



## Elbert County Community and Development Services

You must submit a site plan, along with the attached document, for approval through the Community and Development Services Department **before submitting an application for a building permit.** Elbert County may request that you submit a site plan that is stamped by a licensed surveyor if there are any concerns with slope, floodplain, or no build areas.

Upon site plan approval, you will turn your site plan, and the attached document containing approval signature, to the Building Department at the time you submit your building permit application.

**This is referred to as the Community and Development Services Sign off Sheet on the building permit checklist.**

A site plan is not required if your project does not change the footprint of a structure (basement finish, like for like deck replacement, etc.) **however**, the attached document must still be reviewed and approved by Community & Development services for compliance with zoning. For basement and other interior finishes, you must supply CDS with a drawing of the layout of your project, including labeled rooms and uses.

**Your detailed site plan MUST include;**

1. Address of property
2. North arrow
3. All streets adjacent to the property
4. All easements, no build, flood plain, slopes of greater than 20%,  
All existing structures AND proposed structure
5. The distance of the proposed structure from the property boundaries
6. Driveway slope, width and location (for new residences)

# ELBERT COUNTY COLORADO

## COMMUNITY AND DEVELOPMENT SERVICES

Prior to applying for a building permit approval of the following items must be confirmed by a representative of the Community and Development Services Department

### PROJECT INFORMATION

Project Number: \_\_\_\_\_  
proposed use: \_\_\_\_\_  
Is this a second residence: \_\_\_\_\_ Does this project include a kitchen: \_\_\_\_\_  
Is this a modular or manufactured home: \_\_\_\_\_ Is it at minimum 26' x 34': \_\_\_\_\_  
Does this project include commercial use: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROPERTY INFORMATION

Address: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Proposed use is in compliance with zoning: Y  N   
Setback requirements: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_  
Comments: \_\_\_\_\_

### FIRE DISTRICT INFORMATION

District Name: \_\_\_\_\_  
Impact fees: Not Due   
Paid: \_\_\_\_\_  
Amount Check number Date

### COUNTY IMPACT FEE INFORMATION

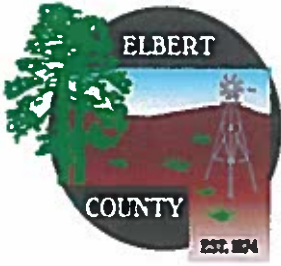
Not Due   
Paid: \_\_\_\_\_  
Amount Check number Date

### FLOOD PLAIN INFORMATION

No Floodplain   
Flood Plain Located: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPROVED FOR BUILDING DEPARTMENT SUBMITTAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Elbert County

Building Department

Date Received: _____
Permit Number: _____

2015 Comanche Street, Kiowa, CO 80117  
P.O. Box 7  
General: 303-621-3135 Building Inspector: 303-621-3172

**Commercial Access Permit Application:**  
New Driveway

Other: \_\_\_\_\_

**PLEASE PRINT**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Mapper Review

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Property owner name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor is applicant: Y N

Property owner is applicant: Y N

**You must submit a detailed site plan with this application. An example site plan is included, please review it. Your site plan MUST be stamped by a licensed Surveyor.**

**NOTE THE FOLLOWING;**

1. Address must be clearly marked and staked within 24 hours of application submittal.
2. All failed inspections will result in a \$47.00 re-inspection fee.
3. Applicant understands that the driveway must be maintained to County specifications at all times. Any future repairs shall be at the applicants/owners expense.

Address Marker	\$ 25.00
Access Permit	\$105.00
Paving Permit	\$47.00 inspection fee – no permit fee
Fee Total	\$ _____

## Commercial Driveway Requirements

Some requirements are site specific and will be determined by the Inspector upon the initial inspection

Property Address: \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Property owner email address: \_\_\_\_\_

\_\_\_ 40' turning radius at County / Private Road

\_\_\_ 32' minimum width from property line to edge of County / Private Road

\_\_\_ Gravel depth, 6" on natural drives and 8" over culverts

\_\_\_ Class VI gravel, minimum

\_\_\_ Gravel from property line to shoulder of County / Private Road

\_\_\_ Culvert diameter \_\_\_\_\_

\_\_\_ Culvert length, 44' with flared ends

\_\_\_ Drive ways that meet or join paved roads must be paved with asphalt and be tacked at the seam

\_\_\_ Subgrade compaction must hold up to 85,000 lbs

\_\_\_ Depth or thickness of pavement compacted (6" minimum)

\_\_\_ Drive must be paved from the property line to the edge of the paved portion of the County / Private Road

\_\_\_ Adequate sight distance

\_\_\_ Drive must have a 1% fallback measured from the centerline ditch to the property line

DRIVEWAY MUST BE MARKED WHERE THE ACCESS IS TO BE, AS SHOWN ON THE SITE PLAN, BEFORE YOUR INITIAL DRIVEWAY INSPECTION. IF DRIVEWAY LOCATION IS CHANGED FOR ANY REASON YOU MUST SUBMIT AN AMENDED SITE PLAN TO THE COUNTY.

**Initial inspection**

Re-inspect fee due:

Approved / Denied (date) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Initial Re-inspect

Approved / Denied (date) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mid/Special inspection

Approved / Denied (date) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final inspection

Approved / Denied (date) \_\_\_\_\_

Re-inspect fee due:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Re-inspect

Approved / Denied (date) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_