p>													
	<p><b>Access Permit with Fee-</b> (if applicable) If the access is not changing then this requirement is not applicable. If changing or adding fill out application.</p>													
	<p><b>Excavation / Construction Permit with Fee &amp; Deposit-</b> (if applicable) If there will not be any work within the public Right-of-Way, then this requirement is not applicable.</p>													
	<p><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. Can be combined with the Site Plan.</p>													
	<p><b>Will Serve Letters-</b> 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><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)</li> <li>- Public Trail(s) and Sidewalks abutting the property</li> <li>- All Street / Alley's nearest to the property with access</li> <li>- Existing and Proposed Heights of all structures</li> <li>- Existing and Proposed location for any shed or fence</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> <li>- Compliance with 13.152 <ol style="list-style-type: none"> <li>1. Water service connection size and location;</li> <li>2. Water meter size and location;</li> <li>3. Size, type and location of backflow prevention devices; and</li> <li>4. Size and type of any backflow prevention devices used on service lines of fire sprinkling systems.</li> </ol> </li> </ul>													
	<p><b>1 Electronic Set (PDF)</b> <b>3 Complete sets of Plans: sets must be bond together; 3 staples on left edge of large plan sets.</b> - One copy for the Town, two for the County</p>													
	<p><b>(Commercial Only) Development Review Meeting</b> - 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>													

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