



Application VARIANCE/SITE PLAN REQUIREMENTS

Date: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Property Address: _____ E-Mail: _____

Primary Contact: _____ Phone: _____

Proposed Variance to Chapter 19:32: _____

19.60.010 Variances The Planning and Zoning Commission acting as the board of zoning adjustments shall have the power to grant variances from the provisions of Title 19 Zoning, Chapter 19.32 Lots, Yards and Building Heights in cases where, because of specific location, topography, shape, or size of the lot, the strict application of these provisions would cause exceptional practical difficulties or undue hardship to the property owner. **A variance may be granted only if all of the following conditions are found to exist:**

- B.** No use or modification shall be authorized other than those uses permitted as a use-by-right in the zoning district.;
- C.** Conformance to the purposes and intent of the comprehensive plan, future land use, and ultimate development of the zoning district shall be upheld;
- D.** The values and use of adjacent properties and their access to light and air will not be adversely affected.
- E.** The hardship is peculiar, site specific to the property, not created by the applicant, and cannot reasonably be corrected; and
- F.** Substantial justices shall be done and that any relief granted shall not be arbitrary or discriminatory.

Checklist

Initial Check if to
If Provided / Be Waived

Section 19.080.20 Plan requirements for applications

_____ / _____

A. A title block, situated in the lower right hand corner of each page, indicating the property owner, applicant, the drawing date (including revision dates), plan title, and name of the engineers, architects or draftsmen;

_____ / _____

B. North Arrow

_____ / _____

C. Written and graphic scale;

_____ / _____

D. The original signature and seal of the professional engineer, and/or land surveyor, and/or architect responsible for the submission. survey information shall conform to standards set down by the Colorado State Board of Registration for Professional Engineers and Land Surveyors;

_____ / _____

A. A location map at a scale acceptable to said office showing surrounding properties within three hundred feet of the subject site and including roads, watercourses, zone boundaries, and zoning designations;

_____ / _____

F. Square footage of the property; building coverage expressed in square feet, and as a percentage of gross land area;

G. Existing improvements, including all structures, utility poles, stone walls, fences, wells, septic systems, etc, both above and below ground;

_____ / _____

H. Names and addresses of all owners of properties within three hundred feet of the subject properties as determined from the most recent county Assessor's records;

_____ / _____

I. Existing and proposed contours at two-foot intervals at two-foot contour intervals, including topographic bench marks, based on USGS datum;

_____ / _____

J. The size and location of all existing and proposed public and private utility and access easements or other rights of way;

_____ / _____

K. Dimensions of proposed structures, including basement and first floor elevations, relative to USGS datum;

_____ / _____

L. Location, dimensions, and names of adjacent streets, and proposed internal streets showing centerline radii and curb return radii, location and dimensions of bike/pedestrian paths and walkways shall be shown;

_____ / _____

M. The proposed layout of parking facilities, including locations and dimensions of parking spaces, curb islands, internal planter strips, maneuvering aisles, and access driveways with indication of travel; also standard sectional details. A breakdown of parking requirements shall be provided in tabular form in conformance with Chapter 19.40;

_____ / _____

- N. The location of all exterior lighting, signage, and fencing used to divide properties and to screen mechanical equipment and trash containers; _____/_____
- O. Existing specific physical site features, including drainage ways, irrigation canals, etc., and within fifty feet of the site; _____/_____
- P. The location of all existing trees greater than four inches caliper, with an indication as to those which are to be retained on the property; also the location and dimensions of landscaped areas, location and names of all proposed plant material and ground cover, and the location of other pertinent landscape features; _____/_____
- Q. Location of all existing and proposed recreational amenities, such as open play areas, swimming pools, tennis courts, tot lots, and similar facilities; _____/_____
- R. Sanitary sewers or septic systems, water supply, and irrigation systems, including details and specifications, and invert and top-of-frame elevations; _____/_____
- S. Sediment and erosion control measures; _____/_____
- T. Storm drainage system design, including invert and top-of-frame elevations, pipe sizes, standard details, and supportive computations and runoff calculations based on existing and post-development conditions; _____/_____

Section 19.18.030 Architecture-Amenities Special review use applications for new structures or major additions shall be accompanied by architectural plans for all buildings, structures, signs, lighting standards, and other amenities, in particular:

- A. Building exterior elevations and perspective drawings, including building materials and color;
- B. Building floor plans with details on how each area is to be utilized;
- C. Lighting standard perspectives and specifications;
- D. Sign details, perspectives, and dimensions (demonstration of compliance with Chapter 19.44);
- E. Special site amenity details (sidewalks, stone paving, fencing, etc);
- F. Landscaping, with emphasis on dry land landscape treatment.

For those items marked “Request be Waived”, explain the reasons for such request and attach your explanations hereto. For example, there may be no excavation or grading. As a result, there would be no need for erosion or sedimentation control measures as called for in 19.080.20 S. In some cases some information under an item would both be provided and so marked and other information requested to be waived and so marked. For example, under 19.080.20 P. landscaped areas would be provided but there might not be any trees over four inches in caliper on the site or, if there were such trees, they might not be suitable for saving.

Please read the following information carefully and sign below. This original signed checklist must be returned with your submittal package for approval by the Town Manager.

We Recognize that we, ourselves, or our representative must be present at all hearings relative to this proposal and it is our responsibility to know when and where the hearings are.

In the event that the petitioner is not represented, the proposed item will be dropped from the agenda. Any changes to the plan will require review by the Town prior to being accepted.

We Understand that incomplete submittal will not be accepted and submittal with insufficient information, identified in the review process, which has not been addressed by the applicant, may be withdrawn from the agenda, and failure to meet deadlines as identified by the Town may result in the project not being scheduled for hearings.

We Agree that all communication between the applicant and the Town will occur through only one person designated to represent the applicant as indicated by their signature below.

Signature(s) of Petitioner(s)

Signature of Designated Representative

GRAPHIC STANDARDS

All drawings, maps, exhibits, and plans shall conform to the standards presented in this Section.

A. **SCALE** Minimum and maximum scale permitted for each type of drawing is indicated in the description of the specific drawing. A bar scale shall be provided on each sheet having a plan view.

B. **SIZE** All drawings, exhibits, maps and plans shall be at least 11"x17", and not larger than 30"x42". All construction and as-built drawings and plats shall be of 24"x36" size. Drawing checklists will further identify allowed drawing size. For 24"x36" drawings, bordering is required as follows: a minimum of 2 inches wide on the left side; and a minimum of 1/2 inch on all other sides, such that the maximum useable drawing area inside the border is 21" by 33". Considering possible reduction for 11" x 17" drawings for distribution, it may be wise to keep the actual drawing area within 20" x 33" for half-size reduction.

C. **PRIMARY AND SECONDARY PROPOSED FEATURES** In order to avoid confusion and provide greater clarity, many if not all proposed facilities are shown on a drawing even though they may not be the primary purpose of the drawing. On a Water and Sewer Plan and Profile, proposed water and sewer facilities are the primary features. All other proposed facilities, such as streets, culverts, storm drains, etc. are shown only for the purpose of providing necessary background information for design and review, and are secondary features. Drawing checklists will identify which proposed features are primary. All other proposed features are secondary.

D. **NOTATION** Street names, lot numbers, utility types and sizes (such as 8" SAN for an 8 inch sanitary sewer line), contour elevations, and other descriptive but non-construction type notation is general text, and shall appear on all plans for all facilities shown. Construction notation, such as notes that identify length, width, thickness, quantity, to construct or install, specifications or standards, removals, replacements, etc., shall be provided as applicable for and only for primary features on a drawing.

E. **LINE WEIGHT AND TYPE** Pen sizes and line types for various features and text should follow accepted drafting practices. Line weight or type used for existing features must contrast with that used for proposed features, such as using dashed solid or light solid dark solid combinations.

F. **LOCATION** Existing and proposed facilities shall be shown graphically as close to the known or proposed location as possible. However, unless indicated otherwise, dimensions or other data locating the feature is not required. The exception is for proposed facilities which are primary features on final construction drawings, and existing facilities to which proposed facilities tie in, which must be fully described horizontally and vertically as required, by station and offset, bearings and distances, dimensions and curve data, coordinates, and elevations.

R. **HORIZONTAL CONTROL** Survey control for subdivision improvement drawings and plats must be tied to Section aliquot corners.

S. VERTICAL CONTROL All drawings with grades shall have at least one bench mark described. If public facilities besides curb, gutter, sidewalk, or driveways are proposed, then a permanent bench mark must be referenced, with the elevation based upon U.S.G.S. datum. If the existing benchmark is far enough removed from the site that it reasonably cannot be shown on the plan, then the description of the benchmark location shall not only include aliquot corner description, but street reference. Also, all proposed bench marks must be shown.

I. ORIENTATION All drawings that have a plan view shall have a properly oriented north arrow. Normally, drawing orientation should be such that north is toward the top or side of the drawing. However, in the case of sewer lines, pipes are often drawn to slope down to the left, in which case the orientation of the drawing may accommodate that arrangement.

J. SEALED DRAWINGS All construction drawings and plats that are submitted for final approval must be signed, sealed, and dated by a registered professional.

K. TITLE BLOCK Each drawing shall have a title block which provides the project name, drawing title, and also the name, address and phone number of the preparer of the plan. A date of preparation shall be provided, and resubmittals shall have the latest revision date provided.

L. STANDARD DRAWINGS AND SPECIFICATIONS A note shall be provided on each construction drawing that requires facilities to be constructed in accordance with agency specifications and standard details.

M. LEGEND OF SYMBOLS All symbols used on drawings must be identified in a legend provided on the drawing or in the set of drawings, both for proposed and existing facilities. The use of accepted drafting symbols is recommended.

N. ABBREVIATIONS All abbreviations used on drawings must be identified in a list provided on the drawing or in the set of drawings. The use of accepted drafting abbreviations is recommended.

O. AS-BUILT DRAWINGS The words "As-built" or "Record Drawing" or "As Constructed" shall appear in large bold lettering on each "As-built" drawing to indicate that the information is as-built. Design information, which does not match as-built conditions, shall not be erased, but shall be crossed out with a fine line, which does not obscure readability. The correct information shall be provided immediately beside the design information. "As-built" drawings must consist of construction drawing prints with as-built information.

As-built information must be neat and legible. Information, which cannot be easily read, will be cause for rejection of the "as-built" drawings.



P. MULTIPLE SHEETS The size of a project and allowed scale of drawings may result in multiple sheets of a particular drawing type. For example, 2 or more sheets may be required for plats, for Plan and Profile drawings in order to allow the profile to be on the same sheet as the plan, or for other drawings. When this occurs, each sheet should have a reduced scale drawing of the entire site as a graphical key, with match lines and sheet identification provided thereon.

Q. CONTOURS

1. **Interval** Contour interval should be consisted throughout a drawing, and conform to the following guidelines:
 - a. 1 foot for grades generally between 0 and 2%;
 - b. 2 foot for grades generally between 2% and 5%; and
 - c. 5 foot for grades generally in excess of 5%.
2. **Extent** Existing contours shall be shown beyond property or watershed limits adequately to define gradients at property boundaries. Proposed contours shall be shown for significant regrading for roads, detention/retention basins, drainage channels and swales, embankments, and for lots (except for where typical lot grading is provided). Proposed contours are not normally required where parking lots are proposed.

R. NEATNESS AND LEGIBILITY All drawings submitted must be neat, legible, and not so reduced that detail is obscure or readability of text impaired.

ZONING DISTRICTS AND REQUIREMENTS

<u>PARK</u> <u>YARD AND BULK ITEM</u>	<u>RESIDENTIAL</u>						<u>MOBILE HOME</u>	
	<u>R-7500</u>	<u>R-5000</u>	<u>R-3500</u>	<u>R-2000</u>	<u>M-2</u>	<u>RR</u>	<u>Singlewide</u>	<u>Doublewide</u>
Minimum lot area per Dwelling Unit (sq. ft.)	7500	5000	3500	2000	5000	See note 8	4000	5000
Minimum frontage on a Town accepted street or State & CNTY Rd (ft.)	75	50	50	50	50	see note 9	40	50
Maximum lot coverage (% of lot area)	40%	40%	40%	50%	40%	-----	-----	-----
Minimum front yard set Back from front property Line for principal & Accessory uses (feet)	20	20	20	20	20	20	15	15
Minimum side yard setback ¹ From a street for all uses (fee) 2,3,4	12	12	12	12	12	12	12	12
Minimum side yard setback From an interior lot line for Principal uses (feet) ^{2,3,4,7}	5/10	5/10	5/10	5/10	5/10	5/10	5/10	5/10
Minimum side yard setback From an interior lot line For principal and accessory Uses (in excess of two Stories) ^{2,3}	---	---	10	10	---	---	---	---
Maximum rear yard setback For principal uses (feet)	10	10	15	15	5	20	3	3
Minimum rear and side yard Setbacks for accessory uses ⁵	0	0	0	0	0	0	0	0
Maximum height for principal And accessory uses (feet)	35'	35'	35'	45'	15'	35' (acc. Uses)	35' (acc. Uses)	35'
Maximum number of animal units (livestock) allowed per acre	----	----	----	----	----	4	----	----
Side clearance between Coaches	----	----	----	----	----	----	15'	15'
Rear clearance between Coaches	----	----	----	----	----	----	18/	18'

- Note. 1. Minimum side yard setback. In the case where the side street is o less width than that shown on the major street plan, the setback from the centerline of the street shall be one-half of the width-projected street, plus one-half of the front setback.
2. Minimum rear yard setbacks. In the case where a street abuts to the rear, a distance of at least one-half of the front setback requirement may be used.
3. Not withstanding side yard setbacks set down herein; zero lot line development is permitted.
- when common walls between units conform to the Uniform Building Codes
 - when a 10 foot setback is maintained from any adjoining accessory or principal use either existing or proposed; such setbacks may be guaranteed by subdivision approval or by covenant.
4. No more than on side yard shall have less than 10-foot setback
5. Non, except as may be required under the Uniform Building Code.
6. where development of infill lots occurs in established residential neighborhoods, front yard setbacks (including those on corner lots) shall be that they substantially conform to front yard setbacks already established in the neighborhood.
7. Where development of infill lots, with 50 foot frontage takes place, 5 foot side yard setback are permitted by action of the board, it is demonstrated that adequate parking is provided to accommodate two motor vehicles in the front yards and RV's in the rear yards.
8. With public water and sewer 12,000 sq ft Without public water and sewer 2 acres
9. Two acre site 150 ft 12,000 sq. ft. site 80 ft Fences are not subject to the setbacks specified in this section
- 19.32.030Yard and bulk requirements – Commercial / industrial

YARD AND BULK ITEM

ZONING DISTRICTS AND REQUIREMENTS
COMMERCIAL / INDUSTRIAL

	<u>TCC</u>	<u>HC</u>	<u>CR</u>	<u>LI</u>	<u>IP</u>
Minimum lot area	No limitations	2	2	2	2
Minimum frontage on a town- Accepted street or state and County road	No limitations-----				
Minimum lot area (% of lot area)	No limitations-----				
Maximum lot coverage (% of lot area)	2	2	2	2	2
Minimum front yard setback from Front property line for principal And accessory uses (feet)	2	2	2	2	2
Minimum side yard setback from A street for all uses 1	2	2	2	2	2
Minimum side yard setback from An interior lot line for principal And accessory uses	2	2	2	2	2
Minimum rear yard setback for Principal and accessory uses	2	2	2	2	2
Maximum height for principal uses	50	50	50	50	50

Notes: 1. Minimum Side Yard Setback. In the case where the side street is of less than width than that on the major street plan, the setback from the centerline of the street shall be one-half of the width-projected street, plus one-half of the front setback.

Minimum Rear Yard Setbacks. In the case where a street abuts to the rear, a distance of at least one-half of the front setback requirement may be used.

2. To be determined by the building inspector for all permitted or accessory uses, and by the PZC and board of trustees in conjunction with and SPR or special review use regulations.

General Note: Fences are not subjected to the setbacks specified in this section

Special note: Yard and bulk items applicable to the R-2000 zone shall apply to single family dwelling or duplex dwelling in Town Center Commercial Zoning District.

(ORD, 456, 1985 Ord. 370, 1982).

19.32.040 Exceptions to building requirements. A. The following uses may be excepted from the maximum height requirement; providing written approval is granted by the board of trustees which has found that the use would not injure the value of, use of, or prevent the proper access of light and air to adjacent properties, nor would be out of harmony with the intent and purpose of this title: chimneys, tanks, church spires, belfries, domes, monuments, fire and hose towers, observation towers, transmission towers, flagpoles, radio and television towers, masts, aerials, cooling towers, elevator shafts, ranch and farm accessory uses and other similar projections.

B. In computing yard and open space, the following architectural features shall not be considered: unroofed terraces or patios, cornices, sills, eaves, ornamental features or other similar architectural features up to a distance of three feet from the exterior wall of the building, and open fire escapes up to a distance of four feet. (Ord. 417, 1984; Ord. 244 §2.12, 1977;).

TABLE OF PERMITTED USES

Legend:
 R-----Special review use
 SPR---Site plan review use
 P-----Permitted uses
 N-----Not Permitted

PERMITTED USES	Zones											
	R-7500	R-5000	R-3500	R-2000	M-2	TCC	HC	CR	IP			
LI PUD RR												
Automobile repair												
Garages	N	N	N	N	N	R	R	R	R	R	N	
General research												
Facilities	N	N	N	N	N	R	R	N	R	R	N	
Salvage yards and												
Extractive industries	N	N	N	N	N	N	N	N	R	R	N	R
Accessory buildings and												
Uses	P	P	P	P	P	P	P	P	P	P	P	N
Commercial/ industrial												
Uses including, but not												
Limited to, building												
Contractor's equipment												
Yards, transportation												
Centers and service												
and warehouses	N	N	N	N	N	R	R	N	R	R	R	N
Facilities for the												
Manufacturing, fabrication												
Processing or												
Assembly of products:												
Provided, that such facilities												
Are completely enclosed; and												
Provided, that no affects from												
Noise, smoke, glare, vibration,												
Fumes, or other environmental												
Factory are measurable at												
The property line	N	N	N	N	N	N	R	N	R	R	N	N

(Ord. 492, 1988; Ord. 487; Ord 483, 1987; Ord. 456, 1985, Ord. 447, 1985; Ord. 373 (part), 1982). (Ord. 497 (part) 1988; Ord. 520 (part) 1988) (Ord. 543, 1992) (Ord. 570, 1993