

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

New Construction 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

Email Work Cell

Contractor: _____ License Number: _____

Mailing Address: _____

Contractor Information Street/PO Box City State Zip

Email Work Cell

Property Information:

Tax Assessors Identification Number: _____ - _____ - _____ Lot(s): _____ Block: _____

Proposed Land Use:

Single Family Commercial Multi-Family Industrial Current Zone: _____

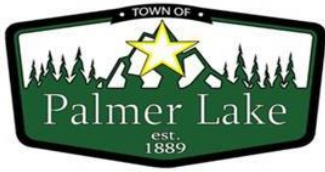
Setbacks:

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

Height to tallest point: _____
 (of building)



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

New Construction Only Continued

Office Use Only: *Land Use Permit Fee:*
\$200.00

Check #1: Use Fee: **\$67.95** per square foot

_____ X **2%** = _____ = _____
 Square Footage - All building includes garages and unfinished basements

+ Land Use Permit Fee: _____ = **\$200.00**

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

Hillside Fee: **\$250.00** _____ = _____
 Hillside – Ref. Municipal Code 17.50.040 -.060 if average slope of land is 15.9% or greater

Modular Homes: **\$500.00** (includes Moving Fee) _____ = _____
 Modular Home Moving Fee – Ref. Model Traffic Codes for CO Municipalities - Amended 1995

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 = _____

Check #2: Water Meter & Parts: **\$650.00** _____ = _____
 Water meter and parts - meters supplied for 3/4" service lines have factory built cross-connection control devices. Commercial accounts are required to submit to the Town Office proof of inspection once year.

Water Tap: **\$22,703.26 (3/4" or smaller)** _____ = _____
 Tap size based on uniform plumbing code requirements. Meter and tap must be the same size. If mainline does not exist adjacent to the property, applicant must enter into a water main construction agreement with the town prior to the issuance of this land use permit. The Resident/Owner is responsible for maintenance of the water line from the point of connecting to the mainline (Ref. Municipal Code 13.01.060).

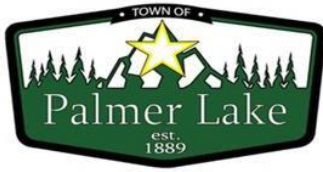
Well Permit Fee **\$50.00** _____ = _____
 Well meter to be installed and read annually by terms of agreement with Town

Total Check #2: Town of Palmer Lake Water Department = _____

Check #3: Fee In Lieu of Land: **\$1,350.00 Single Family/Mobile/-Other**
 Fee in Lieu of Land – Ref. Ordinance # 7-2011

Total Check #3: School District 38 = **\$ 1,350.00**

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



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

New Construction 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. Ref. 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 – Ref. Municipal Code 13.04.020 and Roads – Ref. Municipal Code 12.01.080

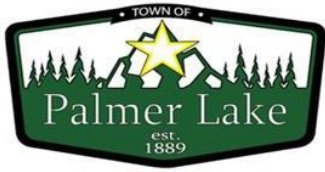
State Highway Access: Property having ingress\egress from Highway 105, must have a State Highway permit. Contact the Colorado Department of Transportation, 719-546-5407, Pueblo. Attach copy of the State Highway permit. Ref. Municipal code 16.44.070.

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.



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

New Construction 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

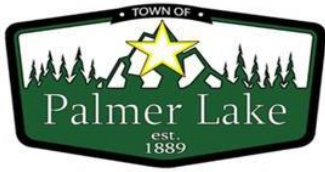
If applicable:

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 a full set of Building 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 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).
- ADDITIONS - clearly show the existing structure and the proposed structure in relation to the property lines.
- 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.



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

DRAINAGE FORMULA

Square Footage of land _____

Divided by 43,560 sq ft.

_____ Acres (%)

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

Multiply by _____ Acres (%)

\$ _____ Step 1 of fee owed

Total square footage of
 Impervious area _____

Divided by
 Square footage of land _____

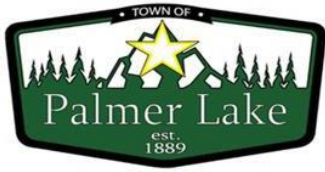
_____ % of land considered to be Impervious Area

Step 1 of fee owed \$ _____

Multiply by % land considered
 To be Impervious Area _____

_____ Total Drainage Fee (enter on pg.2)

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



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

New Construction 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 the 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: _____



TOWN OFFICE USE ONLY	
Date Received: _____	By: _____

WATER CONNECTION AGREEMENT

The following form must be completed for any residential water connection request in the Town of Palmer Lake. This form shall be submitted to the Town of Palmer Lake for Administrative review.

Note: A minimum of 10 days is required to process this form.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____ Driver's License State/#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Property Address: _____

City: _____ State: _____ Zip: _____

SERVICE START DATE: _____

WATER FEES

BASE FEES						
Tap Size	3/4"	1"	1 1/2"	2"	3/4" out of town	1' irrigation
Monthly Operating Fee	\$61.13	\$85.54	\$126.59	\$175.89	\$99.76	\$136.38
Capital Improvement	\$6.11	\$8.55	\$12.66	\$17.59	\$9.98	\$13.64
Debt Service	\$17.76	\$17.76	\$17.76	\$17.76	\$17.76	\$17.76
TOTAL BASE FEE (no usage)	\$85.00	\$111.85	\$157.01	\$211.24	\$127.50	\$167.78

WATER USAGE RATES		
min. gallons	max gallons	\$ per 100 gallon
1	999	\$ 0.84
1000	2999	\$ 1.20
3000	5999	\$ 1.45
6000	8999	\$ 1.65
9000	11999	\$ 1.90
12000	19999	\$ 2.10
20000	99999	\$ 2.30

WATER CONNECTION RULES & REGULATIONS

Palmer Lake Municipal Code relating to Water is in Title 13 and can be found online at library.municode.com/co/palmer_lake/codes/code_of_ordinances. Selected sections of Town Code are provided here. The Town Fee Schedule can be found at www.townofpalmerlake.com/documents.

13.08.100. - Water bills and payments.

(a) All water bills shall be due and payable in full within 25 days after the billing date appearing on the statement (due date: 20th of the month). Late charges as set out in the town's master fee schedule shall be charged if the proper payment is not received by the 30th and 60th day. In addition, if proper payment is not received by the 60th day, interest on the unpaid water bill shall be charged at the rate of 18 percent per annum. Interest shall not be charged on the late charge amount. The late charge and interest may be waived for good cause by town administration.

(b) A returned check fee, as established in the master fee schedule, along with any other bank service charges, shall be added to the water bill of a customer if a check is returned for nonpayment. If the town is unable to collect the amount of the check along with the fee and any bank service charges assessed within ten working days after notice has been given by the town of non-payment, the water service shall be disconnected.

(c) The town clerk may also utilize the approved procedure for any unpaid bills, including water bills, which remain unpaid for more than 90 days.

13.08.110. - Delinquent bills must be paid.

In case there shall be any past due unpaid water bills and the water supply has been turned off, the water shall not be turned on again until all such past due water bills, including any interest and late fees have been paid in full or an approved payment agreement filed.

13.08.120. - Property charged with rent (see online code)

13.08.130. - Charge for turning water on and off (see online code)

13.24.020. - Water conservation guidelines.13.20

WATERING:

1. Odd-numbered building addresses are permitted to use water for watering landscapes on Mondays, Wednesdays & Fridays.
2. Even-numbered building addresses are permitted to use water for watering landscapes on Tuesdays, Thursdays & Saturdays.
3. No landscape watering shall be permitted on Sunday.
4. Watering is allowed between the hours of 6:00 a.m.—9:00 a.m. and 6:00 p.m.—9:00 p.m.
5. Exceptions may be considered as requested with the town administrator/clerk

APPLICANT ACKNOWLEDGEMENT

The Undersigned hereby requests the Town of Palmer Lake furnish water service to the address designated herein. In exchange for these services, the Undersigned agrees to be responsible for all charges for water service provided at the designated address, regardless of whether the service is used by the owner, until the undersigned gives proper notification to the Water Department that the services are to be discontinued. In the event the Undersigned fails to make a payment for water service, the Town of Palmer Lake shall immediately become entitled to exercise all creditors' remedies for collection of amounts owed and allowed by law. The Undersigned agrees to pay all costs and attorney's fees incurred by the Town of Palmer Lake in collection of any amount due. Should the Town of Palmer Lake change any of the terms of this agreement, the owner will be notified in writing.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

Applicant Signature

Printed Name

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to clientcare@amcobi.com. The form may be manually signed by printing the form and signing by hand. Alternatively, forms may be turned in at the Town office.