



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: _____

215 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) _____
