



SUMMIT COUNTY PLANNING AND ENGINEERING DEPARTMENT

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 and 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 many of the requirements that must be shown on the plans. For questions about these requirements please call (970) 668-4200.

REVIEW STANDARDS

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 4](#): Floodplain 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>

COMMON REVIEW STANDARDS: The following table lists Sections from the Code for 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
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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 Dwelling Units</u>

ACCESSORY DWELLING UNITS (ADU): An ADU is a second, subordinate dwelling unit located on the same lot as a single-family or duplex dwelling unit, where the unit has separate cooking facilities from the primary unit. In order to qualify as an ADU, the subordinate unit shall meet the criteria stated in Section 3809.03 of the Summit County Development Code.

Eligibility

- ADUs are permitted uses on lots zoned for single-family dwellings, unless prohibited by a PUD. ADUs may be permitted on duplex lots through a Class 2 review process.
- On most single-family lots, ADUs are reviewed through the building permit process with no prior planning approval required.
- Since ADUs are a separate dwelling unit, building code requirements concerning adequate fire and sound separation are required.
- A maximum of one ADU is allowed per lot or parcel.
- The County Housing Department requires a recorded covenant that restricts the ADU to long-term rental by persons employed in Summit County 30 hours a week or more; ADUs are not to be used as guest homes, to be left vacant, or for STRs.
- The applicant should contact their water and sewer district for the cost and availability of utility fees prior to submitting for a building permit. For properties on well or septic, contact the County Manager’s Office for information about well water augmentation and Environmental Health Department for septic capacity.
- The County recommends that the applicant complete their due diligence by checking any applicable private Conditions, Covenants, and Restrictions (CC&Rs) that may limit ADU’s on the subject property. The County does not enforce private CC&Rs.

WILDFIRE MITIGATION: Summit County has recently adopted additional Code regulations to mitigate potential wildfire impact. In addition to Building Code requirements, there are a number of sections of the Development Code that will be reviewed during the building permit review, including:

- 3505.17 – Walls and Fences
- 3600 – Landscaping
- 3815.02 – Residential Outdoor Storage

ENGINEERING STANDARDS: 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 5-6: Driveway Widths

Also refer to the Grading and Excavation Manual online at:

<http://co-summitcounty.civicplus.com/DocumentView.aspx?DID=46>

SUBMITTAL REQUIREMENTS

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>A. SITE PLAN, to engineering scale (1:10 or 1:20)</p> <ul style="list-style-type: none"><input type="checkbox"/> Clearly show the <u>north arrow</u> and <u>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, etc.
<p>1. Legal description (i.e. subdivision name, lot, block, filing) <i>and</i> Physical Street Address). 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. Zoning development standards – (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. Plat compliance – Show property lines, lot dimensions, 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 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. Setbacks – 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 PUDs, please review the PUD. Contact the Planning Department with any questions about setbacks.</p> <ul style="list-style-type: none"><input type="checkbox"/> Clearly show setbacks from all property lines. If there is a building envelope and/or disturbance envelope, then show and ensure that the structure is within those designated areas.<input type="checkbox"/> All proposed improvements must be shown on the site plan.<input type="checkbox"/> The foundation and the roofline must be shown on the site plan and clearly differentiated.<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, and architectural accents.<input type="checkbox"/> For exceptions to setback requirements for structures including but not limited to sheds, hot tubs, railings, and solar systems, see Section 3505.13.G.
<p>5. Exterior Lighting (refer to Section 3505.07)</p> <ul style="list-style-type: none"><input type="checkbox"/> All proposed exterior lighting shall be fully-shielded and downcast.<input type="checkbox"/> Lighting may only be over 15’ above grade if located at a building entry/exit door, unless otherwise stated in your PUD.<input type="checkbox"/> Existing lighting illuminating new construction shall be brought into compliance.<input type="checkbox"/> Cut sheets of proposed lighting is required at the time of submittal, if the fixtures have not been chosen at that time, a lighting cut sheet document may be signed and submitted to meet this requirement.

6. Utilities

- ❑ **Electric Utilities:** Show existing and proposed location of all utilities and connections including existing utility boxes/poles for electric, gas, cable, telephone, sewer and water. Show and label utility easements.
- ❑ **On-site Wastewater Treatment Systems:** Show leach field grades based on approved design.
- ❑ **Wells:** Show the location of any existing or proposed wells.

7. Grading and drainage

- ❑ Show existing and proposed topography at 1- or 2-foot contour intervals.
 - ❖ 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, a topographic survey prepared and stamped by a registered land surveyor is required.
- ❑ Maximum 2:1 side slope allowed on all finished contours or retain.
- ❑ Retaining wall maximum = 4 feet without an engineered design (submit cross-section diagram)
 - ❖ Retaining walls and wall systems > 4 ft. in height require design by Colorado licensed Professional Engineer (CO P.E.)
 - ❖ Engineered systems are limited to 8 foot maximum height per tier, and must be stepped back a minimum of 4 feet before the next wall tier.
 - ❖ See §3505.17.D of the Code for more details.
- ❑ Show foundation drain locations and daylight.
- ❑ Show all culverts and indicate direction of drainage flow including drainage details.

8. Height calculation - Refer to Section 3505.06

- ❑ Measured vertically from any point on a proposed or existing roof to the natural or finished grade (whichever is the more restrictive) directly below said point of the roof.
 - ❖ Refer to the Height Info Sheet: <http://co-summitcounty.civicplus.com/DocumentView.aspx?DID=1500>.
 - ❖ Show elevation reference points for garage slab and ridge height in USGS.
 - ❖ 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, a topographic survey prepared and stamped by a registered land surveyor is required.
- ❑ Building height maximum
 - ❖ See [Figure 3-5](#) for the maximum height allowed in each zoning district or refer to your [PUD](#). Please also check the plat as some subdivisions have more restrictive height maximums that are noted on the plat.
 - ❖ Some subdivisions use the UBC standards for height maximum (most of these subdivisions are located in Keystone).
 - ❖ Chimneys may exceed ridge height by 10% of maximum height of structure.

9. Landscaping, if proposed, including walkways, hardscape and landscape features.

- ❑ Preserve existing vegetation using orange construction fencing – show location.
- ❑ Show existing tree stands and other significant vegetation, (e.g. willows).
- ❑ See Section 3602.A.4 of the Code for applicability of landscaping requirements.
- ❑ See Section 3604 of the Code for mandatory landscape design standards.
- ❑ See Section 3605 of the Code for plan requirements for landscaping.

10. Parking areas

- ❑ Minimum two spaces at 9'X19' each are required for single-family residences. The garage counts toward total.
- ❑ Accessory Dwelling Units 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.
- ❑ Parking area maximum slope = 4% (minimum 0.5% slope).
 - ❖ Contact Engineering Department, (970) 668-4200 or see [Chapter 5](#) of the Code for additional parking area requirements.

11. Driveway

- ❑ Maximum 8% grade for the first 25' from the roadway, and 10% at any point thereafter, measured along the centerline of the driveway
- ❑ Driveway widths, serving one single-family residence (See Table 5-6):
 - ❖ 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 on driveways longer than 400 feet
- ❑ Driveway opening width = 18-24 feet at flares and;
 - ❖ 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
 - ❖ Vehicle tracking control = min. 50' of 2"-3" aggregate min 6" thick before excavation
- ❑ Only one driveway access is allowed onto County road system, unless 250 feet separation is provided between driveways (looped driveways are prohibited)
 - ❖ Min. separation from adjacent driveway = 30 ft.; between culverts = 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 = 25% of and adjacent to driveway and parking areas (See Section 3505.19 for additional snow storage requirements and for details relating to uphill snow storage areas)
 - ❖ Show calculations of total driveway and parking surface areas including those areas located in the right-of-way.
 - ❖ Show calculations and location n 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:
 - ❖ 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

12. Steep slopes (See Sections 7102 and 7102.01)

- ❑ 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 or engineer 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 financial guarantee may be required prior to issuing a GE Permit.
- ❑ A revegetation plan may be required and must be designed by a licensed landscape architect.

13. Streams and drainage ditches

- ❑ Show any streams or intermittent streams and drainage ditches.
 - ❖ Soil disturbance is prohibited within 25-feet of a lake, stream, or intermittent stream. See §7103 of the Code for details.
 - ❖ 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](#).

14. **Wetlands** (see the County’s wetland regulations in [Chapter 7](#))
- Any wetlands on a property must be delineated by a wetlands consultant. The wetland delineation shall be surveyed and shown on the plans. Any accompanying wetland reports shall also be submitted.
 - 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; c.) a wetland disturbance plan in accordance with Section 7105.04; .) 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 (i.e. ASOE Permit or non-jurisdictional determination).
 - Show all erosion control measures and mitigation recommendations by the wetlands professional or project engineer.
 - Wetland delineations are considered valid for five (5) years from the date of the report. If a wetland delineation has expired, a new or updated 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

B. ARCHITECTURAL PLANS, to architectural scale

❖ Contact [Building Inspection](#) at (970) 668-3170 for other requirements on all plans.

1. **Floor plan(s)**

- Show all rooms and proposed uses.
- Only one kitchen allowed per residence
 - ❖ Wet bars: Limited to a sink, 6 cubic feet refrigerator maximum (beer and wine refrigerators are exempt), and 6 cubic feet cabinet space maximum.
 - ❖ Wet bars are not allowed in detached garages.
- Bathing facilities are not allowed in detached garages.
- Show all decks, stairs, cantilevered construction, etc.
- If applicable, show compliance with garage size *maximum*. See Section 3505.18.
- ADUs: A covenant from the Housing Department is required.

2. **Roof Plan(s)**

- Show eave dimensions as eaves cannot encroach into setbacks.
- Show ridgeline and slope direction.

3. **Elevation Plan(s)**

- Show elevation points for garage slab, finished floors, and ridge height.
 - ❖ Use the same reference points (USGS or relative) to match the site plan.

4. **Foundation plan(s)**

- Show dimensions