

SUMMIT COUNTY PLANNING AND ENGINEERING DEPARTMENTS

SINGLE-FAMILY/DUPLEX
BUILDING PERMIT / GRADING AND EXCAVATION PERMITTING
INFORMATION PACKET

GENERAL INFORMATION

The following information explains how your building permit application for single-family and duplex construction will be reviewed by Planning and Engineering only, what processing fees you must pay, and what information on the plans or additional information needs to be submitted.

If you have any questions after you have read this information, please call the Summit County Planning or Engineering Departments at (970) 668-4200.

PRE-SUBMITTAL PROCESS

It is recommended that the homeowner and/or contractor schedule a meeting with Planning and Engineering to review the plans before they are submitted for a building permit to discuss applications, identify potential issues, and ensure application completeness. This documents provides a list of all of the requirements that must be shown on the plans. For any questions about these requirements or to set up an appointment for your pre-submittal meeting, please call (970) 668-4200.

PROCESSING FEES

There is no Planning Department fee for processing a single-family or duplex building permit application, except when Planning Commission review is required by the PUD. However, the Building Inspection Department (970-668-3170) and the Engineering Department have applicable fees. For the Engineering Department’s single-family grading permit fees, see the Planning and Engineering Departments’ [Development Review Fee Schedule](#).

GENERAL INFORMATION

The Summit County Land Use and Development Code (“Code”) sets forth the land use and development regulations for property located within unincorporated Summit County. The most pertinent regulations for development on single-family and duplex lots are as follows:

- ❑ [Chapter 3](#): Zoning Regulations
- ❑ [Chapter 5](#): Road and Bridge Standards
- ❑ [Chapter 6](#): Grading and Excavation Regulations, including Grading Permit Requirements
- ❑ [Chapter 7](#): Water Quality Control Regulations (includes provisions related to disturbance of wetlands, wetland setbacks, and streams)

All Chapters of the Code can be accessed at: <http://co-summitcounty.civicplus.com/index.aspx?NID=255>

If your property is located in a PUD, the PUD can be reviewed at: <http://co-summitcounty.civicplus.com/index.aspx?NID=253>

The following table lists Sections for Zoning regulations that are frequently required to be met during the Building Permit Review Process:

3301: Description of Zoning Districts	3505.08: Manufactured and Modular Structures	3505.16: Street, Driveway and Parking Area
3505: Building and Site Design Standards	3505.09: Off-Street Loading Areas	3505.17: Walls and Fences
3505.01: General Provisions	3505.10: Open Space Area	3505.18: Garage
3505.02: Density	3505.11: Outdoor Storage Areas and Yards	3505.19: Snow Storage and Snow Shedding Standards
3505.03: Dumpsters	3505.12: Recreational Vehicle Storage Yards	3505.20: Solar Access and Orientation

3505.04: Drainage Improvements	3505.13: Setbacks	3514: Backcountry Development Standards
3505.05: Building Architectural Design Standards	3505.14: Site Area	Figure 3-5: Development Standards Matrix (setbacks, height, site coverage, open space, fences/walls)
3505.06: Height Limit	3507: Renewable Energy Systems	Figure 3-6: Setbacks
3505.07: Lighting Regulations	3505.15: Site Coverage	3809: Affordable Workforce Housing. Specifically Review Section 3809.03 for <u>Accessory Apartments</u>

The following is a list of the typical Driveway Design Standards in [Chapter 5](#) of the Code that are applicable to constructing a driveway on a lot:

Section 5107.03: Standards for Driveway Design

Section 5107.04: Standards for Parking Areas

Section 5108: Landscaping/Revegetation Requirements related to driveway construction

Section 5300: Access Permit Requirements

Section 5400: Right of Way Permit Requirements

Table 5-12: Driveway Widths

Also refer to the Grading and Excavation Manual online at: <http://co-summitcounty.civicplus.com/DocumentView.aspx?DID=46>

The following information shall be submitted with any application for a single-family site plan. If all of the applicable required items are not submitted with the building permit application, the review of your project will be delayed.

P when required	<p>A. <u>SITE PLAN, to engineering scale (1:10 or 1:20)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clearly show the <u>North Arrow and scale</u> <input type="checkbox"/> Include a <u>statistical inventory</u> showing what is permitted and what is proposed of the site coverage (impervious and building), open space, snow storage <input type="checkbox"/> The foundation and the roofline must be shown on the plan and clearly differentiated.
	<p>1. <u>Legal description</u> (i.e. subdivision name, lot, block, filing) <i>and</i> <u>Physical Street Address</u>). To find the legal description, address, zoning, or other pertinent information about a property, please utilize the County's Real Property and Maps online service which can be accessed at: http://co-summitcounty.civicplus.com/index.aspx?NID=354</p>
	<p>2. <u>Zoning development standards</u> – (Figure 3-5 of the Code):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show lot square footage and acreage as zoning requires a minimum.
	<p>3. <u>Plat compliance</u> – Show property lines, lot dimensions and easements and compliance with all plat notes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> To obtain a copy of the plat, contact the Clerk and Recorder's office at 453-3470 or the Planning Department at 668-4200. <input type="checkbox"/> For duplexes, show the location of the proposed property line and label as such.
	<p>4. <u>Setbacks:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Section 3505.13 for setback requirements. Also note that there are road setback requirements which trump property line setback requirements if the road setback is more restrictive. To access setback requirements for each zoning district other than PUD's see Figure 3-6. For Setbacks in PUD's, please review the PUD. Contact the Planning Department with any questions about setbacks <input type="checkbox"/> Clearly show setbacks from all property lines. If the property requires a building envelope and/or disturbance envelope, then show and ensure that the structure is within those designated areas. <input type="checkbox"/> Any permanent construction over 18" above ground is not allowed in the setbacks, including but not limited to decks, stairs, cantilevered construction, eaves, architectural accents. <input type="checkbox"/> For exceptions to setback requirements for structures including but not limited to <u>sheds, hot tubs, railings, and solar systems</u>, see Section 3505.13.E.

	<p>5. Exterior Lighting (refer to Section 3505.07)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location of all exterior lights within the development shall be shown on the <u>site plan</u> and building elevation drawings, including but not limited to entrance lighting, security lighting and architectural lighting. The plans shall illustrate the location of the lights, the height of the lights, describe the type of lighting devices, fixtures, lamps and wattage, and supports that will be employed. <input type="checkbox"/> <u>Photographs, cut sheets or other illustrations</u> shall be provided that show the proposed full cut-off fixtures, including but not limited to cut sheets showing the design and finishes of all fixtures. <input type="checkbox"/> If you have not chosen your light fixtures at the time you submit for your building permit, then you may utilize the <u>lighting cut sheet document</u> to meet your submittal requirement. Note that you will need to submit a cut sheet for your chosen light fixtures prior to installing them and the fixtures will be inspected prior to the issuance of a CO.
	<p>6. Utilities -</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Electric Utilities</u>: Show existing and proposed location of all utilities and connections including existing utility boxes/poles for electric, gas, cable, telephone, sewer and water. Show utility easements <input type="checkbox"/> <u>On-site Wastewater Treatment Systems</u>: Show leach field <u>design</u> and <u>finished grade</u>. <input type="checkbox"/> <u>Wells</u>: Show the location of any existing or proposed wells.
	<p>7. Grading and drainage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing topography at 2-foot contour intervals (recommend dashed lines). <ul style="list-style-type: none"> ❖ If topography on the site has greater than a 10% slope, or if the height of the structure is within 5 feet of the maximum allowed, <u>the topographic survey must be prepared and stamped by a registered land surveyor.</u> <input type="checkbox"/> Show finished grade at 2-foot contour intervals (recommend solid lines). <input type="checkbox"/> Maximum 2:1 side slope allowed on all finished contours or retain. <input type="checkbox"/> Retaining wall maximum = 4 feet (submit cross-section diagram) <ul style="list-style-type: none"> ❖ Retaining walls > 4 ft. in height require design by Colorado licensed Professional Engineer (CO P.E.) ❖ Engineered systems must be 8 feet maximum and stepped a minimum of 4 feet. ❖ See §3505.17.D of the Code for more details. <input type="checkbox"/> Show foundation drain location and daylight. <input type="checkbox"/> Show all culverts and indicate direction of drainage flow. <input type="checkbox"/> Projects resulting in at least one acre of disturbance may require a <u>Stormwater Discharge Permit from the State of Colorado</u>
	<p>8. Height calculations –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measured vertically from any point on a proposed or existing roof /eave to the natural or finished grade (the more restrictive) directly below said point of the roof/eaves (see Height Info Sheet: http://co-summitcounty.civicplus.com/DocumentView.aspx?DID=1500). <ul style="list-style-type: none"> ❖ Show existing grade and finished grade as stated above. ❖ Show elevation reference points for garage slab and ridge height(s) (USGS or relative) <input type="checkbox"/> Building height maximum (see Section 3505.06 for definition of Height in the Code): <ul style="list-style-type: none"> ❖ See Figure 3-5 for the maximum height allowed in each zoning district or refer to your PUD. ❖ Some subdivisions use the Building Code standards for height maximum (most of these subdivisions are located in Keystone). ❖ Chimneys may exceed ridge height by 10% of maximum height of structure.
	<p>9. Landscaping, if proposed, including walkways, hardscape and landscape features.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preserve existing vegetation using orange construction fencing – show location. <input type="checkbox"/> Show existing tree stands and other significant vegetation, (e.g. willows). <input type="checkbox"/> See Section 3602.A.4 of the Code for applicability of landscaping requirements. <input type="checkbox"/> See Section 3604 of the Code for mandatory landscape design standards. <input type="checkbox"/> See Section 3605 of the Code for plan requirements for landscaping.
	<p>10. Parking areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum two spaces required for single-family residences. The garage counts toward total. <input type="checkbox"/> Accessory Apartments require 2 spaces per unit unless the apartment is designed to accommodate 3 people, then a maximum of 3 parking spaces shall be allowed. Please review Section 3809.03.J for a full description of parking requirements related to accessory apartments. <input type="checkbox"/> Parking area maximum slope = 4% (minimum 0.5% slope). <ul style="list-style-type: none"> ❖ Off right-of-way parking areas (minimum size = 400 sq. ft.) are allowed for subdivisions created prior to

	<p>October 1, 1986 where a driveway cannot be constructed to County standards.</p> <ul style="list-style-type: none"> ❖ Contact Engineering Department, (970) 668-4200 or see Chapter 5 of the Code for additional parking area requirements.
	<p>11. 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. If your driveway grade is proposed at or steeper than 7% and/or the height of your structure is within 1 foot of the maximum building height, it is strongly recommended (will be required at some point) that the elevation of the top of the footing is surveyed as part of your SILC to ensure the structure does not exceed the maximum height allowed or that the driveway does not exceed 8% grade. ❑ Driveway widths, serving one single-family residence (See Table 5-12): <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 the road-side ditch ❖ Uphill lots require a culvert, swale or drainage pan before the connection to the roadway ❑ Driveway surface: 4" compacted 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 nearest intersection. ❖ Minimum sight distance (200 feet for local access road or 400 feet for collector road) ❑ Snow storage area = <u>25% of and adjacent to driveway and parking areas</u> (See Section 3505.19 for additional snow storage requirements) <ul style="list-style-type: none"> ❖ Uphill slopes of five to ten percent (5-10%) shall count at 75% of their area towards this requirement. Uphill slopes of eleven to twenty percent (11-20%) shall count at 50% of their area. Uphill slopes greater than 20% are not appropriate for snow storage, and shall not be counted in determining compliance with snow storage requirements. ❖ Show calculations of total driveway and parking surface areas including those areas located in the right-of-way. ❖ Show calculations and location of proposed snow storage adjacent to the driveway and parking area surfaces. ❖ Snow storage area is not allowed in the right-of-way. ❑ Proof of access: <ul style="list-style-type: none"> ❖ If the driveway crosses neighboring properties then legal, recorded are easements required to be submitted. ❖ If access is within an easement or shown on a plat, identify and verify proposed access is within the recorded easement. ❖ If an un-platted common driveway is proposed, submit an easement signed by all affected property owners. ❖ Contact the Engineering Department, (970) 668-4200 or see Chapter 5 of the Code for additional requirements and road classifications
	<p>12. Steep slopes (See Sections 7102 and 7102.01)</p> <ul style="list-style-type: none"> ❑ Show calculations of slopes $\geq 30\%$ on the entire property and all the proposed disturbance (incl. leach field). ❑ Areas with slopes $\geq 30\%$ intended to be used for roads, driveways or structures shall be approved for such use by a geologist in a soils report. All roads, driveways and foundations shall be designed by a licensed engineer consistent with the soils report. ❑ An erosion control plan, urban run-off control plan and utility plan may be required and all such plans must be designed by a CO P.E., and/or financial guarantee ❑ A revegetation plan may be required and must be designed by a licensed landscape architect. ❑ A financial guarantee may be required.
	<p>13. Streams and drainage ditches</p> <ul style="list-style-type: none"> ❑ Show any streams or intermittent streams and drainage ditches. <ul style="list-style-type: none"> ❖ Soil disturbance is prohibited within 25-feet of a lake, stream, or intermittent stream. See §7103 of the

	<p>Code for details.</p> <ul style="list-style-type: none"> ❖ For more grading, excavating and water quality control regulations, contact the Engineering Department at (970) 668-4200, see Chapters 6 & 7 of the Code, or see Section 5 and Appendix F of the Grading and Excavation Manual.
	<p>14. Wetlands (see the County’s wetland regulations in Chapter 7)</p> <ul style="list-style-type: none"> ❑ In addition to the Federal definition of wetlands as set forth under Section 404 of the Federal Clean Water Act, the County also recognizes wetlands that do not have a connection to waters of the United States, as defined by 33 Code of Federal Regulations (CFR) parts 328 and 329 (as amended) or U.S. Environmental Protection Agency 40 CFR part 230 to fall under County jurisdiction (see the definition of “Wetlands/Wetland Areas” as set forth in Chapter 15 of the Code). ❑ Any single-family and duplex development on lots platted prior to February 26, 1996 are exempt from the County’s wetland regulations but must still comply with Federal regulations. ❑ Any wetlands on the property must be delineated by the U.S. Army Corps of Engineers (ACOE) or one of their recognized wetland consultants. The wetland delineation shall be surveyed and shown on the plans. Any accompanying wetland reports shall also be submitted. ❑ If County records indicate that there may be wetlands in the near vicinity of the proposed development, a determination may be required to be submitted by a recognized wetland consultant. If the consultant finds there are no wetlands, then the consultant may need to submit a letter indicating this determination. ❑ Any disturbance to wetlands or the wetland setback, which is not exempt from the County’s wetland requirements, must meet all applicable provisions set forth in Chapter 7 of the Code including but not limited to: a.) a statement on compliance with each Criteria set forth in Section 7105.03; b.) a wetland disturbance plan in accordance with Section 7105.04; c.) a mitigation plan in accordance with Section 7105.05; and d.) a financial guarantee in accordance with Section 7105.06. ❑ Any disturbance to wetlands must also include evidence of compliance with Section 404 of the Federal Clean Water Act. See also the 1987 Wetlands Delineation Manual published by the ACOE. <ul style="list-style-type: none"> ❑ Show all erosion control measures and mitigation recommendations by the wetlands professional(s). ❑ Wetland delineations are considered valid for five (5) years from the date of the report. If a wetland delineation has expired, a new delineation will be required.
	15. Trail(s) – Identify any significant existing trails or proposed connections.
	16. Significant natural or historical features – Identify any potential features
	<p>B. ARCHITECTURAL PLANS, to architectural scale</p> <ul style="list-style-type: none"> ❖ Contact Building Inspection at (970) 668-3170 for other requirements on all plans.
	<p>1. Floor plan(s)</p> <ul style="list-style-type: none"> ❑ Show all rooms and proposed uses. ❑ Only one kitchen allowed per residence <ul style="list-style-type: none"> ❖ Wet bars: 6 cubic feet refrigerator maximum. ❖ Wet bars are not allowed in detached garages. ❑ Show all decks, stairs, cantilevered construction, etc. ❑ Show compliance with garage size <i>maximum</i>. See Section 3505.18. ❑ Accessory apartments: Require a Class 2 Accessory Apartment approval from the Planning Department. See Section 3809.03 for Code provisions and review submittal requirements for the application.
	<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 <ul style="list-style-type: none"> ❖ Use the same reference points (USGS or relative) to match the site plan
	4. Foundation plan(s) – show dimensions