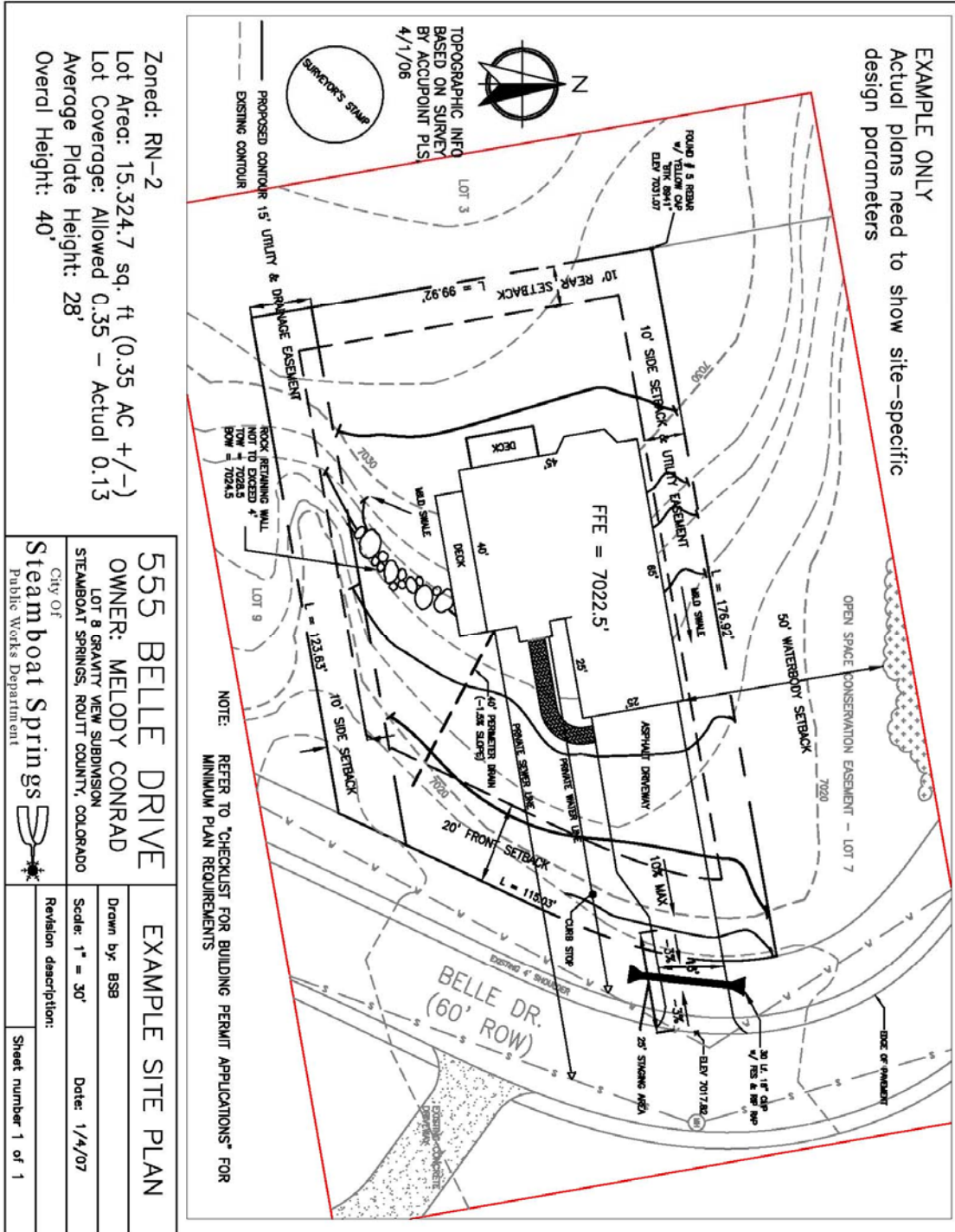


# CITY OF STEAMBOAT SPRINGS SITE PLAN INFORMATION

- A. Sample of City of Steamboat Springs Site Plan
- B. Site Plan Checklist #1 – for larger scale projects
- C. Site Plan Checklist #2 – for smaller scale projects
- D. Site Plan Checklist for Grade and Fill Permit.

## SAMPLE OF CITY OF STEAMBOAT SPRINGS SITE PLAN



## **Site Plan Checklist #1**

**Use this checklist for larger scale projects or projects sensitive to City review and/or future inspections.**

### **Examples of projects that use this form:**

- Single Family Residence (SFR)
- Multi-Family (duplex thru mix use)
- Commercial or Industrial Buildings
- Secondary Unit Conversions
- Additions w/ 25% increase to existing area or valuation
- Additions involving significant regrading or alterations to existing drainage systems- Encourage Applicant to Contact Public Works if any question
- Alteration of SFR - significant
- Garage Additions
- Exterior Expansions to existing Commercial/Industrial
- Driveway Modifications
- Detached Structures
- Demolitions
- Any Improvement in Right-of-Way



# Site Plan Checklist #1 for Building Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or if an item marked as "N/A" is deemed to be applicable for this type of project.** Additional information may be required based on site-specific conditions or to respond to City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the General Requirements Book.

City Water/Sewer- 871-8226      Fire Prevention- 871-8216 Public Works- 871-8226      Planning- 871-8222

**Applicant Name:**

**Permit #: SB - \_\_\_ - \_\_\_\_\_**

(Please Print)

**Important:** Any project required to submit Civil Construction Plans and/or Documents to Public Works *must* include the approved Civil Construction Plans (w/ approval block signed by departments) as part of the Building Permit submittal. See development approval conditions or contact Planning staff. If the Building Department verifies this has been attached, then only the CSMP and SWMP requirements need be verified.

Yes      No

<b>Building Permit has associated grading and drainage Civil Construction Documents on record with Public Works?</b>	<input type="checkbox"/>	<input type="checkbox"/>
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**Check**

**Site Plan Information**

Yes      No

Site Plan Information	Yes	No
North Arrow Indicator, Scale, and Benchmark		
Legal Description, Property Address, Owner's Name, Lot Size in Square Feet		
Existing and Proposed Topography: Contour Lines at 2 foot Intervals, Source of Topography		
Location and Dimensions of all Roads on or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.		
Location and Dimensions of Right-of-Way and all Easements- <b>No Landscaping or Structural Improvements in the ROW or Easement</b>		
Location and Dimension of Lot Lines, Building Envelopes and Setbacks		
Location and Dimensions of all Buildings on the Lot (Existing and Proposed). Include decks, patios, roof overhangs, etc.		
Building and Garage Finish Floor Elevation (in feet above sea level)		
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities, Including Meters (Water, Sewer, Gas). The Plan must clearly identify changes in bury depth to all existing utilities.		
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)		

Driveway Location, Width, Grade. Size and Length of any Culverts.		
Location and Dimensions of Sidewalks, Parking Areas, and Paving		
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas		
Existing and Proposed Storm Water Systems (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Existing and Proposed Culverts w/ Invert Elevations, Size, and Flared End Sections or Headwalls Indicated		
Extent of Soil Disturbance and Phasing Plan; Show all proposed Erosion & Sedimentation Control Measures.		
Details for any Permanent Storm Water Quality feature (i.e. % slope for grass buffers, level spreader designs, grass swale cross-sections, etc.)		
Add Note: All Disturbed Areas to be Re-vegetated		
Location and Elevations (top and bottom) of any Retaining Walls; Provide a Cross-Section Design with Engineer's Stamp for any Retaining Wall greater than 4 feet.		
Floor Area Ratio Calculations		

**Building Plan Information**

Existing and Finished Grades on Building Elevation Drawings- <b>Including Building Height(s)</b> .		
Provide a Detailed Code Analysis- Contact Fire Prevention w/ Questions		
Soils Report- See General Requirement Book Guidelines for when required.		

**Construction Site Management Plan**

Construction Site Management Plan (CSMP)- See additional checklist for these requirements and contact Construction Services at 871-8273 for information		
Stormwater Management Plan (SWMP) if area of disturbance is greater than 1 acre. Contact Construction Services at 871-7073 for information		
<b>Staff Review By:</b>		

I \_\_\_\_\_ accept responsibility for the accuracy and completeness of the contents of this Building Permit application and accept responsibility for any associated delays in City review due to incompleteness.

**Applicant :**

**Phone #:** \_\_\_\_\_

(Applicant Signature)

Rev 2/18/09

## **Site Plan Checklist #2**

**Use this checklist for smaller scale projects that don't require as much detail on plan sets or aren't as sensitive to City review and/or future inspections.**

### **Examples of projects that use this form:**

- Tenant finishes
- Deck and Patio Additions
- Minor Exterior Repairs
- Minor Exterior Modifications
- Mud Room Additions
- Repairs to Siding, Shingles, Roof Eaves, etc.
- Window Replacement or Repair
- Additions with less than 25% increase to existing area or valuation
- Alteration of SFR - minor
- Valley Pan on Roof
- Repair to Internal Structure
- Interior Repairs
- Crawl Space
- Fences > 6 ft Tall

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# Site Plan Checklist #2 for Building Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or if an item marked as “N/A” is deemed to be applicable for this type of project.** Additional information may be required based on site-specific conditions or to respond to City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the General Requirements Book.

City Water/Sewer- 871-8226      Fire Prevention- 871-8216 Public Works- 871-8226      Planning- 871-8222

**Applicant Name:**

**Permit #: SB - \_\_\_ - \_\_\_\_\_**

(Please Print)

Site Plan Information	Check	
	Yes	No
Existing Conditions and Proposed Conditions Site Plan- Existing can be printed off <a href="http://maps.steamboatsprings.net/ss/map.aspx">http://maps.steamboatsprings.net/ss/map.aspx</a> for certain permits.		
North Arrow Indicator, <u>Scale</u> , and Benchmark		
Legal Description, Property Address, Owner’s Name, Lot Size in Square Feet		
Existing and Proposed Topography: Contour Lines at 2 foot Intervals, Source of Topography- <b>For any proposed work outside the existing building footprint.</b>		
Location and Dimensions of all Roads on or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.		
Location and Dimensions of Right-of –Way and all Easements- <b>No Landscaping or Structural Improvements in the ROW or Easement</b>		
Location and Dimension of Lot Lines, Building Envelopes and Setbacks		
Location and Dimensions of all Buildings on the Lot (Existing and Proposed). Include Decks, Patios, Roof overhangs, etc.		
Building and Garage Finish Floor Elevation (in feet above sea level)		
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities, Including Meters (Water, Sewer, Gas).		
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)		
Location and Dimensions of Sidewalks, Parking Areas, and Paving impacted by scope of work		
Existing and Proposed Storm Water Systems Impacted by Work (swales,		

ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas impacted by scope of work		
Location and Elevations (top and bottom) of any Retaining Walls; Provide a Cross-Section Design with Engineer's Stamp for any Retaining Wall greater than 4 feet.		
Floor Area Ratio Calculations		

**Building Plan Information**

Existing and Finished Grades on Building Elevation Drawings- <b>Including Building Height(s).</b>		
Provide Code Information- Contact Fire Prevention w/ Questions		
<b>Staff Review By:</b>		

I \_\_\_\_\_ accept responsibility for the accuracy and completeness of the contents of this Building Permit application and accept responsibility for any associated delays in City review due to incompleteness.

**Applicant :** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

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(Applicant Signature)



# Site Plan Checklist for Grade and Fill Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or item marked as “N/A” is deemed applicable for this type of project.** Additional information may be required based on site-specific conditions or to address City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the General Requirements Book.

City Water/Sewer- 871-8226      Fire Prevention- 871-8216      Public Works- 871-8226      Planning- 871-8222

**Applicant Name:** \_\_\_\_\_

**Permit #: SB -** \_\_\_\_ - \_\_\_\_\_

(Please Print)

**Important:** Any project required to submit Civil Construction Plans and/or Documents to Public Works must include the approved Civil Construction Plans (w/ approval block signed by departments) as part of the Building Permit submittal. See development approval conditions or contact Planning staff. If the Building Department verifies this has been attached, then only the CSMP and SWMP requirements need be verified.

Yes      No

<b>Grade and Fill Permit has associated grading and drainage Civil Construction Documents on record with Public Works?</b>	_____	_____
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**Check**

**Site Plan Information**

Yes      No

	Yes	No
North Arrow Indicator, Scale, and Benchmark		
Legal Description, Property Address, Owner’s Name, Lot Size in Square Feet		
Location and Dimensions of all Roads On or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.		
Location and Dimensions of Right-of –Way and all Easements- <b>No Landscaping or Structural Improvements in the ROW or Easement</b>		
Location and Dimension of Lot Lines and Setbacks		
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas		
Existing and Proposed Topography: Contour Lines at 2 foot Intervals (dashed lines for existing, solid for proposed); Source of Topography		
Slopes 2:1 or provide Earth Retainage Blankets or approved substitute		
No Retaining Walls greater than 4 ft height- This requires an engineered design on a <b>Building Permit.</b>		
<u>Future</u> Finish Floor Elevations for Structures (DO NOT SHOW STRUCTURE OR FOOTPRINT)		
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities (Water, Sewer, Gas, Electric, Cable, Phone). The Plan must clearly identify changes in bury depth to all existing utilities.		
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)		
Driveway or Access Location, Width, Grade.		
Culverts w/ Invert Elevations, Size, and Flared End Sections or Headwalls Indicated		
Location, Dimensions, Elevations of Sidewalks, Parking Areas, and Paved		

areas.		
Existing and Proposed Storm Water Systems (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Extent of Soil Disturbance and Phasing Plan; Show all proposed Erosion & Sedimentation Control Measures.		
Details for any Permanent Storm Water Quality feature (i.e. % slope for grass buffers, level spreader designs, grass swale cross-sections, etc.)		
Add Note: All Disturbed Areas to be Re-vegetated		
Construction Site Management Plan (CSMP)- See additional checklist for these requirements and contact Construction Services at 871-8273 for information		
Stormwater Management Plan (SWMP) if area of disturbance is greater than 1 acre. Contact Construction Services at 871-7073 for information		
<b>Staff Review By:</b>		

I \_\_\_\_\_ accept responsibility for the accuracy and completeness of the contents of this Grade and Fill permit application and accept responsibility for any associated delays in City review due to incompleteness.

**Applicant :**

**Phone #:** \_\_\_\_\_

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(Applicant Signature)