

TOWN OF PITKIN, COLORADO
Resolution No. 2 Series 2019

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF PITKIN, COLORADO, ESTABLISHING POLICY AND PROCESS FOR BUILDING PERMIT AND OWTS PERMIT DOCUMENTATION AND ASSOCIATED PERMIT INSPECTIONS.

WHEREAS: There is no Pitkin Town Agent or Manager to administer personnel employed by the Town, and,

WHEREAS: There is no process, detailed requirements, or digital format regarding drawings in the Zoning Code and On-site Wastewater Treatment System Ordinances,

the following documentation policy is defined and will be used by the Town of Pitkin for Building and OWTS Permits.

The Town of Pitkin Zoning Code Ordinance and On-site Wastewater Treatment System (OWTS) Ordinance does not define in detail the drawing documentation requirements needed by the Town to perform adequate inspections nor define a process that utilizes the documentation in the performance of inspections. This Resolution corrects these defects in the aforementioned Ordinances and augments their scope.

The requirements of this Resolution will be incorporated into any future ordinances which replace either the Town of Pitkin Zoning Code or OWTS Ordinance. At which time, this Resolution can be rescinded in whole or a portion and no longer be in effect.

SECTION 1: Definitions:

1. Town: The Town of Pitkin, Colorado
2. Town Clerk: The Pitkin Town Clerk.
3. Building Inspector: Personnel appointed by the Town Board of Trustees for inspection of all construction within the Town as required by the Pitkin Zoning Code.
4. Assistant Building Inspector: Personnel appointed by the Town Board of Trustees to assist the Building Inspector and acts on his behalf when the Building Inspector is not available to perform a required inspection.
5. Sanitarian: Personnel appointed by the Town Board of Trustees (acting as the Pitkin Board of Health) for inspection of all OWTS construction and repair within the Town.

6. Portable Document Format (PDF): A file format developed by Adobe, Incorporated to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems.

7. Drawing Sizes: Drawing sizes are defined in ANSI/ASME Standard 14.1. Drawing dimensions for various sizes from this standard are listed below:

- a. A Size Drawing = 11" in height and 8.5" in width.
- b. B Size Drawing = 11" in height and 17" in width.
- c. C Size Drawing = 17" in height and 22" in width.
- d. D Size Drawing = 22" in height and 34" in width.

9. Record Drawing: Drawing description used in Town's OWTS Ordinance and Colorado Regulation 43. This drawing is also commonly known as the "As Built Drawing" or "Final Drawing".

10. Zoning Code: Town of Pitkin Zoning Code 2012 with amendment dated 2013 and any additional amendments.

11. OWTS Ordinance: Town of Pitkin On-Site Wastewater Treatment System Ordinance No. 2 Series 2018 and any amendments to this ordinance.

SECTION 2: Drawing Requirements for Building Permits:

All drawing requirements for a Building Permit are defined in the Zoning Code . This Resolution only defines the format and quantity of these drawings and does not add any additional drawing requirement.

Section 3: Drawing Requirement for OWTS Permits and Final System Approval.

All drawing requirements for an OWTS Permit are defined in the Town's OWTS Ordinance and are taken directly from Colorado Water Quality Control Commission, Regulation 43. They are not defined in detail within Regulation 43 and additional requirements are needed for administration of OWTS Permits within the Town.

1. Site Plan Drawing: A scale drawing showing the property involved with the OWTS, that shows pertinent physical features of the subject property and adjacent properties. Such as OWTS components, buildings, property lines, well, other OTWS components on adjacent properties, wells on adjacent properties and other physical features.

This drawing will contain a table with all applicable setbacks as defined in Regulation 43, Table 7-1 "Minimum Horizontal Distances in Feet Between Components of an On-Site Wastewater Treatment System Installed After November 15, 1973 and Water, Physical and Health Impact

Features" and Table 7-2 "On-site Wastewater Treatment System Design Consideration and Treatment Requirements - Separation Distances from Soil Treatment Area".

A row will be entered in the table for each associated aspect required by Regulation 43 of the OWTS with a column showing the required setback defined in Table 7-1 and/or Table 7-2 and an adjacent column with the setback as shown in the Site Plan Drawing. This table will affirm compliance to Regulation 43, Table 7-1 and 7-2.

2. System Design Drawing (Colorado Engineer's Specification Plan): Text and drawings that defines the required OWTS components and detailed information on how the system will be installed. This drawing must provided all the information the installation contractor needs to construct the OWTS.

The first note on this drawing, will contain the following information with the designed values for XX, YY and the date ZZZZ provided:

Note 1. OTWS designed for a maximum of XX persons with a maximum flow of YY gallons per day as defined in Regulation 43, with Effective Date of ZZZZ.

A drawing revision history table is included on the first sheet of this drawing. This table includes date of the change, new drawing revision letter and brief explanation of the change and who approved this action.

Any changes or modifications to the OWTS design which were approved during construction must be shown as attachments to the original System Design Drawing. Drawing revision history table is then updated.

3. Record Drawing: This is an as built drawing of the Site Plan Drawing defined in Item 1 after the construction of the OWTS is completed and a Final Inspection is preformed.

Section 4: Paper Drawing Requirements.

All Building and OWTS Permit applications require two (2) paper copies of all drawings as defined in Section 2 and Section 3 of this Resolution. The minimum size of these paper drawings is B Size and D Size is the maximum size. The required drawing size is dependent upon the complexity of the drawing and the text font size used in their creation. All text must be readable on the submitted paper drawings.

(The first paper copy is for the Town Clerk and the permanent record of the Town. The second paper copy use is defined in Section 6 of this Resolution.)

If a Record Drawing is required after the final inspection of the construction, then one (1) paper copy will also be provided in the drawing size required for the Permit Application. (This paper copy is for the Town Clerk and the permanent record of the Town.)

Section 5: Digital Format Drawing Requirements.

All Building and OWTS Permit applications require a digital file format of all drawings as defined in Section 2 and Section 3 of this Resolution, be submitted with the Permit Application. The .pdf digital file format will be included on a multiple session CD or DVD read/rewritable disk with the Permit Application.

If a Record Drawing is required after the final inspection of the construction, then will also be provided in the digital format required for the Permit Application.

The Town Clerk will scan any paper documentation associated with the Building or OWTS Permit not in a digital format and include it on the aforementioned CD or DVD disk. This CD or DVD disk will be marked with the permit type, number and property address, to be vaulted with the paper copies for the permanent Town records.

Section 6: Documentation for use by Pitkin Inspectors:

A set of drawings, permits and inspection documentation will be kept as a working file copy in the Town Hall. These items but be kept in file cabinet that will be accessible by the Town of Pitkin Inspectors. All inspections will be noted and recorded on the Town Building or OWTS Permit form which will be kept with the aforementioned documentation at the Town Hall.

Section 7: Request for Town Inspections:

The Town will establish an electronic mail (email) account and publish the address associated with this account, where contractors can send email messages to request Building and OWTS inspections by the Town. The appropriate inspector will daily review this email account and respond to the contractor within 24 hours the estimated date and time of the requested inspection by the Town.