



# Town of Blue River

## Building Department

### Planning and Zoning Application Procedures

The Planning and Zoning Commission meets on FIRST TUESDAY OF EACH MONTH Applications must be received NO LATER THAN THREE (2) WEEKS PRIOR TO THAT DATE. Applications received after that date will not be processed until the following month.

Planning and Zoning Commission approvals do not become final until expiration of the 15-day appeals period after commission action, or 30-days in the case of Variances.

Approvals become void 18-months following the date of approval, unless a Building Permit has been issued and construction commenced.

#### I – APPLICATION FOR VARIANCE

A separate form entitled “Town of Blue River – Request for Hearing and Variance” Is available from the Town Clerk, the Town Building Department or on the Town Web Site ([www.colorado.gov/townofblueriver](http://www.colorado.gov/townofblueriver)). This form is self-explanatory.

#### II – APPLICATION FOR PLANNING REVIEW (ARCHITECTURAL).

A) Architectural drawings with original application(s) and accompanying documents, including application fee (\$50.00 to Town of Blue River), shall be forwarded to the Building Department. (Complete drawings, in two (2) sets, are required prior to issuance of a Building Permit.) If a variance is required, the completed Application for Variance (above) must be included.

B) Application will not be considered complete unless accompanied by the following:

1) Current survey and plot plan showing the footprint of the structure. Easements and set backs must be accurately indicated to the eave drip line (25' front & rear, 15' sides). Also, show septic and well locations if applicable. An Improvement Location Certificate (ILC) will be required prior to the pouring of any new foundation.

2) Architect's or designer's construction plans, with elevations, and exterior finish shown. For Building Permit issuance, plans must have an original Colorado Registered Engineer or Architect stamp on at least two (2) copies certifying compliance with the International Residential Code – 2012 (IRC) and the International Energy Conservation Code – 2012 (IECC).

3) Building Official may require a topographic map and/or soil test of the construction area.

4) Indicate drainage for project, driveway and junction of driveway with Town road. Culverts and surface water must be addressed. Ditch(s) and Culvert(s) must be defined and a minimum of one (1) load (10-12 tons) of road base, adjacent to the property, may be required.

5) Designate adequate snow storage area and parking area.

6) Supply a copy of the State of Colorado well permit, if applicable, or evidence of payment of tap fees to appropriate water company.

7) Evidence of payment of tap fees to the Breckenridge Sanitation District or signed permit issued by Summit County Environmental Health Division for Individual Sewage Disposal System. Include copy of permit, with approved plot plan, indicating exact location of field as approved.

8) Supply a copy of the State of Colorado Highway 9 access permit, if applicable.

9) One (1) set of material/color samples. Stain only. Paint is not allowed in Blue River. Address exterior walls, trim, doors, garage door, fascia and windows. Include samples of roof, exterior wall, window cladding, pedestrian/garage doors and trim material.

10) Roof may be metal; 30-yr. min. architectural grade, composition fiberglass (dark brown, dark gray, dark green, weathered wood or black only); or class-A #1 cedar shakes.

- 11) Indicate future garage if not planned at this time.
- C) Building Department shall check application for completeness and forward as required:
  - 1) Architectural drawings, material/color samples, application form and application fee to the Planning and Zoning Commission for approval.
  - 2) Projects that do not impact the footprint or exterior appearance of an existing structure are not required to be approved by the Planning and Zoning Commission.
  - 3) Any application that would create an accessory apartment, accessory structure or change in land use will not be processed without prior approval of the Town Board of Trustees.
- D) Upon approval by the Planning and Zoning Commission, along with receipt of the appropriate fee, the Building Department will accept the application for plan review and issuance of a Building Permit.
- E) If an application is denied by the Planning and Zoning Commission, or is approved with changes, the applicant will be notified and given the opportunity of a hearing before the Town Board of Trustees. Such appeal must be filed within fifteen (15) days of the denial. Variances may only be appealed to District Court.
- F) Changes that impact the footprint or exterior appearance of a previously approved design must be resubmitted to the Planning and Zoning Commission for re-approval. Such re-submittal shall be through the Building Department and accompanied by an application fee equal to that originally applied.
- G) Changes that impact the design must be resubmitted with an original Colorado Registered Engineer or Architect stamp. A permit fee will be assessed based upon the construction value of the changed item(s).
- H) Allow a minimum of thirty (30) days for Planning and Zoning Commission review. Note that Hwy. 9 access permits may require 3-4 months and well permits 5-6 weeks.
- I) Planning and Zoning Commission approvals become void if building permit is not issued within eighteen (18) months. Building permits becomes void if construction is discontinued for more than 180 days.

Some important Town of Blue River Building Code items:

- 1) Building Codes adopted: International Residential Code - 2012, International Energy Conservation Code - 2012 & National Electric Code - 2011.
- 2) Snow loads: Roofs shall be designed in accordance with accepted engineering practice based upon a ground snow load of 100 psf.; balconies/decks - 125 psf. (live load). No reductions for duration.
- 3) Frost line depth: Foundation footing minimum depth below grade - 40 inches. Uncovered deck piers may be set at 24 inches.
- 4) Roof underlayment: Ice & water shield - 100% required.
- 5) Wind speed - 90 mph, exposure "B". Seismic design category: "B"
- 6) Propane gas is not permitted below grade.
- 7) Propane gas alarm/shutoff system required.
- 8) Wood burning stoves: Required to meet Colorado Dept of Health, Regulation No. 4.
- 9) Building Height: 35' max. [Vertical distance of any portion of a structure (except for chimney or vent elements) measured from the natural grade directly below.]
- 10) Locally resettable GFCI breakers are required in bathrooms.
- 11) Compliance with the International Energy Conservation Code is required.



# Town of Blue River

## Planning & Zoning Application

Some questions may not be applicable, if so mark n/a

Legal Description: \_\_\_\_\_

Lot Number

Subdivision

Street Address: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner: _____ Mailing Address: _____ _____ Phone: _____	Contractor: _____ Mailing Address: _____ _____ Phone: _____ Summit Co. Contractor Registration: _____
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Documents required for this submittal: Survey, Topo; Well & Septic Permits (incl. plot plan), or evidence of payment of water & sewer tap fees; Plot Plan, Architectural Drawings and, if applicable, Hwy.9 access Permit. Plot plan must indicate location of proposed structure(s), any and all trees to be removed, well and septic system, snow storage area, parking area, future garage, all easements and setback lines with distances from eave drip line to setbacks shown. Material/color samples are required. Subdivisions with an active Homeowner Association (HOA) may require HOA approval.

Issuance of a Building Permit will require submission of all drawings in two (2) sets with Colorado Engineer or Architect Stamp and required soil test. Engineer/Architect must certify compliance with the International Residential Code – 2012 and the International Energy Conservation Code – 2012.

Certificate of Occupancy cannot be issued without approval of septic/sewer authority, Fire District (where applicable) and HOA (where applicable).

Description of Project: \_\_\_\_\_

<b>Use of Structure:</b> <input type="checkbox"/> Single Family Res. <input type="checkbox"/> Duplex <input type="checkbox"/> Garage <input type="checkbox"/> Storage <input type="checkbox"/> Fence <input type="checkbox"/> Other  _____ _____	<b>Reason for Permit:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Other  _____ _____	<b>Finished Sq. Feet:</b> _____ <b>Semi. Finished:</b> _____ <b>Unfinished:</b> _____ <b>Garage:</b> _____ <b>Total Sq. Feet:</b> _____  <b>Number Bedroom (New):</b> _____ <b>Building Height (See Def.):</b> _____  _____ _____
		<b>Signature/Title</b> _____ <b>Date</b> _____

COVERINGS & COLORS	MATERIALS	COLORS	SAMPLES ATTACHED
Exterior Walls:			
Roof:			
Windows:			
Doors (Ext.)			
Doors (Garage):			
Trim:			

**Building Permit Application - Instructions**

1) Pick up Permit Application(s) and pay Application Fee(s) and Permit Fee(s) at:

Town of Blue River  
Blue River Building Department  
0110 Whispering Pines Cir. (Physical)  
PO Box 1784 (Mailing), Breckenridge, CO 80424  
970-547-0545

2) Application Fee: \$50.00 - payable to: Town of Blue River. Fee is due prior to submission for review by the Planning & Zoning Commission.

3) Permit Fees are based upon project valuation - payable to: Town of Blue River. Fee is due at the time of permit issuance.

4) No construction, site preparation, tree removal, foundation excavation, nor driveway installation may be started until approval has been obtained from the Town of Blue River Planning and Zoning Commission; and a Building Permit (if required) has been issued.

Tree Removal: Only trees that have been marked on your plot plan, and approved may be removed as a part of your construction project. No other trees may be removed without the express consent of the Board of Trustees of the Town of Blue River. Substantial penalties may be assessed for unauthorized tree removal.

5) All documents indicated on the application form must be submitted to the Building Department along with your application fee. Complete applications will be forwarded for review and approval. Applicants may wish to submit copies of architectural drawings to the covenant review authority of their subdivision for approval.

6) Actual material and color samples are required by the Planning & Zoning Commission.

7) Your Boundary Survey must be current and all corners must be flagged. Owner/Builder must indicate all recorded easements. Errors in set backs from easements and lot lines will be Owner's/Builder's responsibility to correct.

8) All construction drawings must be stamped by a Colorado registered Engineer or Architect, which must certify compliance with the International Residential Code – 2012 (IRC) and the International Energy Conservation Code – 2012 (IECC).

9) An Improvement Location Certificate (ILC) will be required prior to the pouring of foundation walls.

I HAVE READ, UNDERSTAND AND TAKE FULL RESPONSIBILITY FOR ITEMS 1-9 ABOVE:

Owner/Contractor/Title

Date

\_\_\_\_\_

**BE ADVISED THAT IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLY WITH ANY AND ALL REQUIREMENTS SPECIFIED IN THE SUBDIVISION COVENANTS.**

BUILDING PERMIT **REQUIRED/NOT REQUIRED:** \_\_\_\_\_

Building Official

APPLICATION **APPROVED/DENIED** BY THE TOWN OF BLUE RIVER PLANNING AND ZONING COMMISSION.

Chairman

Date

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Complete: \_\_\_\_\_ Date \_\_\_\_\_

P&Z Fee (\$50) Paid: \_\_\_\_\_ Date \_\_\_\_\_