



BUILDING PERMIT APPLICATION ZONING REVIEW CHECKLIST

Survey

A survey with original signature and wet stamp is required for all new construction, changes to external footprint, or changes to roof elements. Requirements vary by type of project.

- A. Vacant land—topography at 2-foot contour intervals extending 10 feet beyond limits of all disturbances.
- B. Improved land—improvement survey with topography as in "A" above.

Site and Grading Plan

A site plan showing **both** existing topography and proposed grading is required for all new construction and all additions or remodels that modify the exterior footprint of the existing structure. Plan shall show both horizontal and vertical location of driveways, parking areas, walkways, foot bridges, stairs, retaining walls, patios, hot tubs, snowmelt boilers, utility or trash enclosures, etc. **Failure to show site improvements at review stage is not grounds for zoning variance after construction.**

Floor Area Calculations

Floor area calculations shown on floor plans with legend to explain methodology are required for all new construction and additions. Graphic to be at 1/8" = 1' or larger. For additions the completed project condition shall be calculated and shown. If **FAET** is being utilized floor area calculations are required separately for existing improvements.

Height Calculations

Height calculations shall be shown on a site plan that includes both existing and proposed grading. A roof plan showing ridge elevations shall be overlaid on the site plan.

As-Built Drawings

Any alterations or additions proposed to existing improvements shall include sufficient floor plans, elevations, sections and structural drawings to clearly identify and explain the existing improvements, demolition, and relation of new work to existing construction.

Floor Area Excise Tax

If new construction or an addition will exceed the allowable floor area by utilizing **FAET**, the permit shall include a completed FAET application and the \$500 fee. For additions the application must also include plans of existing improvements with existing floor area calculations.

Zoning Approvals

Copies of any recent or relevant land use approvals shall be included with the application. This includes administrative modifications, variances, building envelope changes or plat amendments. **If special land use approvals are required or pending for the project these approvals will be required prior to issuance of a building permit.**

SPECIAL REQUIREMENTS

Condominium Alterations

Written approval from owners' association is required for any work to exterior of building or for any work penetrating the GCE's or LCE's including interior common walls, ceilings or crawlspace. Approval must have copy of plans (reduction acceptable) attached or reference specific drawings approved.

Two Creeks and The Pines

Any new construction, additions or site work in East Village must include a landscape plan and erosion control plan to comply with the "Two Creeks and The Pines Wildlife Enhancement and Management Plan."

Slopes Greater Than 30%

Any new construction or additions on slopes greater than 30% in older subdivisions (approved prior to 1/1/87) require a special report and letter from a registered geotechnical engineer satisfying Section 16A-4-50 of the LUC.