

THE GREEN MOUNTAIN FALLS PLANNING COMMISSION has been in existence since the early 1970's. The Commission is an advisory board authorized by the Board of Trustees to monitor and regulate land use and architectural control. The Commission is entrusted to review all proposed new construction, additions, remodels, subdivisions, zoning, grading, fences, shed, and improvements related to and use and architectural control. Pikes Peak Regional Building Department in Colorado Springs issues the building permit and performs the construction inspections. The Commission has the authority to advise the Board of Trustees with regard to determining requirements for but not limited to:

- External architectural character of all types of structures in relation to the character of the Town, property lines and minimum lot size
- Subdivisions, street development, and septic systems
- Grading ordinance requirements
- Exterior signs and advertising devices

PROCEDURES FOR PERMIT APPLICATION

- 1) **AGENDA** - Complete submittals are due five (5) days prior to the meeting; no later than 3:00 p.m. on the Thursday prior to meeting. The Commission meets at 6:00 p.m. at Town Hall the 2nd and 4th Tuesdays of each month. Site visits on submittals will be done prior to the meeting by the commissioners.
- 2) **SURVEY** - Six (6) copies of a pin survey or plat of survey showing street address, proposed structures, existing buildings and property line setbacks need to be submitted. Improvement location certificates are not adequate. Required residential setbacks are: 15' front, 10' rear and 5' on the sides. When possible, stake proposed improvement out on the site.
- 3) **PLANS** - Three (3) copies of blueprints or working drawings showing materials and required off-street parking spaces (2 spaces for residential) are necessary with submittal.
- 4) **OWNERSHIP** - Proof of ownership must be presented; the owner or assigned agent must be present at the meeting(s) at which the plans or proposals are discussed. An assigned agent must have a letter of authorization from the property owner.
- 5) **BLACK & WHITE PERSPECTIVE AND MATERIALS SAMPLES** - must show completed project and include finished landscaping, grading and erosion control procedures, and surrounding structures within the property lines from a street perspective. Color samples of all proposed exterior materials also required.

- 6) **FEES** - A \$125.00 Plan Review fee is to be paid at the time of submittal. A \$50.00 fee will be charged for commencing work without Planning Commission approval.
3% USE TAX - A 3% use tax on the cost of materials only for all permit work will be collected at the time of submittal. (This tax would include septic system materials, foundation, etc.).
- 7) **BUILDING PERMIT** - After Planning Commission approval, plans can then be taken to the Pikes Peak Regional Building Department, 2880 International Circle, Colorado Springs, CO (327-2880) to obtain the building permit.
- 8) **BUSINESS LICENSE** - Contractors and sub-contractors must hold a current business license from the Town prior to construction or all work will be stopped by the Marshal. Cost of the license is \$50.00 per calendar year. A list of currently licensed businesses may be obtained from the Town Hall (684-9414).
- 9) **LAND USE CODE** - New construction, additions or 50% remodeling of a structure must fulfill the development requirements as listed in the Green Mountain Falls Land Use Code and the Green Mountain Falls Housing Code. Copies available for purchase or review at Town Hall. The majority of remodeling projects require a building permit from the Regional Building Department; please check with the Town Clerk if you have any questions.
- 10) **TREES/BRUSH AT CONSTRUCTION SITE** - All downed trees, stumps and brush will need to be removed from a building site prior to the start of construction.

TOWN OF GREEN MOUNTAIN FALLS
PLANNING CHECKLIST - REQUEST FOR BUILDING PERMITS

REQUESTOR: _____ DATE: _____

ADDRESS: _____ PHONE: _____

TYPE OF WORK: _____

PIN SURVEY/PLAT OF SURVEY AND SITE PLAN (6 copies)

- _____ Shows street address, lot number, property lines
- _____ Shows location of all structures on lot
- _____ Shows distance of new building/additions to property lines
- _____ Printed name, phone #, and signature of owner

CONSTRUCTION DRAWINGS (3 copies)

- _____ Shows location of work in or on building
- _____ Shows use of spaces
- _____ Construction detail adequate to check code compliance
- _____ Materials indicated; exterior color samples
- _____ Name and address of person/firm preparing drawings
- _____ Printed name, phone #, and signature of owner
- _____ List with mailing addresses and phone numbers of proposed contractor and all subcontractors

REPRESENTATION

- _____ Applicant or authorized representative present at meeting

ZONING DISTRICTS, Districts Enumerated: (Section 16-301)

- _____ R-1 Existing, platted 5,000 Single Family Residential District
- _____ R-1 10,000 Single Family Residential District
- _____ R-1 20,000 Estate Residential District
- _____ R-1 5 acre Hillside Residential District
- _____ R-2 Two Family Residential District
- _____ B Business District
- _____ PUD Planned Unit Development
- _____ HO Hillside Overlay Zone (Section 16-312)
- _____ PF Public Facilities District
- _____ PL Public Lands District

HILLSIDE OVERLAY ZONE REQUIREMENTS: (Section 16-714)

- _____ Application
- _____ Land Suitability Analysis
- _____ Slope Analysis
- _____ Building Height Pg. 16-63
- _____ Setback
- _____ Grading Plan, Erosion Control and Reclamation Pg. 16-65

ZONING COMPLIANCE

- _____ Permitted Use (Section 16-6)
- _____ Setbacks (Section 16-305)
- _____ Building Height Definition (Section 16-110(7))
- _____ Architectural Review (Section 16-705)
- _____ Tree Cutting Approval (Pg. 16-41)
- _____ Nonconforming Development (Section 16-708)
- _____ Variances (Section 16-709)
- _____ Special Uses (Section 16-710)

ACCESSORY BUILDINGS AND USES, SECTION 16-601

- _____ Home Occupation Criteria (16-602)
- _____ Off Street Parking (16-203)

FENCES, SECTION 16-501

- _____ Fence Permit
- _____ Nonconforming fences (Pg. 16-46)

SIGNS, SECTION 16-401

- _____ Permitted Sign
- _____ Procedure for nonconforming signs (Pg. 16-45)
- _____ Permit Approved

NON-CONFORMING DEVELOPMENT, SECTION 16-708

GRADING, SECTION 17-81

- _____ Compliance with requirements
- _____ Performance Bond required

GENERAL POLICY AND COMPREHENSIVE PLAN COMPLIANCE

- _____ Removal of downed trees, stumps and brush from site (prior to construction)
- _____ Maintaining Natural Environment (3.3.1)
- _____ Mitigating Visual Impact (3.3.2)
- _____ Geologic Hazards (4.7)

REQUIRED APPROVAL FROM OUTSIDE AGENCIES:

- _____ El Paso County Health Department Approval/Sewage Disposal Permit
- _____ Sign off from GMF-Chipita Park Fire District on all new construction in compliance with the 1994 Uniform Fire Code
- _____ Floodplain Administrator approval

REVIEW / COMMENTS: DEPARTMENT OF PUBLIC WORKS - TOWN OF GREEN MOUNTAIN FALLS

BY: _____