



2023

BUILDING DEVELOPMENT APPLICATION

PO Box 2002, Buena Vista, CO 81211 | 719-395-8643 | buenavistaco.gov

TOWN USE ONLY

Project Address

Date Complete App Received:

Incomplete applications (including all required items on each attachment) will not be accepted. Work may not begin until permits are approved & issued.

APPLICANT INITIAL	REQUIRED ITEMS CHECKLIST	TOWN STAFF
	Chaffee County Building Application for Permit + County Fees - Commercial or Residential	
	Deed - Used to confirm ownership of the property	
	Water Tap Applications and/or Fixture Count - Commercial or Residential There is an additional fee for water meter and a required meter inspection	
	Access Permit (Driveway) with Fee (if applicable - do not complete if access is not changing)	
	Excavation/Construction Permit with Fee & Deposit (if applicable) - If there will not be any work done within the public right-of-way, do not complete an excavation permit application.	
	Landscape Plan (Section 16.4.4) - Each lot must meet the minimum landscape area and tree requirement. See the code for other potential requirements. Can be combined with Site Plan.	
	Will Serve Letters - A letter from each utilities that will provide service. Examples: Atmos Energy (gas), Sangre de Cristo Electric, Buena Vista Sanitation District	
	<p>Construction Drawings - Must be submitted electronically as a PDF. (PDF file(s) are still required if you submit printed drawings)</p> <p>1. Site Plan - The Site Plan is REQUIRED to show:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property lines with dimensions <input type="checkbox"/> Setbacks (front, side(s), rear) with distances to structures <input type="checkbox"/> Elevation points (building corners, lot corners, and high/low points of finished grade of structure) <input type="checkbox"/> All utility locations and all easement(s) <input type="checkbox"/> Existing and proposed structures with perimeter dimensions and square footage <input type="checkbox"/> Clear sight triangle needs to be denoted on corner lots (Section 16.4.4.E.2) <input type="checkbox"/> Public trail(s) and sidewalks abutting the property <input type="checkbox"/> All street / alley's nearest to the property with access <input type="checkbox"/> Existing and proposed heights of all structures from finished grade to peak of roof <input type="checkbox"/> Existing and proposed location for any shed or fence (fence requires separate permit) <input type="checkbox"/> Parking spots dedicated to the property <input type="checkbox"/> Documented drainage pattern from new and proposed structures (cannot drain towards neighboring property(s)) <p>2. Construction Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes floor plan, elevations, sections, details, framing, foundation, etc. 	
	Commercial Only - Development Review Meeting - Depending on how large the project, an email or in person meeting will take place.	
	<p>Payment made to the Town of Buena Vista (one check for all Town fees is preferred)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Residential or Commercial/Multi-Family Building Development Application Fee <i>(*Res: 20% of the county fee, min of \$50. **Com/Multi :20% of the county fee, min of \$100)</i> <input type="checkbox"/> Excavation Permit (\$30 + deposit) <input type="checkbox"/> Driveway (\$30) <input type="checkbox"/> Water Tap Fee (see fee schedule) 	
	Payment made to Buena Vista School District \$569.00/single-family detached; \$480.00/single-family attached; or \$212.00/ADU	
	Payment made to Chaffee County (see county building permit application for fee)	

*Planning clearance fee must be calculated off full County total valuation fee for manufactured construction

**Site plan application approval is required for Commercial and/or Multi-Family (new construction, additions, and remodels per unified development code requirements) prior to submittal of Building Development Permit.

CONTRACTOR INFORMATION

Contractor Name:	
Contractor Phone #:	
Contractor Email:	
Town Business License # (req):	

OWNER INFORMATION

Owner Name:	
Owner Phone #:	
Owner Email:	
Owner Mailing Address:	
	(Street, City, State, Zip)

PROJECT INFORMATION

Project Address:	Buena Vista, CO 81211
Subdivision:	
Zone District:	
	MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3, AP - Reference Zone District Map
Overlay (if applicable):	
	Airport Protection District, Old Town - Reference Zone District Map
Present /Existing Use:	
	Commercial, Industrial, Single Family, Multi-Family, Vacant, Other

BUILDING TYPE

Single Family

Commercial/Multi-Family (Site Plan Application approval required prior to submittal of this application)

Remodel/Addition (Commercial properties: Site Plan Application approval required prior to submittal of this application)

Accessory Structure (Deck, Shed, Patio, Detached Garage, Pergola, etc.)

Accessory Dwelling Unit

Other:

DIMENSIONAL COMPLIANCE

Type of Build:	<input type="checkbox"/> Site Build	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Other:
Max Height of Proposed Structure:		feet	
Existing Height (if applicable):		feet	
Proposed Setbacks - Front:	Side:	Side:	Rear:
Total Square Feet of footprint of ALL structures:			sq. ft.
Lot Coverage for ALL structures - (sq. ft. / lot size sq. ft.) x 100 =			%
Number of Dwelling Units	Before:		After:
Number of Commercial Units	Before:		After:

LANDSCAPING (Section 16.4.4)			
Landscaping/Screening Required:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
Required % of landscape coverage (Section 16.2.2):	%		
Number of Trees on lot (Section 16.4.4.3.B.1)			
Concrete curb and sidewalk required:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
Required if in poor condition or installed if required as shown on Context Map			
FLOODPLAIN / FLOODWAY (Sections 18-161 thru 18-178)			
Located in the Floodplain:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please attach FEMA Elevation Permit
Located in the Floodway:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Please attach FEMA No Rise Certification
Please attach Floodplain Development Application if checked YES in either box			
PARKING (Sections 16-231-239)			
Parking Requirement:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Required # of spots (16.4.3.4):
Spaces Provided:			Installing a Bike Rack (16.4.3.5.C): <input type="checkbox"/> NO <input type="checkbox"/> YES
WATER / PUBLIC WORKS			
Access/Driveway:	<input type="checkbox"/> Not Changing <input type="checkbox"/> New <input type="checkbox"/> Change in Access <input type="checkbox"/> Temporary <input type="checkbox"/> Improvements <input type="checkbox"/> Enlargements		
Excavation Application:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Street cut or excavation within Town's right-of-way (Section 11-26)
Water Tap/Fixtures:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	See tap application for requirements (Section 13-84)
SANITATION APPROVAL LETTER			
Sanitation Letter:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Contact Buena Vista Sanitation at 719-395-8095
LEGAL DISCLAIMER			
I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.			
Applicant Signature (REQUIRED):		Date:	
Owner Signature (REQUIRED):		Date:	
** TOWN STAFF USE ONLY **			
Date Submitted:		Date Reviewed:	
Planning Approval:		Reviewer Name:	
Notes:			

RESOURCES: PERMIT APPLICATIONS, MAPS and FEE SCHEDULE

Chaffee County Building Applications:	https://www.chaffeecounty.org/Building-Department-Applications-and-Fees
Water Tap Application:	https://www.buenavistaco.gov/DocumentCenter/View/1216/
Access / Driveway Application:	https://www.buenavistaco.gov/DocumentCenter/View/60/
Excavation / Road Cut Application:	https://www.buenavistaco.gov/DocumentCenter/View/168/
Fence Permit Application:	https://www.buenavistaco.gov/DocumentCenter/View/432/
Fee Schedule:	https://www.buenavistaco.gov/DocumentCenter/View/1665/
Zone District and Overlay Map:	https://www.buenavistaco.gov/DocumentCenter/View/81/
Commercial/Multi-Family Site Plan Application:	https://www.buenavistaco.gov/DocumentCenter/View/3224/
Floodplain Development Application:	https://www.buenavistaco.gov/DocumentCenter/View/393/

RESOURCES: BUENA VISTA MUNICIPAL CODE

Access code online at: <https://www.buenavistaco.gov/2179/>

Clear sight triangle (16.4.4.4.E.2)

Landscaping (16.4.4)

Landscape Coverage Requirement (16.2.2)

Tree Requirement (16.4.4.3.B.1)

Floodplain (18-161 thru 18-178)

Floodway (18-161 thru 18-178)

Parking Requirements (16.4.3.4)

Bike Racks (16.4.3.5.C)