



SUMMIT COUNTY PLANNING AND ENGINEERING DEPARTMENT

SINGLE-FAMILY SITE PLAN INFORMATION PACKET

GENERAL INFORMATION

This information packet explains how your application for a single-family site plan will be processed through Planning and Engineering only, what processing fees you must pay, and what information and plans need to be submitted. If you have any questions after you have read this information, please call the Summit County Planning Department at (970) 668-4200. Or, please visit the Summit County's website, www.co.summit.co.us, for more information regarding Planning and zoning requirements, building permit review, and grading/excavation permits.

SUBMITTAL PROCESS

The review of a *single-family* site plan is conducted *via* building permit review. The planning and engineering reviews for *single-family* site plans are conducted *simultaneously*. During this review, issues such as zoning compliance, building location, building height, driveway design, driveway location, drainage flow, provision of utilities, and site characteristics such as wetlands, steep slopes and natural features, are considered. Please see the Building Department "matrix" for items that may be identified as "special" under the Planning heading.

Additionally you may need one or more of the following approvals: rezoning, preliminary/final plat, conditional use permit or variance as required according to ***Section 12600 of the Summit County Land Use and Development Code*** ("Code"), to determine that the proposed development complies with zoning regulations, subdivision standards, road and bridge standards.

FASTTRACK PROCESS

To request a "FASTTRACK" option for a grading and excavation permit at the time you submit for a building permit, you first must apply for a Preliminary Review via the Engineering Department a month in advance of submitting your building permit application. A \$50 Plan Review fee, which will be credited towards the balance of the grading permit upon issuance, is required at the time of submittal along with a completed site plan as listed below. As architectural plans are not required for this preliminary review, zoning requirements as listed in Section B below will not be confirmed. Verify those requirements with the Planning Department prior to finalizing your architectural plans.

Once you have received preliminary approval, you must check the "FASTTRACK" option on your building permit application in order to receive the fastest service for your grading and excavation permit. Items such as height, garage size, accessory apartments or other uses will be addressed during the building permit review process under the "FASTTRACK" option. It will be helpful to attach the approved site plan that was approved and incorporate any changes required. Concurrent submittals of the Preliminary Review Application and Building Permit Application for the same project will disqualify submittal for the "FASTTRACK" option.

Interior work only is exempt from a grading permit, therefore does not require Preliminary Review. However, these will be expedited the same as a "FASTTRACK" option.

PROCESSING FEES

There is no Planning Department fee for processing a single-family site plan application, except when the plan requires Planning Commission review or one of the additional planning case file concurrent applications mentioned. However, the Building Inspection Department (970-668-3170) and the Engineering Department have applicable fees. For only the Engineering Department's single-family grading permit fees, the following apply:

TYPE OF PERMIT	FEE	FEE FOR ADDITIONAL INSPECTIONS
<u>Plan Review Fee</u> 1.) Applied to <u>Engineering Department</u> reviews requiring soil disturbance under 500 s.f. (Interior work only is exempt) 2.) Preliminary Review (which will be credited towards the balance of the grading permit fee listed below)	\$50	\$50 for each inspection over the allowed three (3)
<u>Limited grading permit</u> <u>Smaller projects just over 500 s.f. with minimal disturbance and with County Engineer approval</u>	\$150	\$50 for each inspection over the allowed three (3)
<u>Grading and Excavation Permit</u> Single Family applications (not for duplexes , townhomes or multi-family projects)	\$460	\$50 for each inspection over the allowed three (3)

SUBMITTAL REQUIREMENTS

The following information shall be submitted with any application for a single-family site plan. A pre-submittal meeting is encouraged to discuss applications, identify potential issues, and ensure application completeness. If you have questions about items on this list, please discuss them with the Planning or Engineering departments prior to making a submittal.

✓ when done	A. SITE PLAN, to engineering scale (1":10' or 1":20') ❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, steep slopes, ridgelines, wetlands, waterways, and significant trees or vegetation
	1. Legal description (i.e. subdivision name, lot, block, filing) <i>and</i> physical street address) See www.co.summit.co.us for the Development Code, zoning, legal description etc.
	2. Zoning development standards – (Figure 3-7 of the Code) <input type="checkbox"/> North arrow, calculations of site coverage, walls and fences (indicate proposed height) <input type="checkbox"/> Show lot square footage and acreage as zoning requires a minimum. ★ Administrative Relief or a Minimum Lot Size Variance may be required by Planning.
	3. Plat compliance - Property lines, lot dimensions and easements <input type="checkbox"/> Show compliance with all plat notes – submit additional materials if applicable ❖ (contact County Clerk and Recorder (970) 453-3470 for subdivision plat information)

	<p>4. Setbacks (show delineation and dimensions of setbacks from all property lines)</p> <ul style="list-style-type: none"> ❑ Contact Planning Department to determine zoning ❑ Building locations and setback dimensions (including new & existing improvements) ❑ Reference subdivision plat for building envelope, site constraints, and notes ★ Zoning may determine if review by a regional planning commission is required ❑ Show all decks, stairs, cantilevered construction, eaves, architectural accents and sheds ★ Any permanent construction over 18" above ground is not allowed in the setbacks
	<p>5. Utilities - existing and proposed location of all utilities and connections</p> <ul style="list-style-type: none"> ❑ Show leach field and/or well location, if applicable
	<p>6. Grading and drainage</p> <ul style="list-style-type: none"> ❑ Existing topography at 2-foot contour intervals (recommend solid lines) ★ If topography on the site has greater than a 10% slope, or if the height is within 5 feet of the maximum allowed (see below), the topographic survey must be prepared and stamped by a registered land surveyor ❑ Show finished grade at 2-foot contour intervals (recommend dashed lines) ❑ Maximum 2:1 side slope allowed on all finished contours or retain ❑ Retaining wall maximum = 4 feet (submit cross-section diagram) ★ Retaining walls > 4 ft. in height require design by Colorado Professional Engineer ❑ Show foundation drain location and daylight ❑ Show all culverts and indicate direction of drainage flow
	<p>7. Height calculations – identified for each stand alone structure</p> <ul style="list-style-type: none"> ❑ Show calculations including: <ul style="list-style-type: none"> ★ Existing grade where the foundation intersects with the ground, high, low and average ★ Maximum allowed and proposed ridge elevations ❑ Show elevation reference points for garage slab and ridge height(s) (USGS or relative) ❑ Building height maximum (see Section 3505.06 for definition of Height in the Code): <ul style="list-style-type: none"> ★ All residential zone districts = 35 feet measured from existing grade ★ A-1 zone district < 20 acres = 35 feet measured from existing grade ★ A-1 zone district ≥ 20 acres, less than 35 acres = 50 feet measured from existing grade ★ Some subdivisions use the Building Code standards for height maximum
	<p>8. Landscaping, if proposed, including walkways, hardscape and landscape features</p> <ul style="list-style-type: none"> ❑ Preserve existing vegetation using orange construction fencing – show location ❑ Show existing tree stands and other significant vegetation, (e.g. willows) ❑ See Section 3602.A.4 of the Code for applicability of landscaping requirements. ❑ See Section 3604 of the Code for mandatory landscape design standards. ❑ See Section 3605 of the Code for plan requirements for landscaping.
	<p>9. Parking areas</p> <ul style="list-style-type: none"> ❑ Minimum two spaces required for single-family residences; garage counts toward total ❑ Parking area maximum slope = 4% (minimum 0.5% slope) ★ Off right-of-way parking areas (minimum size = 400 sq. ft.) are allowed for subdivisions created prior to October 1, 1986 where a driveway cannot be constructed to County standards ❖ Contact Engineering Department, (970) 668-4200 or see Chapter 5 of the Code for additional parking area requirements

	<p>10. Driveway, in general, for unit on a single family residential lot:</p> <ul style="list-style-type: none"> □ Maximum 8% grade at any point along length of driveway to parking area □ Driveway widths, serving one single-family residence: <ul style="list-style-type: none"> ★ Driveway less than 200 feet in length = 12 feet wide minimum ★ Driveway greater than 200 feet in length = 14 feet wide minimum ★ Provision for emergency vehicle turn around for greater than 400 feet in length □ Driveway opening width = 18-24 feet at flares and <ul style="list-style-type: none"> ★ Perpendicular to road through the right-of-way ★ Opening not higher than shoulder until beyond road-side ditch ★ Uphill lots require a swale or drainage pan before the connection to the roadway □ Driveway surface: 4" compacted road ¾" road base or 2" asphalt or concrete <ul style="list-style-type: none"> ★ Vehicle tracking control = min. 50' of 2"-3" aggregate min 6" thick before excavation □ One driveway access allowed onto County road system, unless 250 feet separation provided (i.e., horseshoe driveways not allowed) <ul style="list-style-type: none"> ★ Min. separation from neighbor's driveway = 30 ft.; from neighboring culvert = 10 ft. ★ Minimum 50 ft. separation from where curve return intersects the right-of-way ★ Minimum sight distance (200 feet for local access road; 400 feet for collector road) □ Snow storage area = 25% of and adjacent to driveway and parking areas <ul style="list-style-type: none"> ★ Storage area for uphill slopes of: 5-10% = 75%; 11-20% = 50%; ≥ 20% = 0 ★ Show calculations of total driveway and parking surface to the road ★ Show calculations and location of proposed snow storage adjacent to the surface ★ Snow storage area is not allowed in the right-of-way □ Proof of access: <ul style="list-style-type: none"> ★ If driveway crosses neighboring properties, legal, recorded easements required ★ If platted access, identify and verify proposed access is within the recorded easement ★ If un-platted common driveway is proposed, easement required by property owners ❖ Contact the Engineering Department, (970) 668-4200 or see Chapter 5 of the Code for additional requirements and road classifications
	<p>11. Steep slopes</p> <ul style="list-style-type: none"> □ Show calculations of slopes ≥ 30% and <u>all</u> the proposed disturbance (incl. leach field) <ul style="list-style-type: none"> ★ If disturbing >15% of slopes ≥ 30%, submit a Professional Geo-technical report ★ Geo-technical reports prepared by <u>qualified</u> CO P.E. with expertise in soil stability ★ May be required to submit urban run-off control plan and/or financial guarantee □ Show all erosion control measures including geo-tech recommendations (e.g., wattles, silt fencing, erosion control blankets or netting, revegetation, detention ponds, etc.)
	<p>12. Streams/drainage ditches</p> <ul style="list-style-type: none"> □ Show any streams or intermittent streams/drainage ditches <ul style="list-style-type: none"> ★ Minimum 25 feet no soil disturbance zone from edge, including intermittent streams ❖ For more grading, excavating and water quality control regulations, contact the Engineering Department, (970) 668-4200, see Chapters 6 & 7 of the Code or consult the manual, <u>Erosion Sediment Control During Construction</u>

	<p>13. Wetlands</p> <ul style="list-style-type: none"> □ Show any wetlands, per Section 7105 of the Code, the <u>following may be required</u>: <ul style="list-style-type: none"> ★ Evidence of compliance with Section 404 of the Federal Clean Water Act ★ Evidence that the wetland area is not subject to the jurisdiction of the U.S. Army Corps of Engineers (ACOE) per Section 404 of the Federal Clean Water Act ★ Evidence that the work will be done under the auspices of the Colorado Division of Wildlife □ A wetland delineation by the ACOE or one of their recognized wetland consultants is required to prove compliance with the above-mentioned items. Either submit a report of the delineation in full or a letter stating no wetlands are located on the site with specific boundaries or within the scope of the site and access to the site. □ Submit copies of all documentation including the reports from the consultant or ACOE, as well as a <u>survey certified by the Surveyor and signed by the consultant</u>. □ Show all erosion control measures and mitigation recommendations by the wetlands professional(s). ❖ The Planning Department has a list of ACOE recognized consultants who perform wetland delineations. Confirmation of any delineation is required after 5 years.
	14. Trail(s) – Identify any significant existing trails or proposed connections
	15. Significant natural or historical features – Identify any potential features
✓ when done	<p>B. ARCHITECTURAL PLANS, to architectural scale</p> <ul style="list-style-type: none"> ❖ Contact Building Inspection (970) 668-3170 for other details of all architectural plans
	<p>1. Floor plan(s) (show all rooms and proposed uses)</p> <ul style="list-style-type: none"> □ Only one kitchen allowed per residence ★ Wet bars: 6 cubic feet refrigerator maximum ★ Wet bars not allowed in detached garages, except for accessory apartment approval □ Accessory apartments allowed with: 1) zoning or 2) Planning Department approval ★ To avoid delays in your review, please see the Planning Department directly upon building permit submittal for any proposed accessory or caretaker units. ★ If on private well, must show proof of adequate water rights ★ If on public sewer, submit letter of approval from public authority □ Show all decks, stairs, cantilevered construction, etc. ★ Any portion of the structure over 18” above ground cannot encroach into setbacks □ Garage size <i>maximum</i> on all lots less than 35 acres = 1,000 square feet, excluding wall or foundation separated workshop area, utility closets or stair locations
	<p>2. Roof Plan(s)</p> <ul style="list-style-type: none"> ★ Show eave dimensions as eaves cannot encroach into setbacks
	<p>3. Elevation Plan(s)</p> <ul style="list-style-type: none"> □ Show elevation points for garage slab, finished floors, and ridge height ★ Use the same reference points (USGS or relative) to match the site plan □ Chimney may exceed ridge height by 10% of maximum height of structure □ Special Subdivision architectural requirements may apply, see “matrix” Planning notes ★ Exterior materials (colors, types, stains, etc.) or submit exterior materials board ★ Exterior lighting, (e.g. opaque glass, full cut-off luminaries, recessed) submit cut sheet
	4. Foundation plan(s) – show dimensions