



ESTES PARK
COLORADO

Estes Valley Building Permits for Condo Additions



Revision Date: September 30, 2010

WHERE DO I START?

Contact the Planning Division at 970-577-3721 to learn about Estes Valley Development Code requirements that will apply to your addition, such as, minimum required setbacks and maximum allowable height.

Contact the Division of Building Safety to learn about Building Code requirements and building permit application requirements. For property within Town limits, contact the Division of Building Safety at 970-577-3726. For property in the unincorporated Estes Valley, contact the Larimer County Building Department at 970-498-7700.

Prior to applying for a building permit, staff recommends you obtain construction approval from your condominium association.

DO I NEED APPROVAL FROM MY CONDO ASSOCIATION?

The type of approval needed will vary from one condo association to another. You can review your condominium map and declaration to determine the type of approval needed. In some cases the Board of Directors may be able to approve your addition. In other cases, approval of 2/3^{rds} or all of the unit owners may be needed.

Since you share ownership of the property outside the boundaries of your unit with all other unit owners in the condominium association, association a approval from the

association is needed to build on this property.

Unit Expansion

If you expand the boundaries of your unit, onto property designated as a Limited Common Element (LCE) or General Common Element (GCE), you may need to convert property in which all unit owners own an undivided interest into property owned exclusively by you.

Deck Expansion

If you expand your deck onto property designated as a GCE, you may need to convert property that all unit owners had the right to use into property that you exclusively have the right to use.

WHAT DO I NEED TO SUBMIT WITH MY BUILDING PERMIT?

You will need to submit the following information with your building permit application.

A site plan prepared and stamped by a surveyor or architect licensed to practice in Colorado showing the addition and any required changes to LCEs or GCEs.

- ___1. A letter from the condo association:
 - ___a. Stating that the proposed work has been approved.
 - ___b. Agreeing to revise the condominium map and declaration, if needed.

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- ___c. A description of the required condominium association approval, e.g. approval by 2/3^{rds} of unit owners.
 - ___d. A description of any required revisions to the condominium map and/or declaration.
 - ___e. A description of who is authorized to make these revisions, that is, who needs to sign the revised map and/or declaration.
 - ___f. Verification that those authorized to revise the map and/or declaration have agreed, in writing, to do so.
- ___2. A letter from an attorney duly licensed to practice law in Colorado certifying that the letter from the condo association is accurate.
- ___3. An application for Town Board or County Commission review of a revised condominium map.

This is required if your condo association was created after February 1, 2000.

Prior to Final Inspection:

- ___a. Approval of the revised condominium map (if an application was required).
- ___b. Submittal of a setback certificate from a surveyor licensed to practice in Colorado (if an revised map was not needed).