

ROUTT COUNTY SITE PLAN INFORMATION

- A. Planning Department review information
- B. Planning Department review checklist
- C. Addressing

The Planning Department Reviews Building Plans for the Following:

1. Routt County Zoning Regulations, Section 5.2.1-Dimensional Standards Table, p. 5-5 and 5- 6, which includes the zoning setbacks from all four property lines, lot frontage and structure height requirements.
2. Routt County Zoning Regulations, Section 5.3-Secondary Dwelling Unit Standards for the Agriculture and Forestry (AF) Zone District, p.5-7 and Section 5.3.2.-Large Lot Approval Standards, p.5-8.
3. Routt County Zoning Regulations, Section 5.10- Standards for Structures within Mapped Sky Line Areas, p. 5-26. (A balloon test can be scheduled with a staff planner prior to the submittal of the building plans.)
4. Routt County Zoning Regulations, Section 5.11-Water Body Setback Standards and Permits, p.5-30 and Section 5.13.3-Floodplain Development Permit, p. 5-41.
5. Review of the Subdivision Plat and associated approvals, such as building envelopes, plat notes and easements. (Include the reception number for the subdivision plat, if you don't have a reception number; please provide a copy of the subdivision plat.)
6. The Routt County Surveyor has identified parcels throughout the county which involve boundary line discrepancies. These parcels have been identified by the Planning Department. Upon review of your building plans if an identified parcel is revealed the Planning Department will require the landowner to obtain a new survey, resolve the problem with adjoining landowners, or institute an appropriate civil action (See attached Appendix A.)

*Reviews may trigger an application for a planning agreement, such as a large lot agreement or Board of Adjustment (BOA) application which must be completed **prior** to the approval of the building permit. The basic fee for building permit reviews is \$50.00 assessed by the building department. Additional staff time spent to review, research or produce a planning agreement is billed at \$120.00 per hour.

An electronic version of the Routt County Zoning and Subdivision Regulations are at www.co.routt.co.us/planning or a hard copy can be purchased for \$35.00 from the Planning Department on the second floor of the annex building at 136 6th Street, Steamboat Springs, CO.

**COUNTY PLANNING
SITE PLAN REVIEW
CHECKLIST**

PARCEL # _____

Name: _____

Address: _____

Zone District: _____

Application Number: _____

What is the use of the structure? _____

Is it an allowed use? By Right By Permit Date Permit received _____

Site Plan should include the following:

- Drawn to scale (show scale)
- Existing topographical contour lines at two foot intervals for all disturbed areas
- Site orientation (North Arrow)
- Legal description and property address
- Lot lines and property size _____
- Adjacent road and street names
- Easements and rights-of-ways
- Proposed and existing utility improvements
- Setback for structure: from property lines, from centerline of public roadways and from waterbodies (minimum of 50 feet for waterbodies)
- Access driveways illustrating grades, sidewalks, parking, paving and curb cuts
- Location of wells and individual sewage disposal systems
- Flood plain delineation (note if not applicable)
- Date of lot creation if less than 35 acres and zoned A/F
- Any other structures on property
- Special agreements, notes on plat, etc.
- Does the proposal require a waterbody crossing permit?
- Is the parcel affected by a Conservation Easement (parcel screen?)
- Does the proposal comply with the County Access to Buildable Lots regulations?
- Road Construction Permit?
- Has the permit been signed by the Steamboat Springs, Oak Creek or West Routt Fire Protection District?
- Is the parcel within the regulated mapped skyline area? Investigation required?

Building Plans must include the following:

- Floor Plans illustrating uses of all rooms
- Does the property have more than one dwelling unit? If so, is it legal? Is it registered?
- Existing and finish grade at foundation for each elevation
- Does it comply with the height requirements?

ROUTT COUNTY ADDRESSING

The Routt County GIS Department maintains the addressing system for Routt County, assigns address numbers, and names or renames roads. This system is to develop accurate records for emergency services (E911), which in turn affects utility and delivery services, and rural postal delivery. Due to concerns from the emergency responders in Routt County, the "Routt County Road Addressing, Naming and Signing Policy" was adopted by the Board of County Commissioners on January 16, 1996. Copies of the complete Policy are available at the GIS Department.

As a brief overview, this policy states that every road existing, proposed, or constructed which provides or will provide access to two or more buildable lots shall be identified with a unique road name to clearly identify the road. You and your neighbors may have the choice to name your access road if a name has not already been established (road name can be no longer than 12 characters including spaces). If a road name has not been established a petition for road name will be processed through the GIS Department and a road name adopted by the Routt County Commissioners. A road name must be established prior to the issuance of building permits on lots accessed by such road.

All roads that provide access to two or more buildable lots must be marked with the appropriate signage. Signage for private roads is the responsibility of the landowners accessed by such road and can be purchased through the Routt County Road and Bridge Department. Road identification signs for private roads shall have a brown base with white letters. These signs shall be reflective and the letters or numbers shall be 5 inches in height. Final inspections and certificates of occupancy ("C.O.") may be withheld if roads are not marked with the appropriate signage.

Every buildable lot and each commercial or residential unit will be given an address number, which is required prior to issuance of a building permit. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility due to seasonal changes, landscaping, daylight and evening lighting. For buildings that are not visible from the street, address characters shall be affixed to a free-standing sign or post located adjacent to the road on which the property is addressed. Routt County recommends the use of reflective numbers to enhance visibility at night. Failure to display the address of a lot or structure may be grounds for refusing to make inspections or for withholding of a C.O. by the Building Department.

Remember . . . road signage and numbers are to help emergency responders find you. We hope you never have to call E911, but if you do, the more conspicuous the road name and your address number the faster you can be served.