



**SINGLE FAMILY RESIDENCE, TOWNHOME
OR CONDOMINIUM APPLICATION
2022 Zoning Development Permit (ZDP)
(Effective 4/1/2022 – 12/31/2022)
(Revised 4/1/2022)**

Project # _____
ZDP Fee \$151.00
Additional Fees-Sewer & Water Tap
Fees, Regional Park Fee, Storm
Water Capital Fee, Transportation
Capital (if applicable) and Use Tax.
(SEE PAGES 8-10)

PROJECT TYPE: Single Family Residence Townhome Condominium

Note: The City relies upon information found in this application. You are encouraged to obtain a proper survey to verify lot lines and other information.

1. Applicant Information

- a. Applicant Name _____
- b. Contractor Property Owner

2. Property Owner Information

- a. Name _____ Project Contact? Yes No
- b. Mailing Address _____
- c. E-mail Address _____
- d. Phone Numbers Home _____ Work _____ Mobile _____

3. Contractor Information

- a. Name _____ Project Contact? Yes No
- b. Company Name _____
- c. Mailing Address _____
- d. Field Phone # _____ E-Mail Address _____
- e. Contractor License # _____ WP Business License # _____

4. Site Information

- a. Site Address _____
- b. Lot ____ Block ____ Subdivision _____
- c. Property Zoning _____ Lot Size _____ Acres Square Feet

5. Is the property subject to covenants? Yes No If yes, then submit copy of covenants and current contact for HOA. It is the responsibility of the landowner to submit HOA approval with this application.

6. Project Information

- a. Estimated Project Valuation \$ _____
(Value must include Labor and Materials for the construction of the Home and Driveway).
- b. Building Footprint (sq. ft.) _____ Lot Coverage % _____ Mean Structure Height _____
- c. Total Disturbed Area (incl. driveway, foundation, utility trenches, and stockpile areas on or off-site) _____ sq. ft. **(if area is greater than 7,500 sq. ft., a Grading Permit is required.)**
- d. Floor Plan Areas (in square feet, as applicable)
Basement _____ Main Level _____ Upper Level _____ Top Level _____
Garage _____ Decks (total) _____ Accessory _____ Other _____

- e. Method of Water Supply? City Other _____
- f. Method of Sewage Disposal? City Other _____
- g. Is Spray Irrigation Proposed? Yes No If yes, total sq. ft. of irrigation area _____
(NOTE Irrigated area may not exceed 2,500 sq. ft.)
- h. Have plans been approved by an Architectural Design Committee? Yes No N/A
(If "yes", please attach letter of approval from the subdivision design committee)


7. Submittal Requirements The following items shall be submitted along with this application form. Please see next page for site plan standards


Item	# of Copies
24" x 36" set of plans including the Site Plan, Floor Plan(s) (<i>showing all plumbing fixtures and bedrooms labeled</i>) and Architectural Elevations	1
11" x 17" set of plans (<i>same as above</i>)	1
This form completed in its entirety including the Tiered Fee Calculation Form (<i>water fixture unit counts, impervious surface square footage and number of bedrooms</i>)	1
Landscape Plan (<i>if spray irrigation is proposed with a max. of 2,500 sq. ft.</i>)	1
Grading Permit and Plan (<i>if disturbed area of site greater than 7,500 sq. ft.</i>)	1
REQUESTED IF POSSIBLE Electronic Adobe Portable Document Format (.pdf) for Site Plan, Floor Plan(s) and Architectural Elevations on a flash drive or by email to dburgess@city-woodlandpark.org	1

NOTE: If any of the drawings or documents have been copyrighted, the City requires a letter from the copyright holder for permission to copy, scan and print in order to route and process. The application will not be processed without this letter.

8. Certification The undersigned applicant understands that a Certificate of Occupancy is required prior to occupancy of any structure or dwelling. Applicant is required to follow all procedures necessary to obtain a Certificate of Occupancy issued by Pikes Peak Regional Building Department. The undersigned applicant certifies under penalty of perjury that the information found in the application and Site Plan is true and accurate to the best of their knowledge.

The undersigned also certifies that they understand that the proposed development shall be in accordance with this application, site plan and driveway information, all provisions of the City of Woodland Park's Zoning Regulations, other applicable City regulations, and conditions imposed upon the issuance of this permit. The undersigned also acknowledges that they have read and understand the Driveway Construction Regulations 5.1.2 of the City of Woodland Park Colorado Engineering Specifications attached to this application.

 a. **Builder/Applicant Signature** _____ **Date** _____

 b. **Property Owner Signature** _____ **Date** _____
(The owner's signature must be obtained prior to submittal or no permit will be processed.)

c. **ZDP Approved/Issued by *** _____ **Date** _____

***APPROVAL BASED UPON ACCEPTANCE OF ATTACHED CONDITIONS**

Single Family Residence – Site Plan Checklist

**The applicant must submit a site plan that includes all of the information below.
If the site plan is incomplete, it will be returned for additions or corrections.**

Applicant	City	Site Plan shall conform to and include the following:
		1. Shall be drawn to standard engineer's scale (e.g. 1" = 10') and clearly show property lines with bearings and distance, and identify all known monuments (property corner pins). IMPORTANT NOTE: IF THE STRUCTURE IS LOCATED WITHIN FIVE FEET OF THE REQUIRED SETBACK: The Contractor shall provide a letter to the City Inspector, prepared and stamped by a Colorado Licensed Professional Land Surveyor, certifying that the foundation has been surveyed, and that the location of the foundation matches the location as shown on the Site Plan. This letter shall be submitted to the City Inspector after the foundation has been poured and PRIOR TO any framing. This may require relevant property corners to be set or verified by the surveyor as well. A STOP WORK ORDER will be issued if this Condition is not met, and work cannot resume until this certification is provided to the City Inspector. If the foundation is found to be within any of the required setbacks, the location must be remedied and certified once again before further construction can continue. Therefore, it is recommended that the surveyor stakes the foundation or verifies the forms to assure proper location.
		2. Location of all existing and proposed structures with the closest dimensions perpendicular to property lines.
		3. Adjacent existing and proposed uses (zoning) surrounding the lot. (e.g. R.O.W., Open Space, SR, etc. ("SR" for Suburban Residential, "UR" for Urban Residential)
		4. Exterior dimensions of all structures.
		5. Location, dimensions and names of on-site and adjacent streets, trails, sidewalks, curb and gutter, ditches, and asphalt / concrete surfaces.
		6. Location, dimensions and purpose (designation) of all easements.
		7. Locations of existing and proposed utilities, including water, sewer, fire hydrant, electric, gas, phone and cable TV infrastructure. Include SIZE, TYPE & MATERIAL for all proposed service lines.
		8. Location and dimensions of all parking areas and driveways. Identify materials and thickness of driveway (see pages 4 & 5 of this application for standards)
		9. Location of a vehicle tracking pad at the access of the lot with 1 ½" to 3" angular rock for a minimum of 25 feet in length and 10 feet in width.
		10. Show limits of disturbed areas including stockpile area and drainage swales with appropriate BMPs. If greater than 7,500 sq. ft., a Type A Grading Plan is required (see 18.41.070 D of Municipal Code for details).
		11. Top of Foundation (TOF) elevations, either assigned OR height above mean sea level, OR relative to the subdivision development datum. (e.g. "TOF = 100.00" or "TOF = 8442.3") and Finished Grade (FG) elevations around the foundation (e.g. "FG = 99.3" or "FG = 8441.6")
		12. Drainage and grading flowline ("FL") elevations at key points along the drainage swale and between homes (if applicable), either relative to the Top of Foundation ("TOF") elevation, OR height above mean sea level, OR relative to the subdivision development datum. (e.g. "FL = 98.2" or "FL = 8441.1)
		13. General direction (using flow direction arrows) of on-site and adjacent off-site topography.
		14. Proposed temporary erosion control measures for prevention of sediment, erosion, and runoff of lot and driveway from entering street and adjoining property using "Best Management Practices" (BMPs), such as wattles, silt fencing, etc.

(continued next page)

Applicant	City	Site Plan shall conform to and include the following:
		<p>15. Proposed driveway grades shall be indicated both within the public right-of-way (6% maximum) and between the right-of-way line and the garage or structure (17% maximum). IMPORTANT NOTE: IF THE PROPOSED DRIVEWAY GRADE IS BETWEEN 12.0% TO 17.0%: The City Inspector shall perform a site visit on all SFR applications submitted to assess the existing site conditions and verify the feasible accuracy of the driveway grades as shown on the Site Plan. The following shall be required to be shown on the Site Plan:</p> <ul style="list-style-type: none"> • Designated site benchmark with elevation. The elevation shall be either an assigned elevation (e.g. 100.00) or actual height above mean sea level (e.g. 8465.00, OR relative to the subdivision development datum), as established by a Colorado Licensed Professional Land Surveyor. All Site Plan elevations shall be relative to this designated benchmark. • Finished Floor (FF) elevation and the top of the foundation wall (TOF) wherever the TOF differs. • Garage floor elevation at the garage door location. • Elevation at the end of the garage driveway apron. • Elevations and distances at all driveway grade breaks. • Elevation of driveway at the front property line. • Elevations, distance and slope between the front property line and the driveway connection to either the driveway apron, or edge of roadway, or top of mountable curb, whichever may apply. <p>After the foundation has been poured and PRIOR TO any framing, the contractor shall provide a letter certifying the TOF and the designated benchmark to the City Inspector. This letter shall be prepared and stamped by a Colorado Licensed Professional Land Surveyor. A STOP WORK ORDER will be issued if this Condition is not followed, and work cannot resume until this certification is provided to the City Inspector. If the foundation elevation is found to create a driveway slope greater than 17.0%, the foundation will need to be remedied and certified once again before further construction can continue.</p>
		<p>16. Show the final grading as it relates to the driveway and Top of Foundation (“TOF”) elevation for new construction such as adjacent slopes for cuts and fills, slope stabilization, or retaining walls. NOTE: Any retaining wall greater than four ft. (4’) must be engineered.</p>
		<p>17. Proposed final soil stabilization application, such as reseeding, erosion control blankets, hydro-mulching, etc., and note that these measurements shall stay in place until site reaches 70% of pre-disturbed levels.</p>
		<p>18. Location and extent of floodplain or other hazards.</p>
		<p>19. Draw and label tree protection areas (outside of building footprint and hard surfaces). Refer to Municipal Code Section 18.33.180.D.4 for tree retention and protection standards.</p>
		<p>20. If spray or drip irrigation systems are proposed, include the boundaries of these areas on the site plan or separate landscape plan.</p>

Driveway Information

1. Driveway Inspections Required

Contact the City Inspector, Phil Pyles at 719-687-5291 or 719-243-4507 to arrange inspections for your new driveway. The following inspections are required:

- a. A "Field Inspection" on-site between the City and the General Contractor and/or the excavating contractor prior to any land disturbing activity including rough-in and grade-cuts. **Applicant shall call UNCC for locates of all utilities at 1-800-922-1987 or 811 prior to first site inspection.**
- b. A "Rough-In" inspection after the culvert is in place and the driveway has been properly graded prior to hard surfacing.
- c. A "Final Inspection" to assure all City requirements have been met.

2. Driveway Construction Regulations (Chapter 5.1.2 City Engineering Specifications)

Every driveway hereafter constructed, reconstructed or altered, in the City right-of-way, shall conform to the following regulations

- A. No driveway shall be so located as to create a hazard to pedestrians or motorists, or to invite or compel illegal or unsafe traffic movements.
- B. Unless otherwise approved by the City Engineer or appointed representative, all driveways shall be constructed within lines at right angles from the curb or street line to property line.
- C. No driveway shall be constructed in such a manner as to create a hazard to any existing street lighting standard, utility pole, traffic regulating device or fire hydrant. The cost of relocating any such street structure when necessary to do so shall be borne by the abutting property owner. Relocation of any street structure shall be performed only by or through the person holding authority for the particular structure involved.
- D. No property shall be allowed more than two (2) driveways on any particular street without permission from the City Engineer or appointed representative.
- E. All driveways shall be so constructed that they shall not interfere with the drainage system of the street.
- F. Where curbs exist, or are required, driveways shall be paved for their full width from the back of curb to the property line.
- G. Where a driveway crosses a sidewalk, the sidewalk shall be increased to a minimum thickness of six inches (6") of concrete.
- H. A driveway or curb cut on a corner lot shall be setback a minimum of ten (10) feet from the property line at the corner or shall be a minimum of 20 feet from the cross street curb line whichever is greater.
- I. There shall be a minimum of 30 feet between any two (2) driveways whether on one (1) or more properties, except common driveways may be used on adjoining properties. Distance between driveways will be such as to maximize the amount of on-street parking.
- J. Driveways greater than 150 feet in length from the public street will require review and approval by the Northeast Teller County Fire Protection District.

- K. Runoff from the driveway must enter improved drainage-ways such as curb and gutter, not on to the street. Erosion from the lot and driveway must not enter the street. Provide the City with the proposed erosion control measures that will accomplish this in accordance with Section 18.40 of the City Code.
- L. The proposed grade(s) of the driveway shall be indicated on the driveway plan or site plan. The driveway grade may not exceed six percent (6%) within the public right-of-way, and 17 percent between the right-of-way line and garage or structure.
- M. The materials and thickness of the proposed driveway shall be indicated on the site plan. The minimum gravel thickness is four (4) inches. The gravel material shall be crushed stone or an aggregate that does not track on to the City street. The minimum asphalt thickness for single resident driveways is two (2) inches and concrete driveway thickness is four (4) inches. As shown by the Table below, common driveways serving three (3) or fewer homes will have a pavement section the same as for Commercial Parking Lots. Common driveways serving more than three (3) dwellings are required to meet the Local Street designs.

Asphalt Driveway Thickness	Composite Section		Full Depth
Classification	Asphalt Inches	Roadbase Inches	Asphalt Inches
Single Family Driveway	2.0	-	2.0
Commercial (Parking Lots)	3.0	4.0	5.0
Local Street	3.0	6.0	5.0

- N. The following widths are permitted for driveways

ZONING DISTRICT	WIDTH OF DRIVEWAYS
Single Family	12' – 24'
Multiple Family	16' – 25'
Commercial & Industrial	25' – 35'

- O. No curb cuts shall be allowed on a State Highway except with written permission of Colorado Department of Transportation.
- P. Where curbs do not exist and a driveway crosses a drainage ditch, a culvert shall be installed by the property owner at a diameter sized according to the ditch capacity, but in no case less than 18 inches without written approval from the City Engineer or appointed representative. The minimum length of any culvert shall be five (5) feet greater than the driveway width or 20 feet, whichever is greater. Culvert installation shall include flared end sections with geomembrane beneath riprap to prevent erosion.
- Q. Where a sewer clean-out or water valve is located in a culvert or paved driveway, a six-inch (6") valve box top section shall be installed over the clean-out or valve.
- R. Any deviation from these standards shall be allowed only by special written permission of the City Engineer or appointed representative.

SUBCONTRACTOR/VENDOR LIST**General Contractor:** _____**Business License #:** _____**Project Address:** _____**First-in subcontractors will be required to obtain their Business License prior to ZDP Approval**

Type of Work	Company Name	Contact Person	Phone #	Business License #
Appliances/Bath Fixtures				
Cabinets/ Counters				
Carpet				
Ceramic Tile Installer / Vendor				
Doors				
Driveway/ Culvert				
Drywall				
Electric				
Engineer				
Excavation				
Final Cleaning				
Fireplace				
Flatwork				
Flooring Installer / Vendor				
Footing & Foundation				
Framing				
Gas line (inside)				
Grading				
Gutters				
Hardware				
Heating				
Insulation				
Landscaping				
Lighting				
Lumber				
Masonry				
Painting				
Plumbing				
Roof				
Septic				
Service lines, water & sewer				
Site Prep/Tree Removal				
Stucco				
Survey				
Tool Rental				
Trash Removal				
Venting				
Windows				

CITY OF WOODLAND PARK

In-City Single Family Residential, Townhome and Condominium Water and Sewer Tap Fees



EFFECTIVE APRIL 1, 2022	Tier 1 0 - 25.0 Fixture Units	Tier 2 25.5 - 35.0 Fixture Units	Tier 3 35.5+ Fixture Units
LOT PREVIOUSLY STUBBED OUT			
WATER			
PLANT INVESTMENT **	\$10,676	\$15,322	\$20,423
WATER RIGHTS **	\$401	\$575	\$766
PHYSICAL CONNECTION (3/4 inch meter)	\$420	\$420	\$420
<i>WATER SUBTOTAL</i>	\$11,497	\$16,317	\$21,609
SEWER			
PLANT INVESTMENT **	\$6,689	\$9,595	\$12,790
PHYSICAL CONNECTION	\$0	\$0	\$0
<i>SEWER SUBTOTAL</i>	\$6,689	\$9,595	\$12,790
TOTAL WATER & SEWER	\$18,186	\$25,912	\$34,399
LOT STUBS NOT INSTALLED			
WATER			
PLANT INVESTMENT **	\$10,676	\$15,322	\$20,423
WATER RIGHTS **	\$401	\$575	\$766
PHYSICAL CONNECTION	\$649	\$649	\$649
<i>WATER SUBTOTAL</i>	\$11,726	\$16,546	\$21,838
SEWER			
PLANT INVESTMENT **	\$6,689	\$9,595	\$12,790
PHYSICAL CONNECTION	\$75	\$75	\$75
<i>SEWER SUBTOTAL</i>	\$6,764	\$9,670	\$12,865
TOTAL WATER & SEWER	\$18,490	\$26,216	\$34,703

****These fees are doubled for properties outside city limits.**

- Once paid, tap fees are exempt from fee increases for 12 months. Taps are valid for 18 months from the date paid, during which time the building must be completed and connected to water.
- Fixture units are based on the 1997 Uniform Plumbing Code, Table 6-4.
- Roughed-in plumbing fixtures shall be counted toward the fixture unit total.
- The City will conduct a final fixture unit count before a certificate of occupancy is issued. If the final fixture unit count results in a different tap tier, the difference shall be paid by the applicant or refunded by the City as appropriate.
- If additional plumbing fixtures are added at any time after the initial certificate of occupancy is issued, a new fixture unit count will be conducted. If the added fixtures result in a higher tap tier, the difference between tap fees originally paid at the time of construction and the tap fees in the appropriate tier at the time additional fixtures are added shall be paid to the City.

**TIERED FEE CALCULATION for
SINGLE FAMILY RESIDENCES, TOWNHOMES, AND CONDOMINIUMS**
Water Fixture Unit Count, Impervious Surface, Bedroom Count

Applicant _____

Project Address _____

Water Fixture	No.	Fixture Units Each	Total Fixture Units	For City Use Only	
				Count Verification Prior to CO	
Bar Sink		1.0			
Bathtub or Combination Bath/Shower		4.0			
Bidet		1.0			
Clotheswasher, domestic		4.0			
Dishwasher, domestic		1.5			
Hose Bibb, first (exterior water spigot)		2.5			
Hose Bibb, each additional		1.0			
Kitchen Sink		1.5			
Laundry Sink		2.0			
Lavatory (bathroom sink)		1.0			
Service Sink or Mop Basin		3.0			
Shower		2.0			
Urinal, 1.0 GPF		4.0			
Water Closet (toilet), 1.6 GPF or less, Gravity Tank		2.5			
Whirlpool Bath or Combination Bath/Shower		4.0			
Lawn Irrigation System	NA	NA	0		
Other					
Total Project Fixture Unit Count (Used to determine Water and Wastewater Tap Fees)					

Number of Bedrooms (Used to determine Park Dev. Fee, Transportation Cap. Fee)			
Total Impervious Surface Area (Used to determine Stormwater Capital Fee)		s.f.	s.f.



Applicant Signature _____

Date _____

Verified by _____ _____ Date

- Notes:** - Every box should be filled in – if there are none of a particular fixture included in the project please put a “0” in the box.
 - All roughed-in plumbing must be included in the fixture unit count.
 - Irrigation systems should not be included in the fixture unit count, however the City has irrigation restrictions and a landscape plan must be submitted and approved before beginning any landscaping.
 - Bedroom is defined as a room that is marked on plans as a bedroom or is a room with a closet, such as an office, study, library or workout room or similar room that has the potential to be a bedroom, but excluding a hallways, bathroom and kitchen.
 - Impervious Surface Areas shall include building roofs, sidewalks, gravel or hard-surfaced driveways and parking areas, patios and all other hard surfaces which substantially increase the stormwater run-off above the run-off rate which occurred with natural vegetation (excludes decks).

**TYPICAL DEVELOPMENT FEES for
SINGLE FAMILY RESIDENCES, TOWNHOMES, AND CONDOMINIUMS**
Regional Park, Storm Water Capital, Transportation Capital and Use Tax (as applicable)

REGIONAL PARK FEES – effective 1/1/2022 through 12/31/2022		
Category	Unit of Measure	\$ Fee/unit
Single Family Residential, Townhomes and Condominiums	Tier 1 (1-2 bedrooms)	335.00
	Tier 2 (3 bedrooms)	537.00
	Tier 3 (4+ bedrooms)	739.00

STORM WATER CAPITAL IMPROVEMENT FEES – effective 3/1/2022 through 2/28/2023*		
Assessed at the time of Zoning Development Permit request per Ordinance 633, Series 1994; Ordinance 645, Series 1995; Ordinance 674, Series 1996; and Ordinance 1160, Series 2012		
Category	Square Feet (SF) of Impervious Surface	\$ Fee/unit
Single Family Residential, Townhomes and Condominiums	Tier 1 (less than 2,700 SF)	893.00
	Tier 2 (2,700 to 3,800 SF)	1,235.00
	Tier 3 (3,800 and greater)	1,937.00
Multi-family Apartments	Each unit	1,140.00

After the Certificate of Occupancy is issued then a **monthly drainage fee** is assessed @ \$ 2.00 per month for Single Family Residential, Townhome, Condominiums and Apartments.

TRANSPORTATION CAPITAL FEES – effective 3/1/2022 through 2/28/2023*			
Assessed at the time of Zoning Development Permit request per Ordinance 815, Series 1999 and Tiered Fees per Ordinance 1160, Series 2012.			
Single Family, Townhomes and Condos	Unit of Measure	Unit	\$ Fee/unit
Tier 1 (small home)	1-2 bedrooms	Each	568.00
Tier 2 (medium home)	3 bedrooms	Each	908.00
Tier 3 (large home)	4+ bedrooms	Each	1,249.00
Multi-family, Apartment (Rentals)	5.97 ADTs	Each	582.00

MISCELLANEOUS FEES	
Use Tax	Use tax is charged based on project valuation. The fee is calculated and paid for with the Building Permit (0.5% contractor-built rate; 1.0% homeowner-built rate). Portions may be eligible for reimbursement after project completion, via Finance Department Audit.

*Storm Water Capital Improvement Fees and Transportation Capital Fees are adjusted on March 1st annually, based on the Denver/Boulder/Greeley Consumer Price Index (CPI-U).