

ZONING PERMIT APPLICATION INSTRUCTIONS

YOU DO NOT NEED TO RETURN THESE INSTRUCTIONS WITH YOUR APPLICATION. THE INFORMATION PROVIDED HEREIN IS FOR REFERENCE USE ONLY. PLEASE REVIEW YOUR PREAPPLICATION CONFERENCE SUMMARY FOR ANY CHANGES TO THE REQUIRED APPLICATION MATERIALS.

A Zoning Permit Application is required for any land use change, and a Zoning Permit is required prior to the issuance of a building permit from the Chaffee County Building Safety Department. Applicants are required to have attended a Preapplication Conference and received a Preapplication Conference Summary prior to submitting an application ([Land Use Code](#) (LUC) Sec. 5.2.5.2), *unless* applying for a single unit detached dwelling or a sign permit.

The Zoning Permit is reviewed according to the zone and type of use in the **Land Use Tables (LUC Sec. 2.1.3)**, as well as all other applicable sections within the Chaffee County LUC.

All applications must be submitted via email at chaffeeplanning@chaffeecounty.org (pdf format only). Forms are available on our website:

https://www.chaffeecounty.org/departments/community_planning_natural_resources/application_forms_fees.php

If you have questions or need assistance, please contact the Community Planning and Natural Resources (CPNR) Department at 719-530-5630.

REQUIRED APPLICATION MATERIALS:

- ☐ **Completed Application Form**
- ☐ **Fee** (per the adopted Fee schedule)
- ☐ **Proof of Ownership** which may be a current deed, lease, or other evidence acceptable to the Department (information from the county accessors mapping data will not be sufficient).
- ☐ **Proof of legal lot status** this may be a pre-October 1975 deed matching the current boundaries, or an approved County subdivision.
- ☐ **Proof of Legal Access** (e.g. via public road or easement) if legal access has not been obtained you can acquire a driveway permit application. [Check here](#) to see if you have an existing County driveway permit.
- ☐ **Proof of Paid Property Taxes** (5.2.5.4.C.) these can be acquired from the County Treasurer, to search for your properties paid taxes please [click here](#).
- ☐ **Site Plan:** For more information, see the Chaffee County Development Review Manual, Appendix A. A Site Plan shall include:
 - Plans drawn to scale. 1" = 20' (or as approved by County). All relevant dimensions shall be labeled.
 - Property lines, property corner monuments, north arrow, name of project, address.
 - Proposed and existing buildings, driveways, parking lots, curbs, gutters, swales, storm inlets/outlets, sidewalks, pedestrian pathways, bike racks, fencing, and walls.
 - Signage locations.

ZONING PERMIT APPLICATION INSTRUCTIONS

- Existing or the proposed well locations.
 - Existing or proposed septic locations.
 - Location of free-standing light fixtures.
 - Existing and proposed above- and below-ground utilities (Call 811 for the Utility Notification Center). Legal access and access roads within 300'.
 - Driveway length, surface material, and any required turnouts. Indicate grades ensuring water runoff. Provide cross-sections.
 - Ditches, streams, rivers, lakes, and drainages.
 - Slopes (2-foot contour lines). These may be on a separate site plan exhibit if needed.
 - Identification of areas between 15%-30% slopes, and areas greater than 30% slopes.
 - Flood and fluvial hazard zones.
 - Any additional requirements required by IWUIC (International Wildland Urban Interface Code).
 - Approval block for County.
- ☐ **Water Supply Report** (LUC Section 4.3.1.2.A.; 4.3.2.5.B.2.) Water supply report by County-approved Colorado licensed water engineer, geologist, or hydrologist. An approved well permit may also suffice.
- ☐ **Septic Suitability Report** (LUC 4.3.3.2.; C.R.S. § 30-28-133(4)(c)) by a registered professional engineer licensed in Colorado.
- ☐ **Defensible Space Plan** (LUC 4.1.3.3.A-C) pursuant to the requirements of the International Wildland Urban Interface Code as adopted by the County. Defensible Space Plan shall include:
- Topography.
 - Width, length and percentage of grade of access road (average gradient slope shall not exceed eight percent).
 - Location of structures and building envelope.
 - Existing or proposed overhead utilities.
 - Occupancy classification of buildings.
 - Vicinity Plan including details regarding the vicinity within 300' of lot lines, including other structures, slope, vegetation, fuel breaks, and access roads.
 - Identify the fire hazard severity designation.
 - 5-foot hardscaped area.
 - Indicate the required defensible space area based on the fire hazard severity designation and IWUIC compliance measures. The required area is as follows:
 - Moderate Risk = 30 feet
 - High Risk = 50 feet
 - Extreme Risk = 100 feet

A **Site Plan Application** is required for certain uses, including multi-unit residential and nonresidential construction. A pre-application meeting is required. A site plan application requires the following additional items:

- ☐ **Civil Engineering Plans** (Parking, parking buffers, drainage, utilities)
- ☐ **Landscaping Plan** (LUC 2.4.2.3, 3.5.2, 3.5.2.2.)
- ☐ **Fire Protection Report** (LUC 4.1.3.1)
- ☐ **Grading, Erosion, Sediment Control Plan** (LUC 4.2.4.1)

ZONING PERMIT APPLICATION INSTRUCTIONS

- ☐ **Final Drainage Report** (LUC 4.2.3.2)
- ☐ **Outdoor Lighting Plan** (LUC 3.9.2.2.)

The Below Permits/Plans may be required, depending on the location and extent of the project.

- ☐ **Narrative.** A written description of the request. Describe the proposed land use and how the application will comply with the requirements of the zone district and use specific criteria, and also the proposed access, wastewater treatment, water supply, and fire protection, referencing other sections of the application as necessary.
- ☐ **Traffic Estimate** (LUC 4.1.2.1.B.) Daily Trip Estimate pursuant to the *ITE Trip Generation Manual*.
- ☐ **Wildlife Habitat Report** (LUC 3.6.3.2, 3.6.3.3, 4.1.5.1) – Applicable if located in “High” or “Highest” quality habitat shown on the Planning for Wildlife Map, or if deemed necessary by Chaffee County.
- ☐ **Floodplain Permit** (LUC 5.2.3.1) - Applicable if in a flood zone.
- ☐ **Geologic Hazard Study** (LUC 3.7.3.3) - Applicable if in a geologic hazard area.
- ☐ **Fluvial Hazard Study** (LUC 3.7.4) - Applicable if in a fluvial hazard area.
- ☐ **Avigation Easement** (LUC 3.7.5.7) - Applicable in an airport overlay district.
- ☐ **Heavy Vehicle Routing and Road Maintenance Plans** (LUC 4.1.2.2.A) - if > 14 truck trips per week.
- ☐ **Emergency Response Plan** (LUC 4.1.4.1) - For uses with atypical risks.
- ☐ **Weed management, maintenance** (LUC 3.5.5.)