

2005

"NEW" Improvement Permit Requirements

**SAN JUAN COUNTY , COLORADO
IMPROVEMENT PERMIT PROCESS
FOR INDIVIDUAL BUILDING SITES NOT IN APPROVED SUBDIVISIONS**

In San Juan County most all activities that involve construction or development of any kind require the processing of an "improvement permit." This requirement applies to persons wanting to build a home or cabin on any lot or mining claim. The improvement permit process includes basically three kinds of review; (1) review of land use impacts, (2) building permit process, and (3) final issuance of the certificate of occupancy. The following is a step by step summary of what an applicant needs to accomplish to build a home or cabin in San Juan County.

STEP 1: Applicant researches site characteristics that require approval from other entities described below such as the **method of achieving potable water** (approval needed from the Colorado Division of Water Resources for surface or well permits), **sewage and greywater treatment** (approval needed from San Juan Basin Health), **road access** (approval needed from the Forest Service, BLM, Colo. Dept. of Transp., or the County), and any permits needed for **bridge construction** from the Army Corps of Engineers. These signed and approved permits will be submitted with the application packet.

- a. proof of adequate **water source** by either:
 1. a decreed and adjudicated surface water right
 2. evidence of applicants ability to join in an existing central water distribution system
 3. well permit issued by the Colorado Division of Water Resources
 4. a written statement from the Colorado Division of Water Resources on the feasibility and adequacy of the water source and its possible effects on present and decreed users of water
 5. in the absence of available water on the property; description of an adequate transfer and storage system
- b. proof of satisfactory method of **sewage and greywater disposal** (the County may require an engineered waste disposal system in addition to San Juan Basin Health approval)
 1. ability and authority to join an existing central sewage disposal collection and treatment system
 2. satisfactory test results on capacity for an individual sewage disposal system from the San Juan Basin Health Unit (dated and signed)
 3. clearance and approval for a specially designed individual sewage disposal treatment system from the San Juan Basin Health Unit
 4. method of greywater treatment if used in conjunction with a composting toilet (involves approval from San Juan Basin Health)
- c. **approved and signed driveway permit** from the following relevant entities (applicant also needs to complete a form entitled "relationship of property to county road and state highway systems" included with the application packet)

1. Colorado Division of Highways (if the access drive intersects a State Highway)
2. County Road and Bridge Supervisor (permission is granted on a form entitled "San Juan County, Colorado Driveway and Road Access Permit")
3. BLM or USFS (**federal access permit must be processed and approved prior to submitting application to the County**).

STEP 2: Applicant prepares an "**improvement permit**" application and attachments (permit forms available at Silverton Town Hall and San Juan County Courthouse) which will be submitted to the Town/County Planner when complete

- a. improvement **permit form** (filled out where applicable)
- b. **narrative**, including:
 1. written description of the proposed improvements and uses on the property
 2. description of property location and **existing** improvements in relation to the County road system and State of Colorado highway system
 3. name, address, phone number, E-mail (when relevant) of:
 - a. the permit applicant/agent
 - b. all owners of the property (including mineral, timber, water right owners)
 - c. contractor(s) retained to accomplish any portion of the improvement
 4. proof of ownership and/or lease of mineral rights if mining is intended
 5. legal description of the property, including:
 - a. parcel name
 - b. survey number, tract number, or other recorded identifying number
 - c. location of the parcel by Township, Range, Section
 - d. size by acreage to the nearest tenth of an acre
 6. current zoning of the property
 7. method of solid waste disposal, sewage disposal
 8. method of obtaining potable water
 9. method of obtaining electricity, gas service, wood heat (if any)
 - ~~10. description of building materials to be used, including roof,~~
exterior lighting (if any), and materials to be used on any accessory structures (provision of building elevations recommended)
 11. fire safety plan including description of plan for building protection, slash removal, and emergency ingress and egress
 12. plan for site revegetation, landscaping
- c. **vicinity map** showing the location of the property and the property boundaries on a **USGS 1:24,000 topographic map**, especially in relation to the County road system
- d. **certified survey plat** (a licensed surveyor must establish and certify permanent monuments at each corner of the property) including:
 1. metes and bounds descriptions,

2. bearing to an established survey monument
3. signed by a licensed surveyor as filed for the record in San Juan County

APPROPRIATE

- e. **detailed site plan** (drawn to scale of $1"=20'$, with scale identified and including north arrow) showing:
1. exact location and dimensions of all proposed improvements (with distance from property boundaries)
 2. location and size of cistern, well, or water lines
 3. location and size of septic system, greywater system or alternative system
 4. location and size of any other improvements such as electric lines, propane tanks, trash receptacles
 5. location and dimensions of driveways, walkways, and parking areas
 6. identification of any historic features and historic trails on the property including description, location, and dimensions
 7. location and width of any easements or right-of-ways for County roads, trails, Federal gov't. roads

The proposed building site (s) must be identified on the ground with survey flags.

- e. **list** of the names and mailing addresses for all property owners within 1,500 feet of the perimeter of the property **accompanied by pre-addressed, stamped envelopes** for each name on the list

STEP 3: Administrative Review: Applicant **submits** the above information and pays the application fee (**checks written to San Juan County**) of **\$350.00** (at the office of the Town/County Planner) 1360 Greene Street (Silverton Town Hall). The Town/County Planner then reviews the application for completeness. Staff may require additional information pertaining to special impacts such as water discharge, railroad or trail right-of-ways, historic preservation, avalanche hazard, severe slopes, health impacts, and the Town/County zone of mutual interest. Staff may request a site visit with the applicant to view the proposed building site and the flagging identifying the site.

STEP 4: Planning Commission Review Process:

- a. consultation with the Town/County Planner to determine what materials are needed for Planning Commission Review (i.e. number of **copies (15)** of application, narrative, maps and attachments and any additional information required by staff)
- b. scheduling of appearance before the Planning Commission (after completion of all required submittals) no less than 10 days nor longer than 40 day from the date of the submission of all required copies
- c. if application is in the Town/County Zone of Mutual Interest, an additional copy of the complete application will be needed for the Town of Silverton (staff

will deliver this packet to the Town within 3 days of submittal of complete application)

d. the Town/County Planner sends notification of meeting to all property owners within 1,500 feet of the perimeter (list and preaddressed envelopes were already submitted by applicant)

e. **Planning Commission Review:** the Planning Commission then reviews the application to determine

1. the accuracy and completeness of the application
2. compliance with the County Zoning and Land Use Regulations
3. conformance to the County's Master Plan.

Additional information may be required by the Planning Commission during its review.

f. Within 5 days of the completion of its review the Planning Commission will submit its recommendation to the County Board of Commissioners accompanied by 5 copies of the complete application

STEP 5: Process for Decision by the County Board of Commissioners

a. Staff delivers one copy of the above **5 application copies** to the County Courthouse to be made available for public review (the rest are designated for the staff and Commissioners).

b. A **public hearing is scheduled** no sooner than 7 days after notice of the hearing is properly posted and published in the local newspaper (must be delivered to the newspaper by the staff usually 15 days prior to publication)

c. **County Commission reviews the proposal;** during which the Commission may require submission of more information or detailed studies as deemed necessary

d. **County Commission decision** (within 45 days after receipt from Planning Commission); may be either:

1. approve the application with permission to proceed to next step (i.e. building permit)
2. approve the application with conditions
3. refer the application back to Planning Commission for further evaluation
4. deny the application and permit (with reasons in writing)
5. take other action consistent with the County code.

e. upon approval by the County Commissioners, the applicant will receive a letter informing the applicant of the approval and may be required to sign a notarized form "Acknowledgement of Conditions of Approval for the Improvement Permit."

STEP 6: Building Permit Process: A building permit is required for (a) any project in excess of \$500.00 labor and material, and (b) any project in excess of 120 sq. ft.

a. Applicant obtains a building permit application form from the Town/County Building Department (located in Silverton Town Hall 1360 Greene St., Silverton)

b. Applicant completes application packet containing the following:

1. completed **application form**

2. **two sets of plans** for plan check including:

a. **plot plan** with dimensions of house and setback distances from property lines

b. four (4) **elevations** (minimum) with dimensions for new construction or two (2) elevations (minimum) with dimensions for additions

c. **floor plan** with window dimensions and door sizes, including the use of each room

d. **foundation and stem wall details**

e. **plumbing and heating specs**

f. application **identification**; i.e. address and description of property and name of owner

g. **setbacks** of buildings (including overhanging roof lines and decks) from property lines

3. **narrative** regarding the use of the property and identification of work to be covered by the permit. Must include a copy of the approved site plan that was attached to the Improvement Permit and a copy of any conditions of approval.

c. Applicant **submits the completed form and the plans** to the office of the Town/County Building Inspector and pays the appropriate application fee (the applicant will need to contact the Building Inspector to determine this fee)

d. Applicant makes an appointment with the Building Inspector to go over the submission. Local requirements and guidelines include:

1. 1997 Edition of the UBC

2. 1990 NEC

3. 1991 UCBC

4. 1982 UFC

5. Other requirements are 42" footings, 90 lb. snow loads (also see 1997 UBC appendix Chap. 16, Div. I), minimum R-19 insulation, and 70 MPH wind loading (see '97 UBC appendix, Chap. 23)

e. Building Inspector has the following **entities review** the application prior to issuing a building permit:

1. Town/County Planner reviews the setbacks, proposed use and general compliance with the County regulations and previously approved conditions of the improvement permit

2. additional requirements may be made concerning engineered foundations, fire protection, slope hazard, avalanche hazard, etc.

f. **Building Inspector**, after receiving all needed information, reviews the application and either asks for changes or issues the building permit. During construction, the property will be posted (by staff) with a sign identifying that an improvement permit has been issued.

g. **Periodic Inspections**: The Building Inspector will conduct weekly inspections and specific inspections for the following:

1. foundation
2. rough framing
3. rough electrical and finished work

h. **Electrical Inspection**: to be conducted through the State of Colorado

i. **Septic, Sewage, and Water Systems**: to be inspected by the appropriate agency such as San Juan Basin Health, Town of Silverton, or Colo. Dept. of Water Resources

STEP 7: Issuance of Certificate of Occupancy; once the building is completed, a certificate of occupancy will be issued after final inspection and the posting removed.

Activity	Deadline	Fees Req.	# Copies	Date Rec.	Expected Action	Action	Conditions
TOWN OF SILVERTON SUBDIVISION PROCESS							
Items to be Submitted							
Pre-Applic. Review: Outline Development Plan (7-4-4-A) supporting information	Deadline prior next PC	\$300.00	11		Informal conference		
Prelim. Plat supporting information (7-4-4-B) written appl. for cond. approv.	20 days prior next PC	\$600.00	11		transmittal to other agencies PC review, action within 40 days to approve or deny		
Final Plat Map supporting information (7-4-4-C)	12 months after Pre. Plan Appro. 20 days prior to next PC 5 days prior PC; public notice	\$500.00 for subd. Under 5 ac; over 5 ac. add \$100.00/lot			PC review, approve or deny, send rec. to Town Board within 40 days Town Board decision within 20 days after rec. from PC		
Recording of Final Plat	Filing of Final Plat w. County Clerk Approval	Co. Clerk Record. Fee					
TOWN OF SILVERTON RESUBDIVISION PROCESS							
Items to be Submitted							
Pre-Applic. Review: Outline Development Plan (7-4-4-A)	Deadline prior next PC	\$300.00	11		Expected Action PC review, public hearing, written rec. to Town Bd. within 45 days of receipt Town Bd. Review, approval, or deny 1 year conditional approval	Action	Conditions
Final Plat (unless Prelim. Plat required)	prior to one year deadline	Co. Clerk record. Fee			Town Bd. Review, approve, or deny within 20 days rec. from PC		