

42 Valley Crescent  
 PO Box 208  
 Palmer Lake, CO 80133  
 719-481-2953 - Office

## Remodel, Re-roof, Other Only

### Building Permit Process

- ✓ Allow up to 10 business days for review and response.
- ✓ See definition of applicable construction activity on page 3 of this application.
- ✓ The permit issued by Regional Building must always be displayed up to and including the time of Occupancy.
- ✓ This Land Use Permit must be presented to Regional Building before a building permit will be issued.

**Pikes Peak Regional Building - 327-2880**  
**2880 International Circle, Colo Spgs CO 80910**

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

Expiration Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Owner Information	Street/PO Box	City	State	Zip
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Contacts: \_\_\_\_\_

Email	Work	Cell
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Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Information	Street/PO Box	City	State	Zip
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Contacts: \_\_\_\_\_

Email	Work	Cell
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Property Information:

Tax Assessors Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_

Proposed Land Use:

Single Family     Commercial     Multi-Family     Industrial    Current zone: \_\_\_\_\_

Proposed Use:

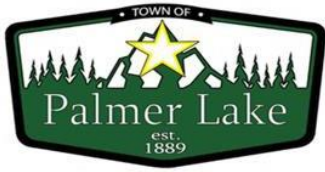
Remodel     Re-Roof     Other: \_\_\_\_\_

Zoned    Actual (setbacks measured perpendicularly from lot property lines to any part of the proposed construction)  
 (Setbacks as if facing the front of the property)

Front	_____	_____
Rear	_____	_____
Right	_____	_____
Left	_____	_____

#### Zoning Classifications for the Town of Palmer Lake

- RA Residential Agricultural Zone – 5 Acre
- R1 Low Density Residential zone – 1 Acre
- R1E Estate Zone – 2 ½ Acres (2.5)
- R2 Intermediate Density Residential Zone – ½ Acre (.5)
- R3 Medium Density Residential Zone – 5,000 sq ft minimum – Single Family
- R10,000 Residential Zone – 10,000 sq ft – minimum – Single Family
- M1 General Industrial Zone
- C1 Commercial/General Zone
- C2 Commercial Business and Commercial Zone
- CC Convenience Commercial Zone
- O1 Recreation Zone
- PUD Planned Unit Development



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## Remodel, Re-roof, Other Only Continued

Office Use Only: *Project Cost Permit Fee:*  
 \$1-\$2,499 = \$25.00  
 \$2,500-\$9,999 = \$50.00  
 \$10,000 – over = \$200.00 (includes plan review)

**Check #1:** Project Materials Cost:

\_\_\_\_\_ X Use Fee **2%** = \_\_\_\_\_ = \_\_\_\_\_

+ Permit Fee: \_\_\_\_\_ = \_\_\_\_\_

Fire Inspection Fee: **\$500.00** – Commercial Buildings = \_\_\_\_\_  
 Fire Inspection Fee - Ref. Uniform Code 14.04

Hillside Fee: **\$250.00** = \_\_\_\_\_  
 Hillside – Ref. Municipal Code 17.50.060 if average slope of land is 15.9% or greater

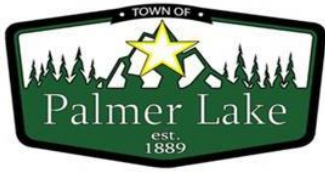
Drainage Impact Fee: \_\_\_\_\_ (from page 5) = \_\_\_\_\_  
 Drainage Fee – Ref. Municipal Code 16.80.020  
 \*\*Drainage Consultant fees may be added\*\*

Engineering Site Review Fee: \_\_\_\_\_ = \_\_\_\_\_  
 (Town Engineer) Ref. Municipal Code 17.50.130

**\*\*LUP to be stamped & released after ALL fees have been paid\*\***

**Total Check #1: Town of Palmer Lake** = \_\_\_\_\_

*Note: The Town of Palmer Lake reserves the right to inspect the builder's records as related to the project.*



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## ***Remodel, Re-roof, Other Only Continued***

**Applicable Construction Activity:** construction activities with land disturbance greater than or equal to one (1) acre or disturbing less than one (1) acre if that construction activity is part of a larger common plan of development or sale that would disturb, or has disturbed since March 2, 2001, one acre or more, unless excluded or the disturbed areas have been finally stabilized. Ref. Chapter 17.50 of Municipal Code for more information and exclusions.

Projects that are not applicable construction activity (those being less than one (1) acre of disturbance and not part of a larger common plan of development or sale) are required to implement and maintain temporary construction stormwater control measures to avoid downstream impacts on property, drainage and transportation infrastructure. At a minimum, perimeter stormwater control in the form of silt fence or other appropriate control measure(s) shall be installed and maintained to protect the entire disturbed area(s). Failure to implement and maintain temporary control measures may result in appropriate enforcement action. Ref. Municipal Code 17.50.120 Enforcement.

**Flood Plain:** If the property lies within the federally designated flood plain, plan must be in conformance with the Flood Plain Ordinance and must be certified by a Colorado Registered Professional Engineer. The plan must be approved, prior to issuance of this permit, by the Regional Building Authority Flood Plain Administrator. Ref. El Paso County Regional Building Code.

**Cross Connection Control Device:** A Back-Flow Prevention Device must be installed in all commercial buildings, residential buildings and underground sprinkler systems. The make, model and inspection date must be submitted to the Town Office for commercial accounts only. Proof of a yearly inspection must be submitted to the Town. Ref. Uniform Code 14.04.010 K (1).

**Wells:** Any new or existing wells, subject to the conditions of the Well Agreement between the Town of Palmer Lake and recorded with El Paso Clerk and Recorder, must be metered and the reading be submitted to the Town on or before December 31 of each year. Reference Well Agreements (Ordinance #8, 1985).

**Roads:** If the Town does not maintain road access to subject property, the applicant must enter into a Road Construction Agreement with the Town prior to issuance of this Land Use Permit – Ref. Municipal Code 12.01.020

**Installation of Utilities on or in the Town Right-of-Ways, Driveways and/or Culverts:** A Street Cut Permit must be submitted to the Town Office at least 48 hours in advance of the anticipated date of the cut. A basic fee of \$200 for up to 20 lineal feet, with an additional \$10.00 per lineal feet, thereafter, is payable at the time of submittal of a Street Cut Permit. It is the responsibility of the applicant to obtain a signed copy of the permit and display the permit on site at the time of the cut, contact the Town Office for periodic inspections and in the case of cancellation, notifies the Town of the rescheduled date and time. Ref. Municipal Code 14.10.030.

**Driveway Culvert:** The Town must be notified prior to the installation of a driveway culvert in order to insure proper placement. The Resident\Owner is responsible for maintenance of the culvert including ten (10) feet on each end.

Average size culvert: Diameter: 18” - Length: 20' minimum – Ref. Municipal Code 12.03.051-.052

**Two (2) Year Construction Warranty:** All road construction (including street cuts, and/or water/sewer line installations) will be warranted for a two (2) year period. Water - Reference Municipal Code 13.04.020 and Roads – Ref. Municipal Code 12.01.080

**State Highway Access:** Property having ingress\egress from Highway 105, must have a State Highway permit. Contact the Colorado Department of Transportation, 719-546-5407, Pueblo. Attach copy of the State Highway permit. Ref. Municipal code 16.44.070.

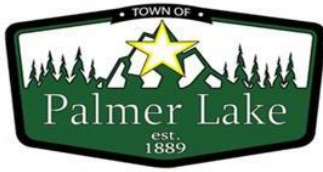
**Off Street Parking:** No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, how many spaces are required? \_\_\_\_\_

Ref. Municipal code 17.60.020

**Sewer\Septic:** Contact Palmer Lake Sanitation, 481-2732, to determine availability of sewer. If septic system, attach a copy of El Paso County Health Department Permit. Sewer \_\_\_\_\_ Septic \_\_\_\_\_  
Ref. Municipal Code 16.48.030.

**Preble's Meadow Jumping Mouse:** All federal and state laws, regulations, ordinances, review and permit requirements, and other requirements, if any, of applicable agencies including, but not limited to, the Colorado Department of Wildlife, Colorado Department of Transportation, U.S. Army Corp of Engineers, and/or the U.S. Fish & Wildlife service regarding the Endangered Species Act, particularly as it relates to the Preble's Meadow Jumping Mouse (PMJM) as a listed threatened species.

When land is proposed for development activities, within the defined habitat area of the PMJM as defined by any of the above agencies, specific written declaration of approval by the respective agency must be provided to the Town of Palmer Lake prior to the approval by the Town of the requested Land Use Permit.



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## ***Remodel, Re-roof, Other Only Continued***

Contact the Town Office, 719-481-2953 to set an appointment for any of the following:

- Preliminary drainage plan and culvert placement
- All Road construction
- Water / sewer line construction
- Applicable construction activity
- Applicable development activity

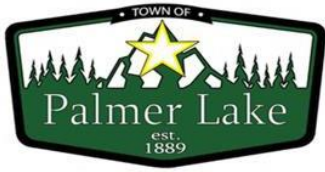
If applicable:

Conditional Use: Date of Town Board Approval: \_\_\_\_\_

Variance (Board of Adjustments): Date of Board Approval: \_\_\_\_\_

Plan Submittal Requirements:

- PROPERTY address, legal description, owner’s name, mailing address and phone numbers; builder/contractor’s name, contractor’s license number, mailing address and phone numbers. Include Remodel Plans
- LOT- layout accurately drawn to a minimum scale of one (1) inch = twenty (20) feet.  
If lot falls within the Hillside Ordinance, it WILL require a topographical drawing with two foot interval elevations.
- LOCATION of proposed structure on lot: (Site Plan)
  - a. Natural grade/existing and final grade must be shown
  - b. Show existing contours and proposed contours at two-foot intervals
  - c. Scale drawing of structure in relation to grades must be shown
- LOT SIZE - show square footage of property if less than 1 acre - If more than 1 acre, show acreage to 2 decimal places.
- SETBACK DIMENSIONS - clearly show the distance from the property line to the furthest overhang of the proposed structure (ie., eaves).
- IMPERVIOUS AREA - clearly show square footage and placement of all impervious areas to include, but not limited to:
  - a. Main structure, sidewalks, driveways, decks, detached garage, gazebos and retaining walls
  - b. Indicate proposed surface structure material for driveway, access way and parking
- CULVERT - size and placement- subject to approval by the Town.
- GRADING AND EROSION CONTROL PLAN – shall meet the requirements in Chapter 17.50 of this Uniform Municipal Code.
- STORMWATER MANAGEMENT PLAN – All applicable construction activity shall submit with this Land Use Permit application a completed Stormwater Management Plan meeting the requirements in Chapter 17.50 of this Uniform Municipal Code.
- SEWER LINE -location of main, house connection and connection size as approved by Palmer Lake Sanitation.
- SEPTIC SYSTEM - location of septic tank and leech field as approved by El Paso County Health Department.



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### ***DRAINAGE FORMULA***

Square Footage of land \_\_\_\_\_

Divided by 43,560 sq ft.

\_\_\_\_\_ Acres (%)

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Basic fee per acre \$9,747  
 (Ord-16.80.070)

Multiply by \_\_\_\_\_ Acres (%)

\$ \_\_\_\_\_ Step 1 of fee owed

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Total square footage of  
 Impervious area \_\_\_\_\_

Divided by  
 Square footage of land \_\_\_\_\_

\_\_\_\_\_ % of land considered to be Impervious Area

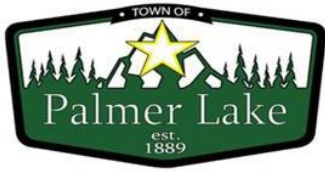
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Step 1 of fee owed \$ \_\_\_\_\_

Multiply by % land considered  
 To be Impervious Area \_\_\_\_\_

\_\_\_\_\_ Total Drainage Fee – (enter page 2)

(If parcel of land is over 2.5 acres multiply by .75% for Adjusted Drainage Fee)



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## ***Remodel, Re-roof, Other Only Continued***

*Each Land Use Permit application will be reviewed, and requirements will be made based on the individual project.*

In conjunction with Regional Building, no occupancy permit will be issued until the Town of Palmer Lake's requirements for water, roads and/or drainage have been completed and approved by the Town.

By the applicants' signature below, the applicants indicate acknowledgement of all duties, responsibilities and ordinances, contained herein, including but not limited to the contents of this land use permit:

\_\_\_\_\_  
Signature of the Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Builder/Contractor

\_\_\_\_\_  
Date

**\*\*\*This Permit is valid for 12 months from date of issue\*\*\***

### ***Office Use Only***

Application Received: \_\_\_\_\_

By: \_\_\_\_\_

Zoning Signature: \_\_\_\_\_

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

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

Water Connection Form has been completed: \_\_\_\_\_ Date: \_\_\_\_\_

Palmer Lake Sanitation Sewer/Septic sign off signature/ letter: \_\_\_\_\_ Date: \_\_\_\_\_