



TOWN OF DE BEQUE
APPLICATION For Building Permit & Zoning
Compliance and/or Land Use Approval Compliance

Important - Please Read the Following Information Carefully

Any site preparation, new construction, or major remodel requires a Building/Zoning Compliance Approval. A Development Improvement Agreement with financial guarantee

may also be required for any public improvements required as part of this application. Applicants are also required to obtain a building permit from Mesa County, the building code administrative entity for De Beque. Applicants are encouraged to prepare a separate project narrative to accompany all submitted materials. This narrative should be organized and include a table of contents, page numbers and similar information to facilitate review by town staff and elected/appointed commissions. If a separate narrative is submitted, this application form shall reference the narrative as necessary.

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the DeBeque Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of DeBeque municipal offices or on-line <http://debeque.org/>. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit **all** of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees including Use Tax must be paid in full at the time of application. Public meetings or public hearings will **not** be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Mark N/A on items not relevant to your project. Town staff is available to direct the applicant to appropriate sources of information.*

APPLICANT

Date: _____

Name: _____ Owner Agent

Mailing Address: _____

Mailing Address for Notices, if different from above: _____

Telephone: _____ Fax: _____ Cell: _____ E-mail: _____

PROPERTY SUBJECT TO APPLICATION

Street Address: _____

Practical Property Description: _____

Parcel Number _____

Legal Description (may attach):

Acreage or Square Feet of Parcel _____ Existing Zoning: _____

Present Use of Property: _____

Proposed Use of Property: _____

Proposed Floor Area Ratio: _____

Proposed Building Height: _____

Proposed Lot Coverage - **(All structures on the property):** _____

Proposed Setbacks: Front _____, Side: _____, _____, Rear: _____

Proposed Setbacks from Streams & Rivers: Front _____, Side: _____, _____, Rear: _____,

PROPERTY OWNER(S) IF DIFFERENT FROM APPLICANT:

Name	Mailing Address	Telephone
1.		
2.		

Attach additional sheets if necessary.

Description of Proposed Request (Please list each request separately [e.g. zoning compliance, land use approval compliance, etc...] use additional sheets as necessary & include reference(s) to applicable section(s) of the municipal code or land use approvals granted).

☑ Complete, ☒ Incomplete – Comments: _____

The Application Shall Include Accurately Scaled Drawings or Provide Other Information Correctly Depicting the Following (Attach additional sheets if necessary):

1) Structures, Utilities & Improvements - The location of all existing and proposed buildings, utilities and other improvements on the property.

☑ Complete, ☒ Incomplete – Comments: _____

2) Parking - The location and number of parking spaces for off-street parking and loading areas and the finished surface material of the parking areas (e.g., gravel, asphalt);

☑ Complete, ☒ Incomplete – Comments: _____

3) Traffic Plan - A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings;

Complete, Incomplete – Comments: _____

4) Refuse & Services - The location of service and refuse collection areas.

Complete, Incomplete – Comments: _____

5) Signage - The location of all signs indicating the size, shape and height of each sign;

Complete, Incomplete – Comments: _____

6) Parkland Dedication - The area and location of parkland dedication areas or cash in lieu;

Complete, Incomplete – Comments: _____

7) Exterior Lighting - The location and type of outdoor lighting including photometrics;

Complete, Incomplete – Comments: _____

8) Landscaping - Landscaping plan showing the location, type, size, and quantity of plant materials, method of maintenance, irrigation systems, fencing and other features.

3/4 Complete, 1/4 Incomplete – Comments: _____

9) Improvements Completion Date(s) - The estimated date of completion of all improvements.

3/4 Complete, 1/4 Incomplete – Comments: _____

10) Public Improvements - Utilities, street improvements, right-of-way dedications, easements etc...(May include Subdivision Improvements Agreement)

3/4 Complete, 1/4 Incomplete – Comments: _____

11) Referral Agency Requirements (Attach).

3/4 Complete, 1/4 Incomplete – Comments: _____

- Town Engineer
- Town Attorney
- Water Attorney
- Public Works
- Marshal
- Water/Wastewater
- Fire District

- Xcel Energy
- Mesa County
- CDOT
- BLM
- Other: _____
- Other: _____
- Other: _____

12) Impact Fees - Traffic Impact fee and any other required

13) Tap Fees - Water & Sewer Tap Fees

14) Water Rights Dedication - Description of water rights dedication or cash in lieu

15) Architectural Design Compliance - Building elevations and other information showing compliance with architectural design standards

16) Engineering Design Compliance - Engineered drawings demonstrating compliance with DeBeque engineering design requirements and DeBeque Public Works Design Standards

17) Trustee Approval Conditions Compliance - Attach all conditions of approval required by the Town of DeBeque in association with approvals granted for the subject property and demonstrate compliance thereto

18) Payment of Development Review Fees - Show verification of payment of all fees associated with application approval including, but not limited to, application fees, consulting fees or others

19) Payment of Use Tax - Show verification of payment of all use taxes associated with construction. Fees are payable at the time of building permit issuance

All information set forth above is true and accurate to the best of my information, knowledge and belief.

Applicant Signature: _____, Printed Name: _____ Date: _____

Additional Applicant Signature (if applicable): _____, Printed Name: _____

_____, Date: _____

For Town Use Only

Application Checklist

- Application deemed complete Date: _____ By: _____
- Maps & Plans - Landscaping, lighting, architectural, other
- Site plan drawn to scale showing use, parking, access, circulation, setbacks, utilities etc.
- Proof of ownership.
- Written authorization from property owner(s) authorizing agent to act on their behalf (if applicable)
- Review Agency comments.
- Conditions of approval
- Fee payment
- Other _____
- Comments: _____
- _____

For Town Use Only

Date App. Received: _____
Fee \$: _____
Deposit Paid \$: _____
Application Received by: _____

