



ESTES PARK
COLORADO

Estes Valley Surveyor Certificates



Revision Date: April 2012

WHAT IS A SURVEYOR CERTIFICATE?

A surveyor certificate is a letter written by a registered land surveyor that verifies and documents where a building is located on a lot, how tall a building is, or that a building is outside of a flood zone.

All surveyor certificates must be accurate, and require surveyor signature and seal.

WHY DO I NEED TO PROVIDE THESE?

When buildings are built close to property lines or easements, close to the maximum allowed height, or on a lot with a flood zone, a surveyor needs to document the building complies with approved plans.

GENERAL PROCESS:

1. Two copies, at least one an original, must be presented to the building inspector. The inspector will leave one copy in the permit box on-site, and will return one to the Building Department. For properties in the county, the contractor is responsible for submitting a copy to planning staff.
2. If the surveyor certificate documents compliance with approved plans, work may proceed.
3. If the surveyor certificate does not document compliance with approved plans, a stop work order may be issued until the issue is corrected.
4. Field modifications to plans can result in stop work orders. Examples include relocating the structure, or changes to the roof design.
5. Failure to use an approved surveyor certificate will result in a delay of approval and inspection (see "Setback Certificate" and "Height Certificate" handouts).

SETBACK CERTIFICATE:

1. A setback certificate is required for any structure located within five feet of the

minimum setback from property lines or easements.

2. For example, if a property has a 10 foot side yard setback requirement, and the building will be within 15 feet of the property line, a setback certificate will be required.
3. Setback certificates must be submitted and approved prior to pouring the foundation.
4. Setback certificates must specify the actual measured distance from the foundation wall to the nearest property line.

HEIGHT CERTIFICATE:

1. A height certificate is required for any building 25-feet or taller. This is to document the building does not exceed the maximum allowed building height (see "Building Height" handout).
2. Height certificates require three steps:
 - *Step One.* Surveyor must establish the survey control before excavation begins.
 - *Step Two.* Document the finish floor elevation and foundation location comply with the approved plan. This certificate must be submitted and approved prior to pouring the foundation
 - *Step Three.* Document the roof ridge is at or below ridgeline elevation shown on the approved plans. This certificate must be submitted and approved prior to the framing inspection.

FLOODPLAIN ELEVATION CERTIFICATE:

1. A floodplain elevation certificate is required for any building located on a lot or parcel that contains a flood zone.
2. Floodplain elevation certificates must be on a current FEMA form, and must be submitted and approved prior to pouring foundation.

TOWN OF ESTES PARK PLANNING DIVISION

170 MACGREGOR AVE. | P.O. BOX 1200 | ESTES PARK, CO 80517 | PH. 970-577-3721 | FAX 970-586-0249 | WWW.ESTES.ORG