



# THE DEVELOPER'S TOOLKIT

HARC WITHOUT THE HEARTACHE, BUILDING WITHOUT THE BATTLE



# Welcome

- Thank you for joining us!
- Purpose
  - *Share information about the development process*
  - *Share tips about how to get through the process more efficiently*
  - *Work together to make the entire process more efficient*
- Questions at the End
  - *May also leave questions or comments in the silver box*
  - *We can host a different training/session in the future – let us know*

# You are busy!

<b>YEAR</b>	<b>Permit Valuation</b>	<b># Issued</b>
<b>2012</b>	15,439,779.00	118
<b>2013</b>	20,959,192.00	118
<b>2014</b>	41,834,525.00	146
<b>2015</b>	51,787,497.00	149
<b>2016</b>	26,416,861.00	177
<b>2017</b>	72,997,084.00	253
<b>2018 thru May 7th</b>	7,190,087.00	55

# Presentation Outline

- Submittal
- Review Process
- Post-Approval Process
- Building Permit
- Building Process
- Development Scenario



# Staff and Board Chairs

- Staff members are here to help!
  - *Our contact info is on the back of the handout*
- Board Chairs have guidance and tips to share, too

# The Boards

## ■ Planning and Zoning Commission (LUC Art. 9 Div. 1)

- *Consists of five (5) regular members and a first (1st) and second (2nd) alternate appointed by the Town Council.*
- *Review are subdivisions, planned unit developments, annexations, affordable housing and many others.*
- *Usually meets on the 4<sup>th</sup> Thursday of the month beginning at 5:30pm*
- *P&Z Chairperson, Kathy Green*

## ■ Historic and Architectural Review Commission (LUC Art. 9 Div. 2)

- *Consists of five (5) regular members and a first (1st) and second (2nd) alternate appointed by the Town Council.*
- *Review new construction and additions or alterations to historic and non-historic properties among other things.*
- *Usually meets on the 3<sup>rd</sup> Wednesday of the month beginning at 6:00pm*
- *HARC Chairperson, Mark Shambaugh*

# SUBMITTAL PROCESS



# Review Scales

(Classification of HARC Applications listed at LUC 7-203, LUC 6-402, LUC 6-306)

## ■ Large Scale (Multi-step, Full Board)

- *Demolition of a rated structure (HARC)*
- *New Construction the Commercial, Historic Commercial or Accommodations II zone districts greater than 5,000 sq.ft. (HARC)*
- *Subdivision of a parcel greater than 15,000 sq.ft. (P&Z)*
- *Etc.*

## ■ Small Scale (Single-step, Full Board)

- *Extension of a certificate of appropriateness for small and large scale activities (HARC)*
- *New Construction the Commercial, Historic Commercial or Accommodations II zone districts greater than 1,500 sq.ft. but less than 5,000 sq.ft. (HARC)*
- *Small scale PUDs as prescribed in the LUC 6-306.C.*
- *Subdivision of a parcel greater than 7,500 sq.ft. but less than 15,000 sq.ft. (P&Z)*
- *Etc.*

## ■ Minor Scale (HARC or PZ Chairperson)

- *Alteration of a rated structure which does not increase its floor area (HARC)*
- *New construction in Commercial, Historic Commercial, or Accommodations II zone districts which will contain less than 1,500 sq.ft. (HARC)*
- *Subdivision of a parcel less than 7,500 sq.ft. (P&Z)*
- *Etc.*

## ■ Insubstantial (Staff)

- *Alteration of a non-designated or non-rated structure which does not increase its floor area*
- *Minor modifications to a PUD as prescribed in the LUC 6-314.A.*
- *Etc.*
- *Determination of No Effect (Staff)*

# Where can I find that?

[www.telluride-co.gov](http://www.telluride-co.gov)

- All applications, guiding documents (LUC, Design Guidelines, etc.), maps, and many online records can be found on the Town of Telluride website!
- [Planning Applications & Forms](#)
- [Planning Resources](#)
- [Building Resources](#)
- [Agendas & Packets](#)
- [Online Public Records](#)



# What is a Complete and Compliant Application?

- A COMPLETE application contains all Minimum Application Contents listed at LUC 5-202.C., as well as all submittal requirements specific to the type of application.
- A COMPLIANT application complies with all relevant requirements of the Land Use Code and the underlying zone district (example: setbacks, height, floor area, etc.).

# Know Your Application (This Constitutes Completeness)


**HISTORIC & ARCHITECTURAL REVIEW COMMISSION**  
**DEVELOPMENT APPLICATION**

Box 397 Telluride, CO 81435  
 Contact: Jenna Wenzel  
 (970) 728-2161  
 jwenzel@tellurideco.gov

## PROJECT & APPLICANT

Project Title  Project Type   
 Applicant Name  Applicant Address   
 Applicant Phone  Applicant Email   
 Property Owner (if different)  Owner Address   
 Property Address  Owner Email   
 Legal Address: Blk  Lot  Sec  Zone District  Treatment Area

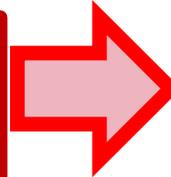
## TYPE OF REVIEW

Select the type of review that applies to your project. Include the total square footage:

- |   |   |
|---|---|
| <input type="checkbox"/> Worksession.....\$300                                  | <input type="checkbox"/> Certificate of Appropriateness Amendment - 1st.....\$0     |
| <input type="checkbox"/> Insubstantial Scale.....\$50                           | <input type="checkbox"/> Certificate of Appropriateness Amendment - 2nd.....\$100   |
| <input type="checkbox"/> Minor Scale.....\$300                                  | <input type="checkbox"/> Certificate of Appropriateness Amendment - 3rd +.....\$200 |
| <input type="checkbox"/> Small Scale.....\$1800                                 | <input type="checkbox"/> Extension of a Certificate of Appropriateness.....\$600    |
| <input type="checkbox"/> Preliminary Large Scale.....\$1800                     | <input type="checkbox"/> Extension of a C.A. with Vested Property Rights.....\$1200 |
| <input type="checkbox"/> Final Large Scale.....\$1200                           | <input type="checkbox"/> Designation of a Landmark.....\$100                        |
| <input type="checkbox"/> Appeal.....\$1200                                      | <input type="checkbox"/> Significant Landmark Interior.....\$100                    |
| <input type="checkbox"/> Determination of the Effectiveness of a Permit.....\$0 | <input type="checkbox"/> Challenge of Determination.....\$600                       |

## SUBMITTALS

- |  |   |
|--|---|
| <input type="checkbox"/> Application   | <input type="checkbox"/> Payment (varies by type of project) Amount: <input type="text"/> |
| <input type="checkbox"/> Proof of Ownership (deed, title or other)                 | <input type="checkbox"/> Narrative  |
| <input type="checkbox"/> Proof of Agency & Business License # <input type="text"/> | <input type="checkbox"/> HOA Consent (if applicable)                                      |



## SUBMITTALS

- |  |   |
|--|---|
| <input type="checkbox"/> Application   | <input type="checkbox"/> Payment (varies by type of project) Amount: <input type="text"/> |
| <input type="checkbox"/> Proof of Ownership (deed, title or other)                 | <input type="checkbox"/> Narrative  |
| <input type="checkbox"/> Proof of Agency & Business License # <input type="text"/> | <input type="checkbox"/> HOA Consent (if applicable)                                      |

## APPLICANT AGREEMENT

Application fees are non-refundable. Incomplete applications will be returned to the applicant.

- It is the applicant's responsibility to:
- (a) submit a complete application for each development
  - (b) attach all required documents
  - (c) include all appropriate fees
  - (d) gather all appropriate approvals from the property owner and/or the HOA

The issuance of an Approval does not guarantee compliance with applicable building codes. The Building Official requires conformance with building and construction codes and all other pertinent ordinances of the Town of Telluride including water and sewer connections. If your project requires a mailed notice to property owners, please contact the San Miguel County OES Office at (970) 369-5470, at least two business days prior to your deadline.

Refer to the Telluride Land Use Code for submission requirements based on each project type. If you are not able to submit a complete application, you may schedule a pre-application conference with a Planner. Your signature below indicates that you have read and are familiar with the LUC sections applicable to this application.

APPLICANT SIGNATURE  DATE

## STAFF USE ONLY

Received By  Date  Fee Collected  CHK #  CC  CA

**TIP:** A complete checklist of required information for HARC applications is found on the HARC Development Checklist.

# Know Your Site

## (This Constitutes Compliance)

**DIMENSIONAL REQUIREMENTS COMPLIANCE** (include completed table on title page of drawing set)

DIMENSIONAL LIMITATION	REQUIRED BY LUC FOR APPLICABLE ZONE DISTRICT	PROPOSED	COMPLIANT
lot size			
lot width			
front yard			
side yard (A)			
side yard (B)			
rear yard			
max floor area			
max building height			
max site coverage			
min roof pitch			
max ridge length			
parking			
net commercial use square feet*			
residential use square feet*			
residential use setback*			
floor area ratio*			

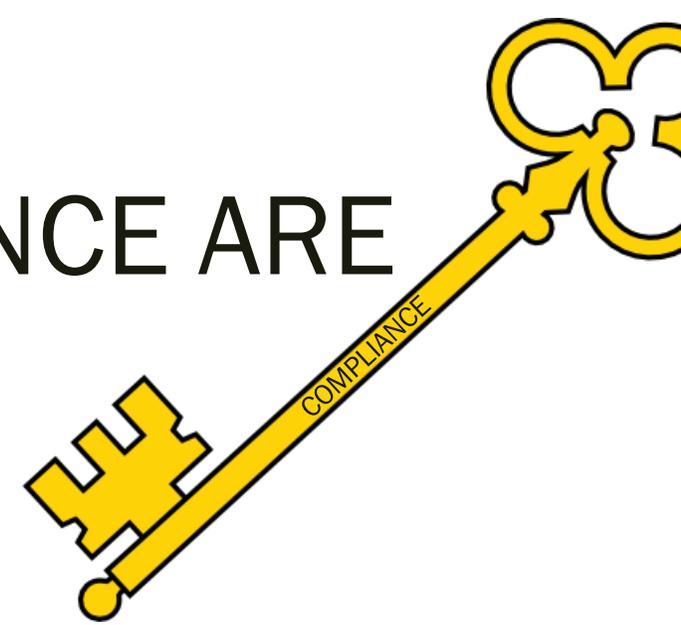
\* If the project is in the Commercial or Historic Commercial zone districts.

LOT SIZE _____ sq.ft.	ZONE DISTRICT MAXIMUM ALLOWED	EXISTING	PROPOSED
<b>Floor Area</b>			
principle building			
secondary / accessory building			
<b>Site Coverage</b>			
enclosed parking			
unenclosed parking			

**TIP:** This chart is Page 2 of the HARC Development Checklist. Use it and put it on your drawings!

**TIP:** Compliance also include geohazards and floodplain considerations. Know if your site is within a hazard area!

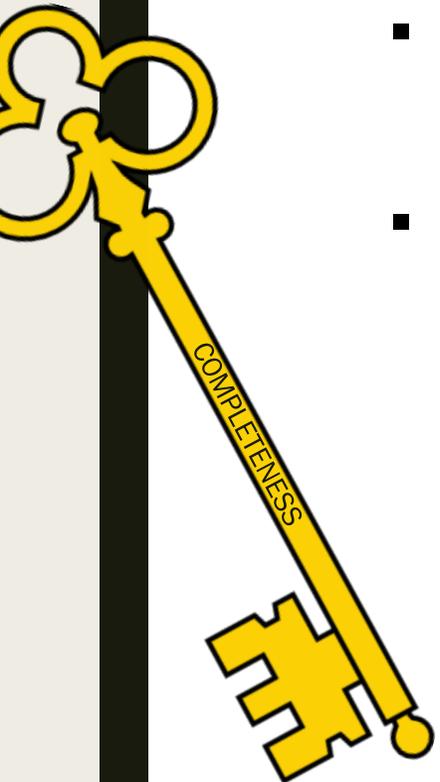
# COMPLETENESS AND COMPLIANCE ARE KEY



- It is better to submit a complete and compliant application later than submit an incomplete or non-compliant application sooner
- Relying on staff to tell you how to fix an incomplete or non-compliant application will make the process take longer.

**TIP:** Use the Application Checklist to ensure your application is complete, and contact staff if you have questions

**TIP:** Schedule a pre-application conference with staff to go over your application before you submit it, even if you think it is complete and compliant



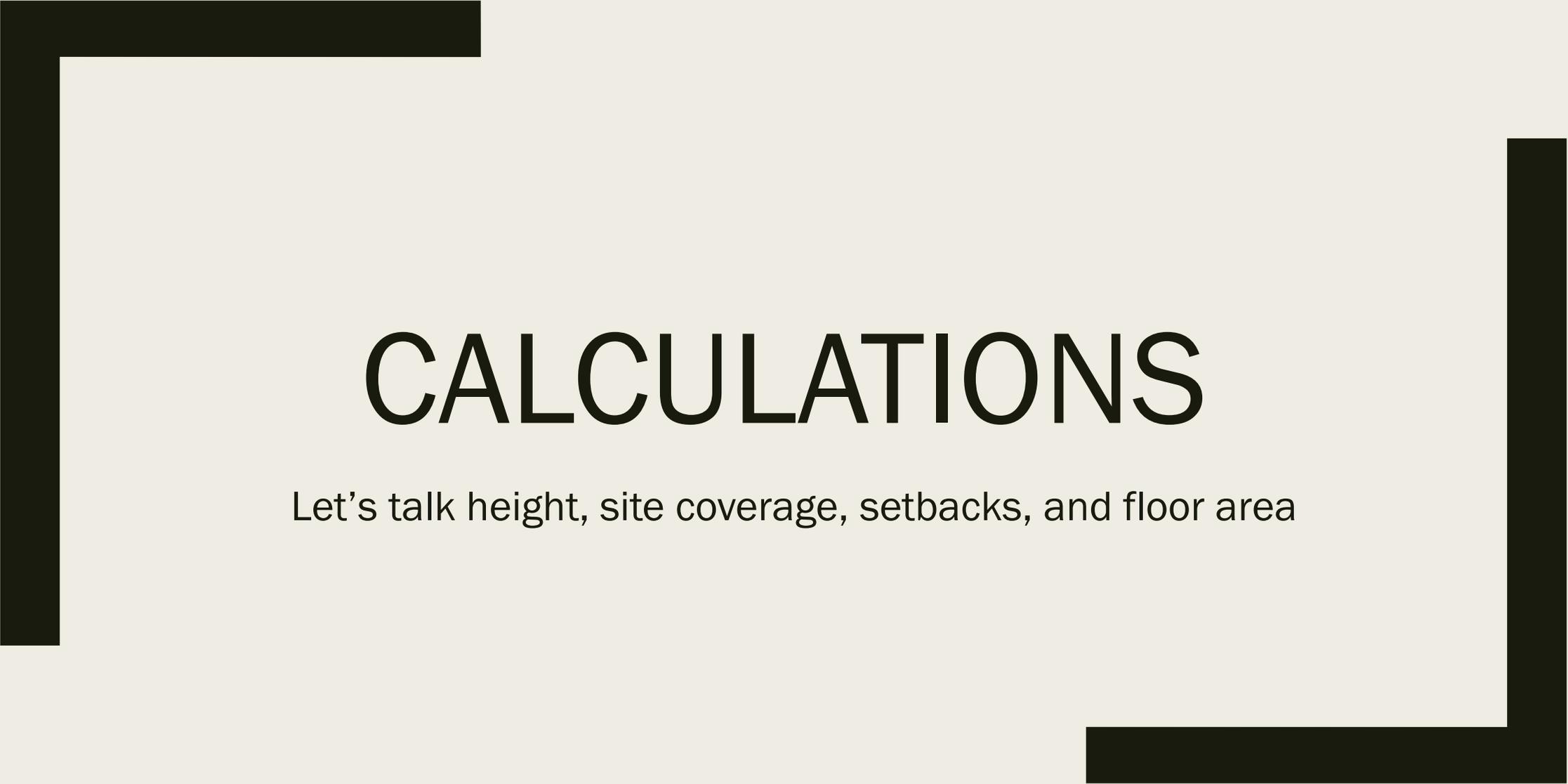
# Additional Tips

**TIP:** Make appointments whenever possible to ensure we are available to meet with you and give you the time you need. This eliminates multiple meetings for you.

**TIP:** Give us a heads up regarding your questions. More information gives us a chance to prepare/research and help you better.

**TIP:** Get to know the website – it will save you time!

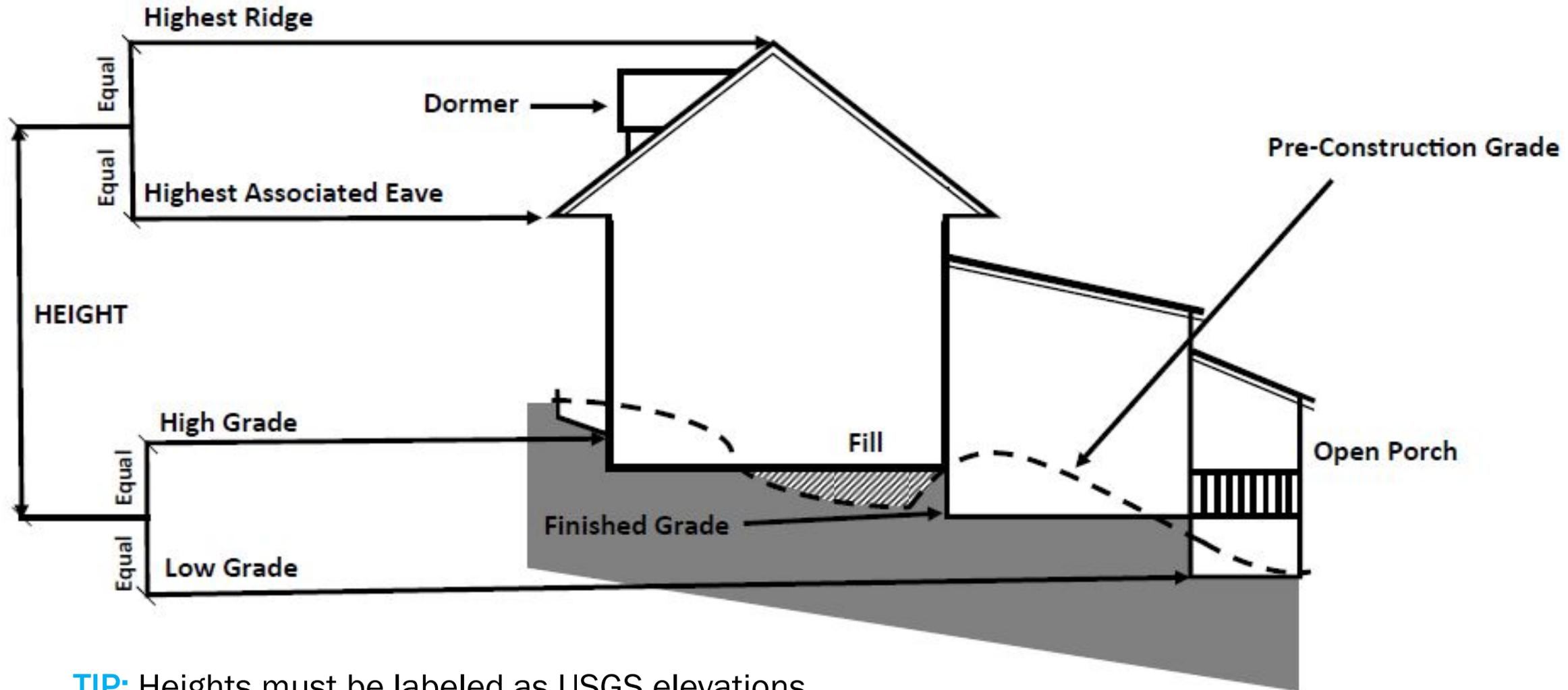
**TIP:** Meet with neighbors early.

A large, thick black L-shaped graphic is positioned on the left side of the slide, extending from the top-left corner towards the center. A second, identical L-shaped graphic is positioned on the right side, extending from the bottom-right corner towards the center. These two shapes together form a partial rectangular frame around the central text.

# CALCULATIONS

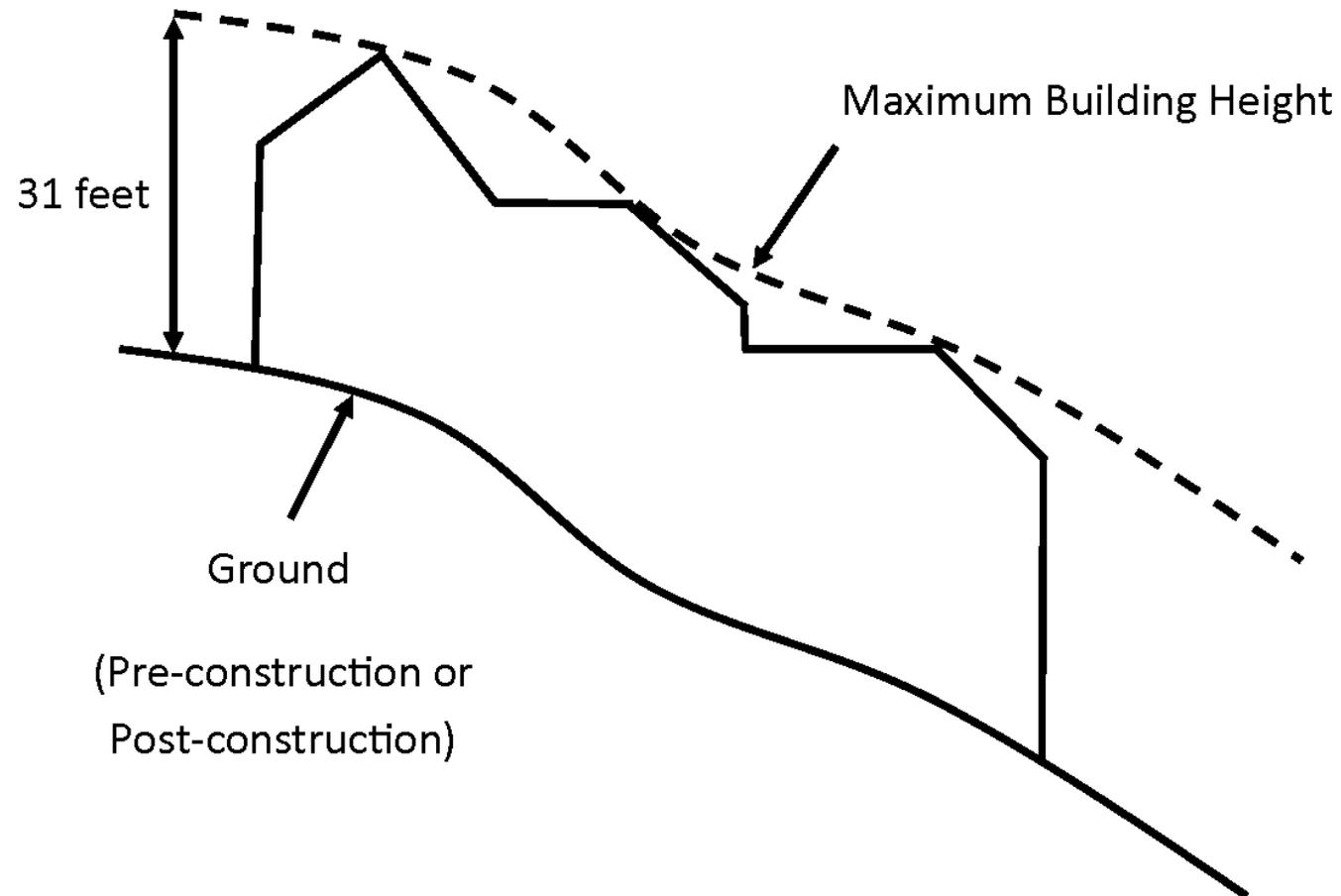
Let's talk height, site coverage, setbacks, and floor area

# Calculating Measured Height

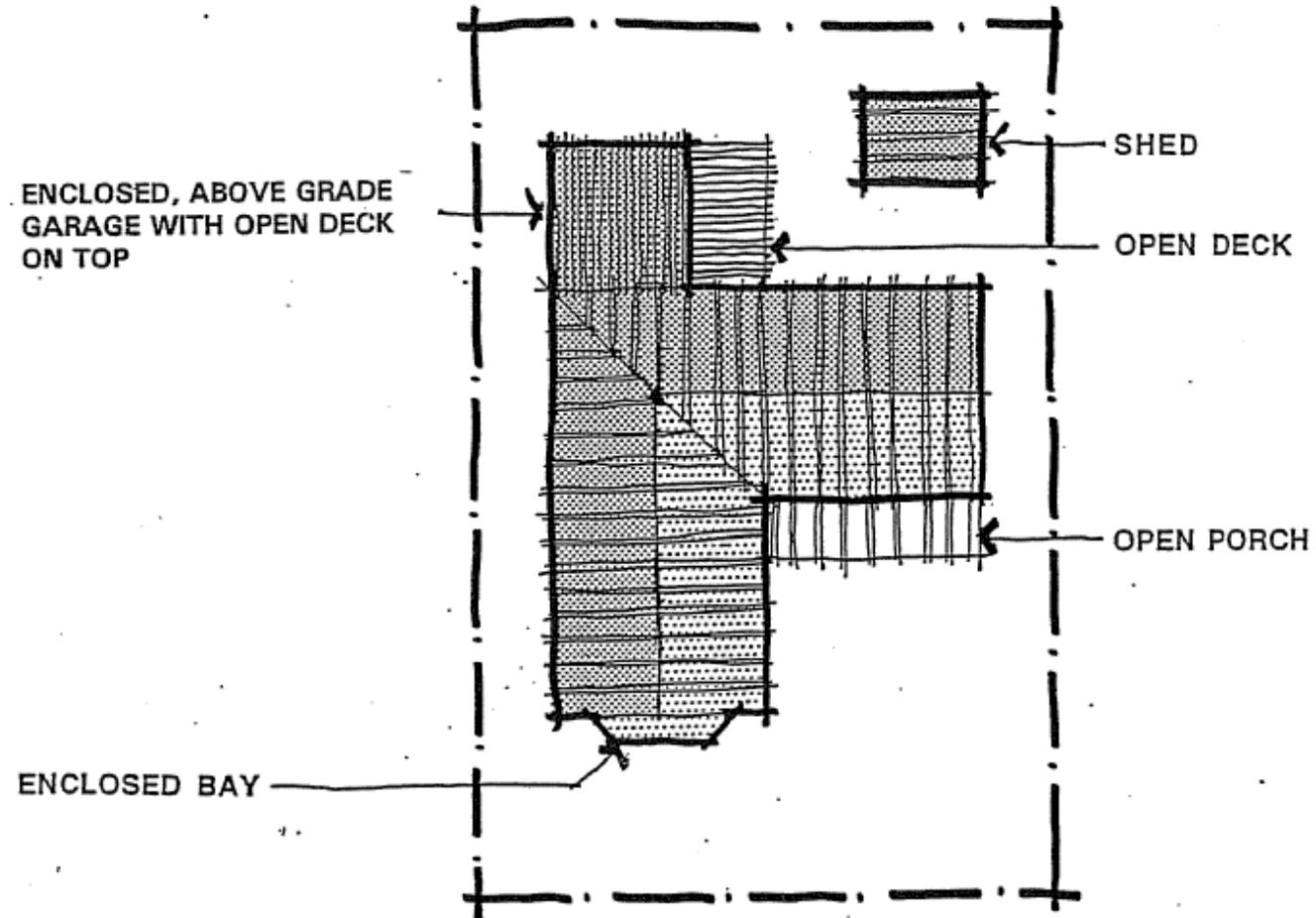


**TIP:** Heights must be labeled as USGS elevations.

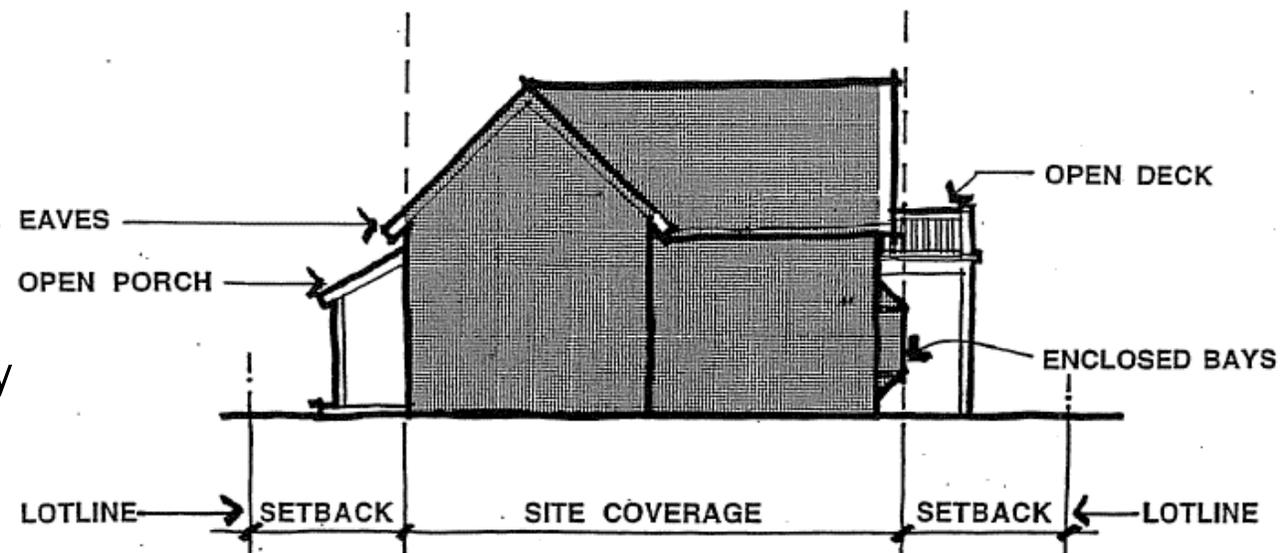
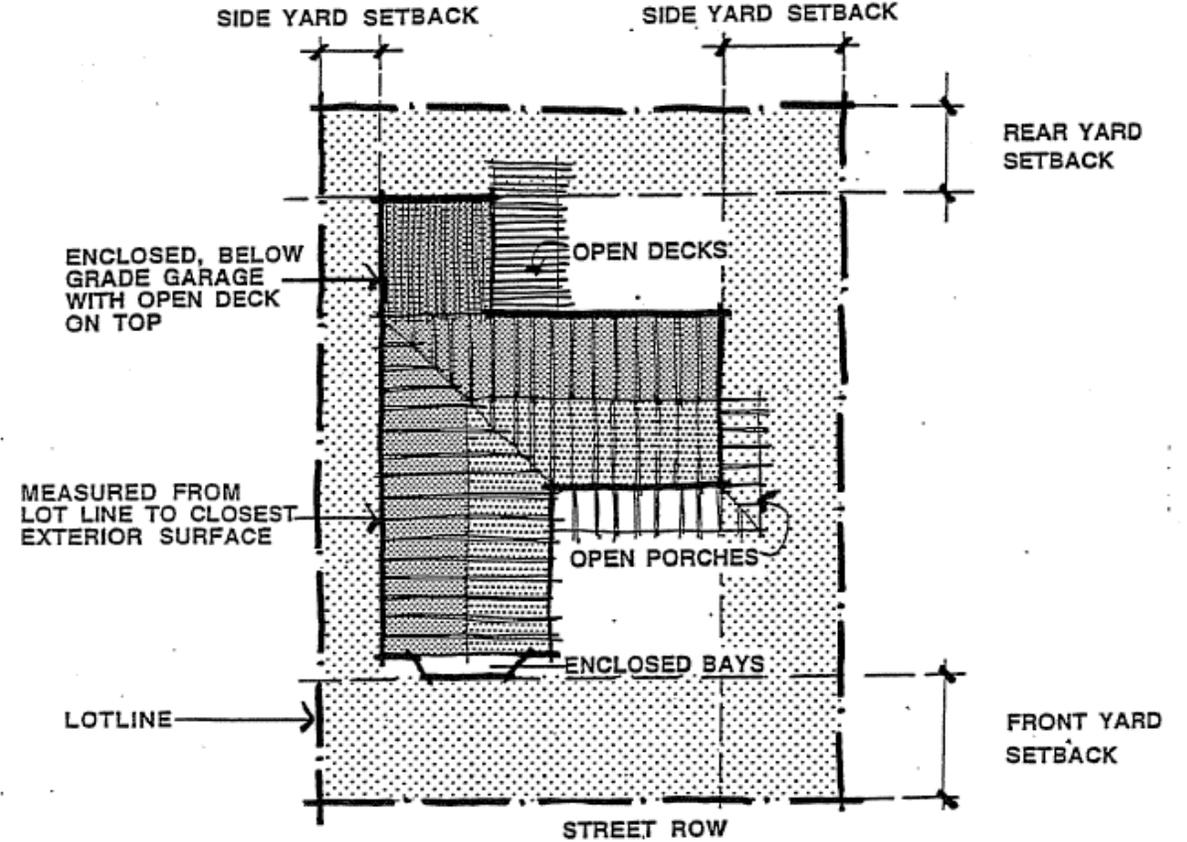
# Calculating height on steep lots – the “Parallel Slope” method



# Site Coverage. What Counts?

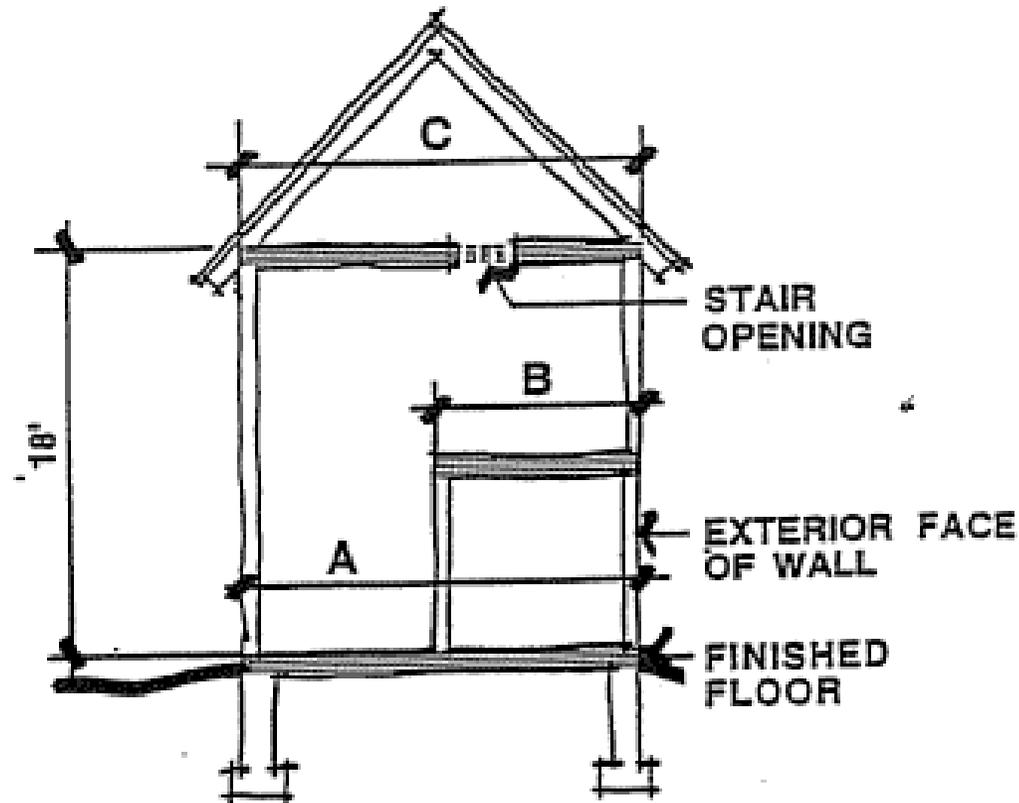


# Setbacks. Where do I measure from?

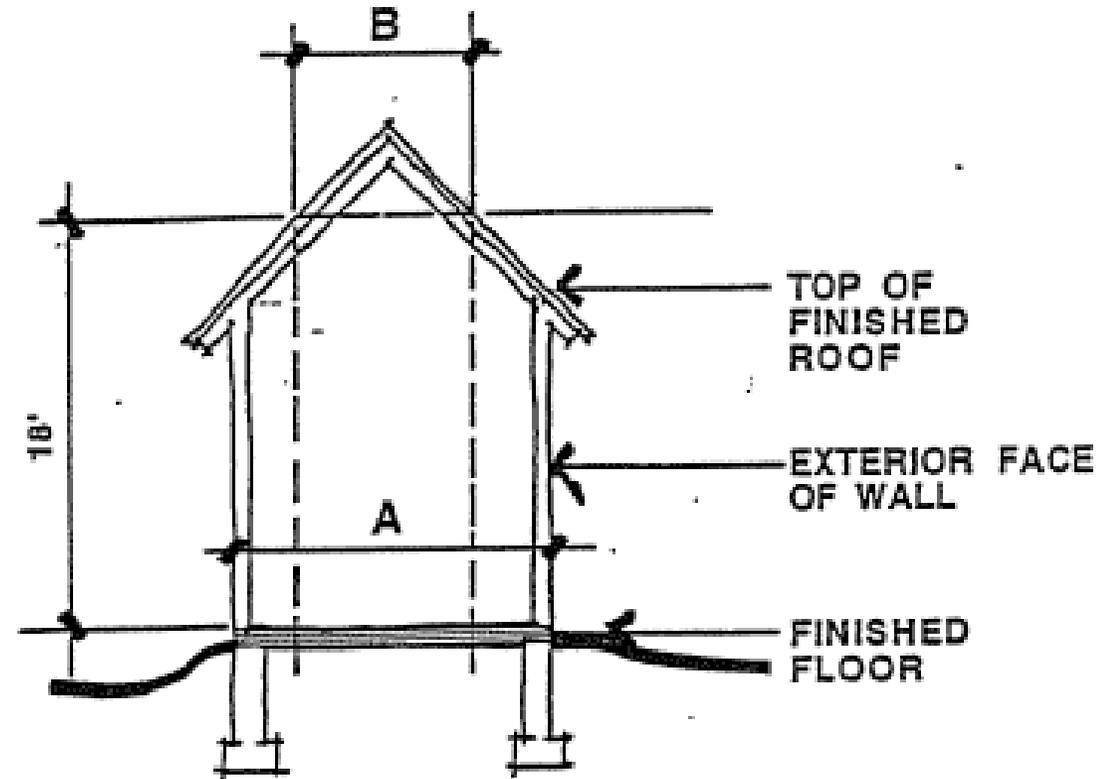


**TIP:** Setbacks allowed in the Land Use Code may not be allowed by the Building Code. Ask if you have any building components in a setback.

# Floor Area



FLOOR AREA=  
 $A+B+C$



FLOOR AREA=  
 $A+B$

**TIP:** The definition of “Floor Area” differs in the Land Use Code and Building Code. The Building Code does not count floor area below 5’ as “livable area;” therefore, the Land Use Code is more restrictive.



# DEVELOPMENT REVIEW PROCESS

ASK FOR  
WHAT YOU  
WANT\*

\*within reason

## INSUBSTANTIAL SCALE

### Staff Level Review

- *Some CA Amendments*
- *Alterations to non-historic buildings*
- *Fences, Signs, Landscaping*
- *In-kind replacements of roofing, siding, decks*
  
- *Determination of No Effect (No CA Required)*

## MINOR SCALE

### Chair Level Review

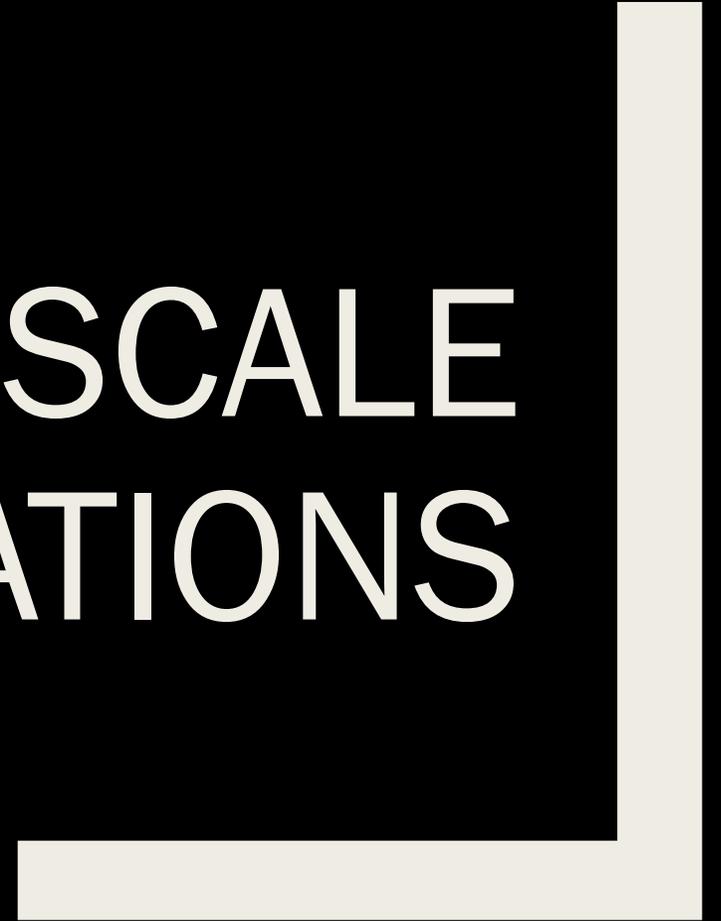
- *Small additions*
- *Alterations to historic structures*
  
- *Public Notice required*

# Elevating Applications

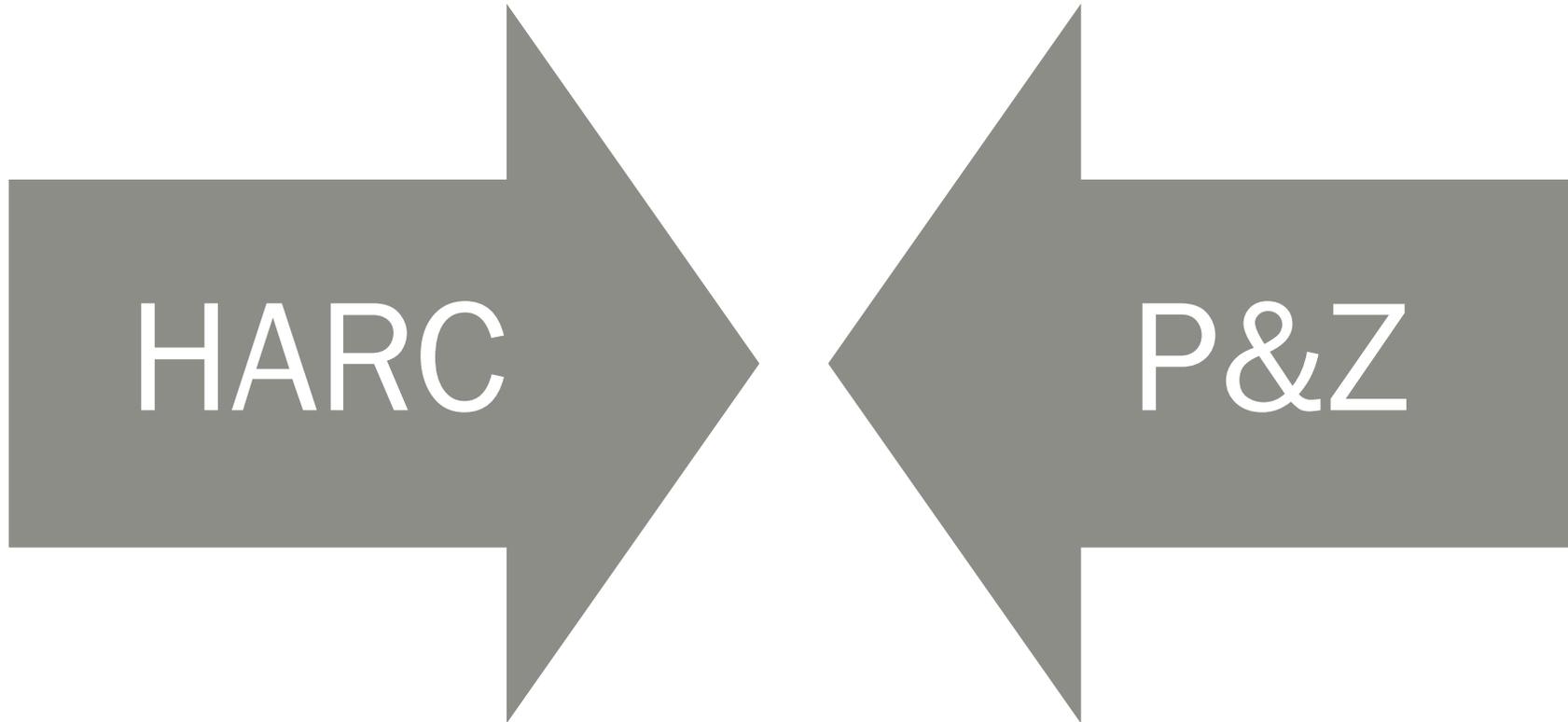
- Staff may elevate an Insubstantial Application to the Chairperson...
- Chairperson may elevate a Minor Application to the Board...

*if the application is deemed to be of elevated interest to either the reviewing body or the affected neighborhood, or if the changes are significant or non-compliant.*

# SMALL & LARGE SCALE APPLICATIONS

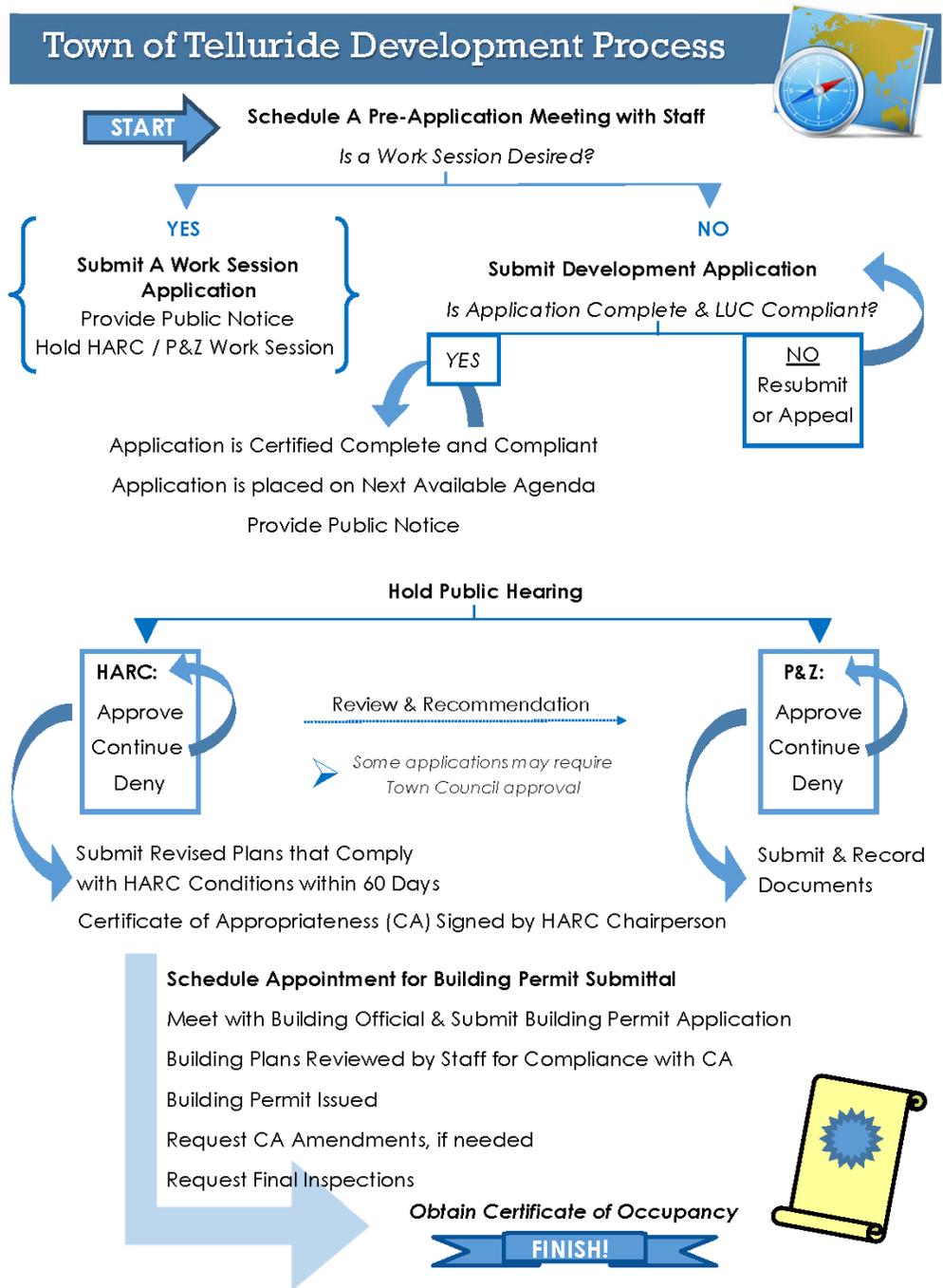
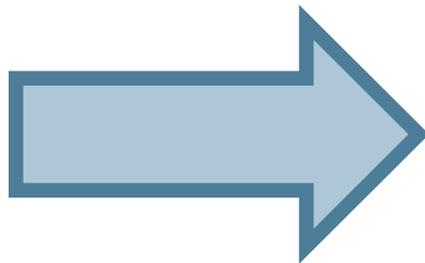


Some projects require approvals from both HARC & P&Z

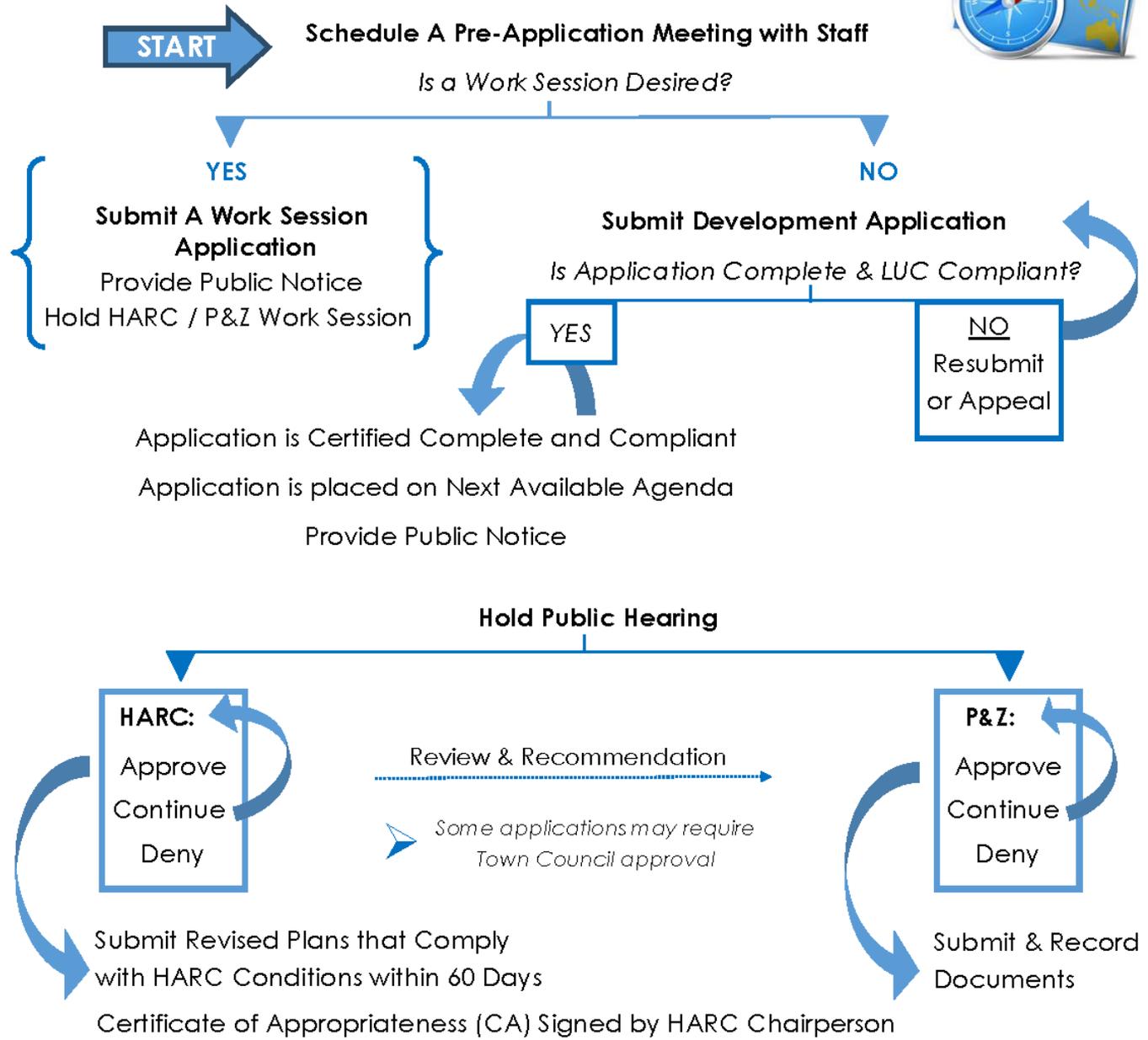


- Some HARC & P&Z Applications may proceed concurrently
- Some requests require a Review & Recommendation from HARC to P&Z (Subdivisions & PUDs)
- Some requests require P&Z approval prior to HARC review (Variances)

# Helpful Flow Chart



# Town of Telluride Development Process





## Schedule A Pre-Application Meeting with Staff

*Is a Work Session Desired?*



**TIP:** Use Work Sessions – especially for large or complicated projects, PUDs & Subdivisions, or if the project challenges the Design Guidelines.



**Schedule A Pre-Application Meeting with Staff**

*Is a Work Session Desired?*

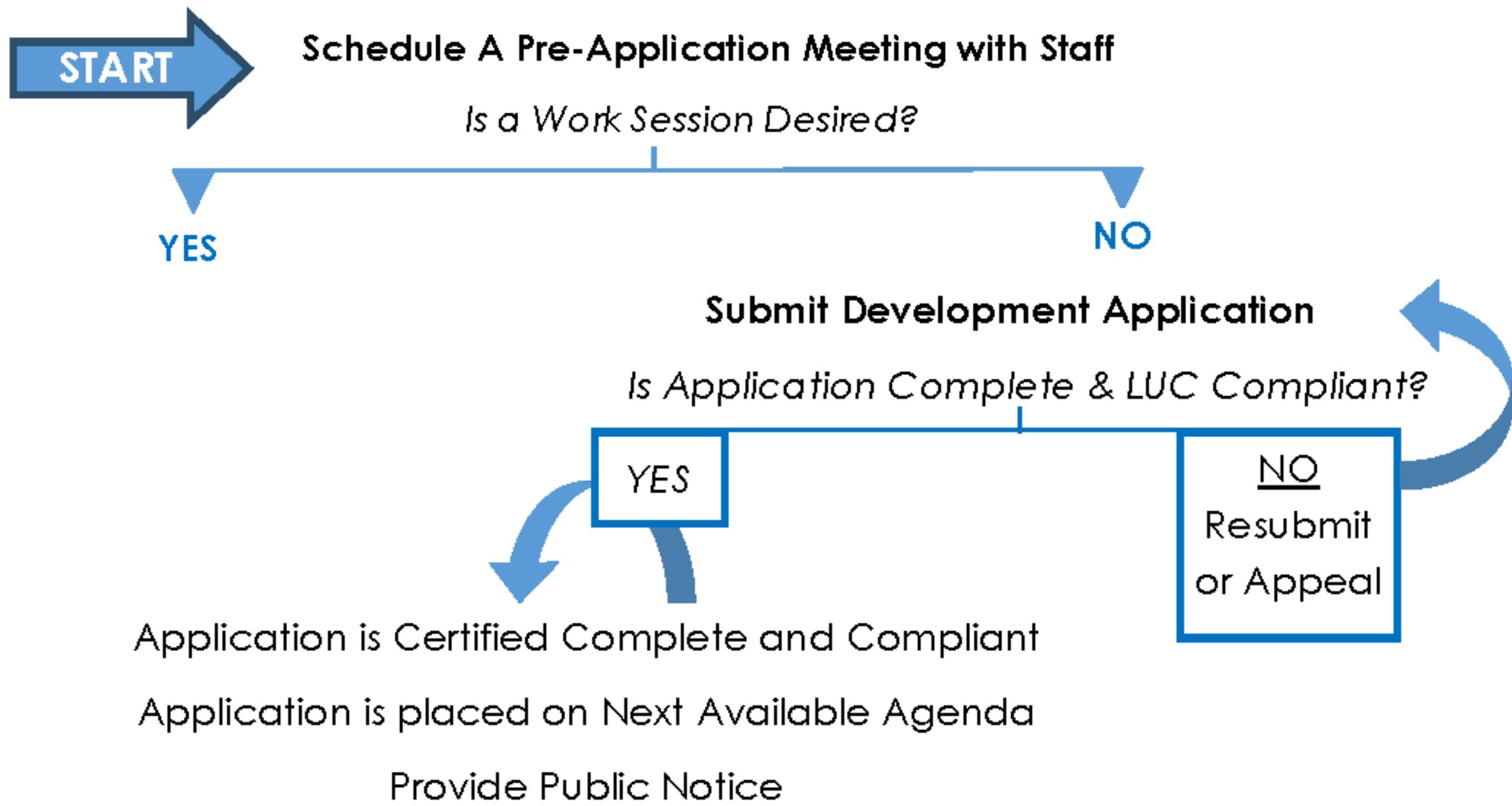
**YES**

**NO**

**Submit A Work Session  
Application**

Provide Public Notice

Hold HARC / P&Z Work Session



## TIP: Work with Staff & Start Early

Staff will help you to make your application complete and compliant *after* submittal, but this slows down the application.





**TIP:** It is more expedient to submit a complete and compliant application *later* than to submit an incomplete or non-compliant application *sooner*.

# SECRET

*Applications that are submitted “complete and compliant” may be moved to the front of the HARC / P&Z “queue”.*



# Staff Memo

- Staff prepares the memo based on our analysis of compliance with the LUC and the Design Guidelines.
- Staff memo is provided for the HARC / P&Z members
- A favorable staff recommendation will likely save you time.



To: Historic and Architectural Review Commission (HARC)  
From: Jonna Wensel, Historic Preservation Planner  
Date: November 11, 2016  
For: HARC meeting on November 16, 2016  
RE: Preliminary Plan for 547 W. Pacific Avenue – Public Hearing

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**SUMMARY:** (A) Consideration of a Preliminary Large Scale addition to an existing rated (Supporting) building that will increase the floor area by more than 25% and result in a building containing more than 2,500 square feet of floor area; and (B) a small scale repositioning of a rated THAS Primary building in the HPOD per LUC 7-203.B.14  
**LEGAL DESCRIPTION:** Lots 13 & 14, Block 8, West Telluride Addition  
**ADDRESS:** 547 W. Pacific Avenue  
**ZONE DISTRICT:** Accommodations District 1 (AC-1)  
**OWNER:** MoMaS Investments, LLC  
**REPRESENTATIVE:** Sante Architects  
**STAFF MEMBER:** Jonna Wensel, Historic Preservation Planner

#### LAND USE

**FLOOD HAZARD** – Located in Flood Zone AO (depths of 1-3 feet)  
**GEOLOGIC HAZARD** – Not in a geologic hazard area  
**GROUNDWATER** – Zone 2, depth to groundwater is 5 feet to 20 feet  
**NATIONAL HISTORIC LANDMARK DISTRICT (NHLD)** – Inside the district  
**TREATMENT AREA** – Residential-Commercial (RC)  
**WETLANDS** – Not in a wetland area  
**HISTORIC RATING:** Supporting  
**RATED STRUCTURES IN THE IMMEDIATE VICINITY:** Several

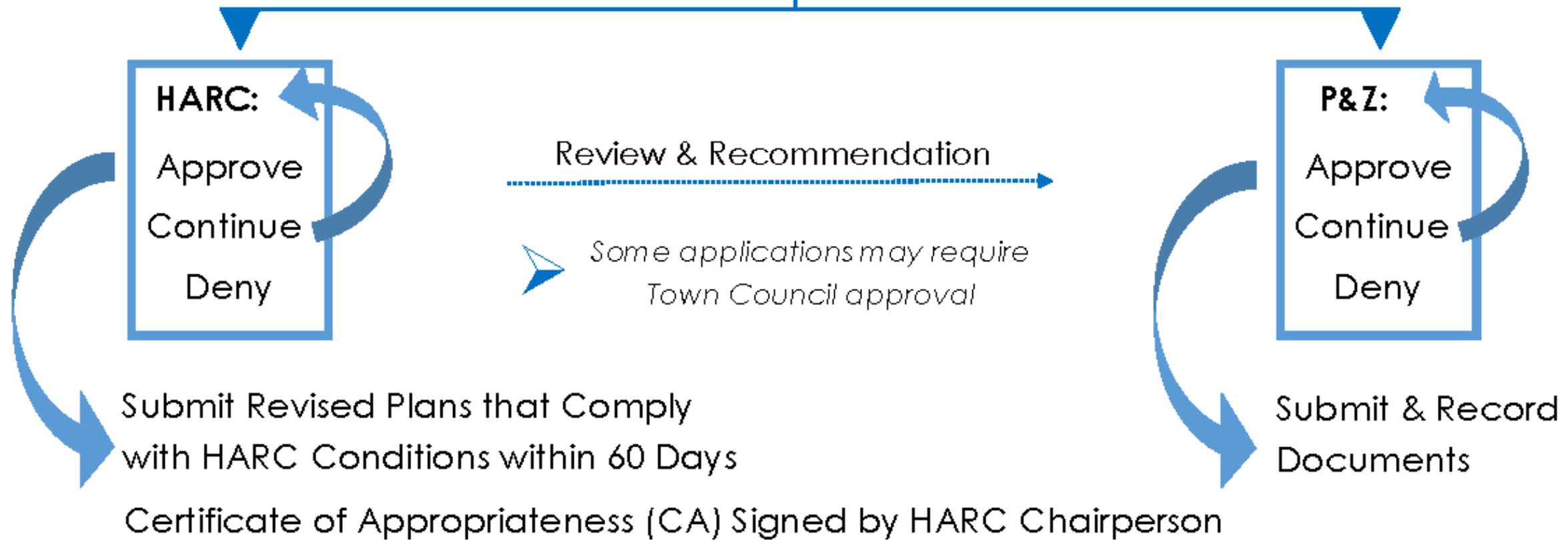
#### PROJECT DESCRIPTION

1. Minor repositioning of the existing house, less than 3 feet to the southwest.
2. Expanding the basement
3. Rehabilitation of existing house
4. Construction of an addition with a connector

#### ATTACHMENTS

1. Narrative provided by applicant
2. Photos provided by applicant
3. Drawings provided by applicant
4. THAS Form #5SM.1666

## Hold Public Hearing



## *TO BE CONTINUED...*

Continued applications bog down the agendas

**TIP:** Avoid continuances by complying with the Design Guidelines and seeking a favorable staff recommendation with few conditions.



# It's Approved!

- Submit Revised Plans that comply with HARC / P&Z conditions within 60 days of the meeting.
- The HARC Chairperson signs the Certificate of Appropriateness

**TIP:** Avoid submitting changes in the CA set that were not included in the HARC approved plans.



AFTER HARC/PLANNING  
APPROVAL



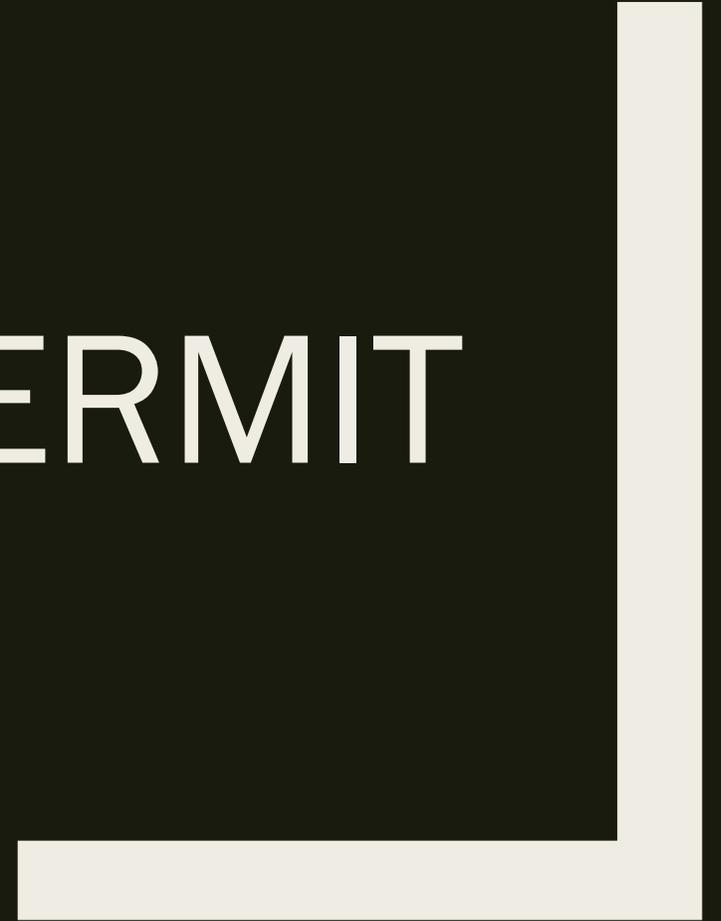
# After the Hearing

- After a HARC or P&Z approval, there is still more work to do!
  - *Buffer of time between approval and ability to submit for a building permit*
- Replat, Development Agreement need to be approved & recorded
- Submitting plans that do not meet the conditions of approval will delay your project
- This is the stage where builders enter the process

**TIP:** Submit plans that meet the conditions of approval. This will save you lots of time!

**TIP:** Architect and builder should be on the same page about timing and details in order to be more efficient.

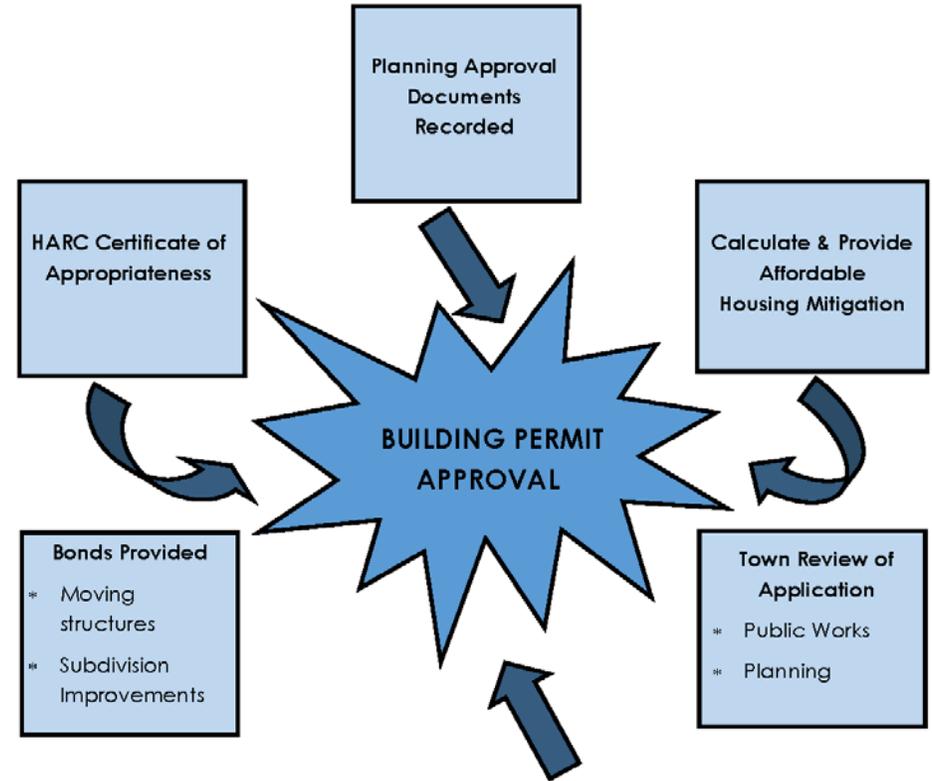
BUILDING PERMIT



# BUILDING PERMIT REQUIREMENTS

## Town of Telluride Building Permit Requirements

Building Permit Application requirements depend on the project, but typically include these components.



### Building Permit Application Contents

- \* Tap Fees
- \* Demolition Permit
- \* Plans - At least 2 sets
- \* Application form
- \* Construction Mitigation Plan
- \* Floodplain Permit
- \* Geohazard Permit
- \* Will Serve Letters For Utilities

# Applying for a Building Permit

- If you are applying for a building permit, you need a submittal meeting with Sam
  - *Call Helen for an appointment; submittals are in the afternoon*
- Have your CA in hand or email stating that you do not need a CA
- Provide all application contents listed on permit application
- New in 2018 – Signing Construction Mitigation Manual Agreement

**TIP:** Plan ahead.

**TIP:** Submit plans that match your CA. Not doing so slows down your project significantly. At least double.

**TIP:** Meet with Public Works prior to submittal of building permit.

**TIP:** Contractor who needs the permit and architect need to be in touch.

**TIP:** CA Amendments slow you down; address them early when needed.

# BUILDING PERMIT

## Building Permit

*Revised*

Permit Number: 2016076

Issue Date: 8/7/2016

Town of Telluride  
Building Department  
P.O. Box 397, Telluride, CO 81435

Job Title: Chang/Chaukin Project

Project Valuation: \$2,990,509.45

Address: 221 S. Pine St

Legal Description: Bk:23, Lot:15A, OT,

Owner: Chang/Chaukin Laura/Arnold 245 W 99th St PH New York NY 10025 Phone: (720) 244-5934  
 Architect/Designer: Morton Architects, Inc Cellular: (970) 708-2246 Phone: (970) 728-5900  
 Contractor: Chandler Homes, Mike Chandler Cellular: (970) 708-2380 Phone: (970) 728-4006  
 Agent: Cellular: Phone:

Work Type 1: New Construct Type 1: VB-Sprk  
 Work Type 2: Construct Type 2:  
 Work Type 3: Construct Type 3:  
 Use Zone: WC Total Area: 6020  
 # of Stories: 3  
 Occupant Load:

Fee Summary	
Building Permit	\$14,936.45
Plan Check	\$9,708.69
Town Use Tax	\$53,829.17
County Use Tax	\$11,962.04
Water Tap	\$27,542.50
Sewer Tap	\$27,542.51
Mechanical Pmt	\$959.19
TEMP	\$19,648.00
Housing Mitigation	\$176,095.16
Archival Fee	\$123.00
Parking Permits	\$300.00
<b>Total Fees:</b>	<b>\$342,646.71</b>

Occupancy Groups: Residential

#	Occ Grp	Unit ID	Bdrms	Bths	Sq. Feet
0	U	attached garage	0	0	850
1	R2		3	7	4562

Total Units 1

Occupancy Groups: Commercial

#	Occ Grp	Unit ID	Sq. ft.
1	B		608

Total Units 1

### Scope of Work

New 3 story mixed use building - fully fire sprinklered. 1 large condo and 1 office/commercial space. Private garage attached on 1st fl. Required for final a separate 3rd party inspection by a state Colorado Certified Elevator Inspector, 8 Green Blocks, final HERS report, and a picto-graph locallon survey.

Water/Sewer tap fees:

Residential total sf 5412  
 base fee up to -2500 existing credit

2500 - 3500 sf 1000 @ 18.03 18,030.00  
 over 3500 sf 1912 @ 12.62 24,129.44

total Residential \$42,159.44  
 Commercial space base 12,925.57

Total water/sewer fees \$55,085.01  
 50/50% \$27,542.50 ea

TEMP fees snowmelt, heated garage and spa. \$19,648.

Plan ck fee pd 5/18/16 #1985 \$9,708.69

6/17/16 pd \$250.00 for 5 parking permits to expire 9/17/16

8/12/16 pd \$50.00 for a parking permit to expire 11/12/16

8/16/16 Revised permit to refund water/sewer base fee of \$ 22,041.92.

Permit is approved for work described above in accordance with the approved plans and specifications.

**Scope of Work**

New 3 story mixed use building - fully fire sprinklered. 1 large condo and 1 office/commercial space. Private garage attached on 1st fl. Required for final a separate 3rd party inspection by a state Colorado Certified Elevator Inspector, 8 Green Blocks, final HERS report, and a picto-graph location survey.

Water/Sewer tap fees:

Residential total sf 5412  
base fee up to -2500 existing credit

2500 - 3500 sf	1000 @ 18.03	18,030.00
over 3500 sf	1912 @ 12.62	24,129.44

total Residential	\$42,159.44
Commercial space base	12,925.57

Total water/sewer fees \$55,085.01

50/50% \$27,542.50 ea

TEMP fees snowmelt, heated garage and spa. \$19,648.

Plan ck fee pd 5/18/16 #1965 \$9,708.69

6/17/16 pd \$250.00 for 5 parking permits to expire 9/17/16

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8/16/16 Revised permit to refund water/sewer base fee of \$ 22,041.92.

Permit is approved for work described above in accordance with the approved plans and specifications.

# BUILDING PROCESS



# Building Process

- Schedule an inspection at least 48 hours in advance – sometimes you need to schedule even earlier
  - *Call Helen*
  - *You will not receive a scheduled inspection time*
  - *Someone must be at the site for the inspection*
  - *The Building Inspector may not have time to come back to the site if you are not ready for the inspection the first time*
- Call a planner before you make a change in the field. Planners are available to make site visits during construction. It saves you time to check with us!
- Planners verify ridge height and foundation location with Building Inspectors
- Building Inspector will cross out sign offs on Inspection Card that are not necessary

**TIP:** Rich inspects concrete pours first in the morning, then moves on to other inspections. Give Helen information about your inspection, such as “as late as possible in the day”

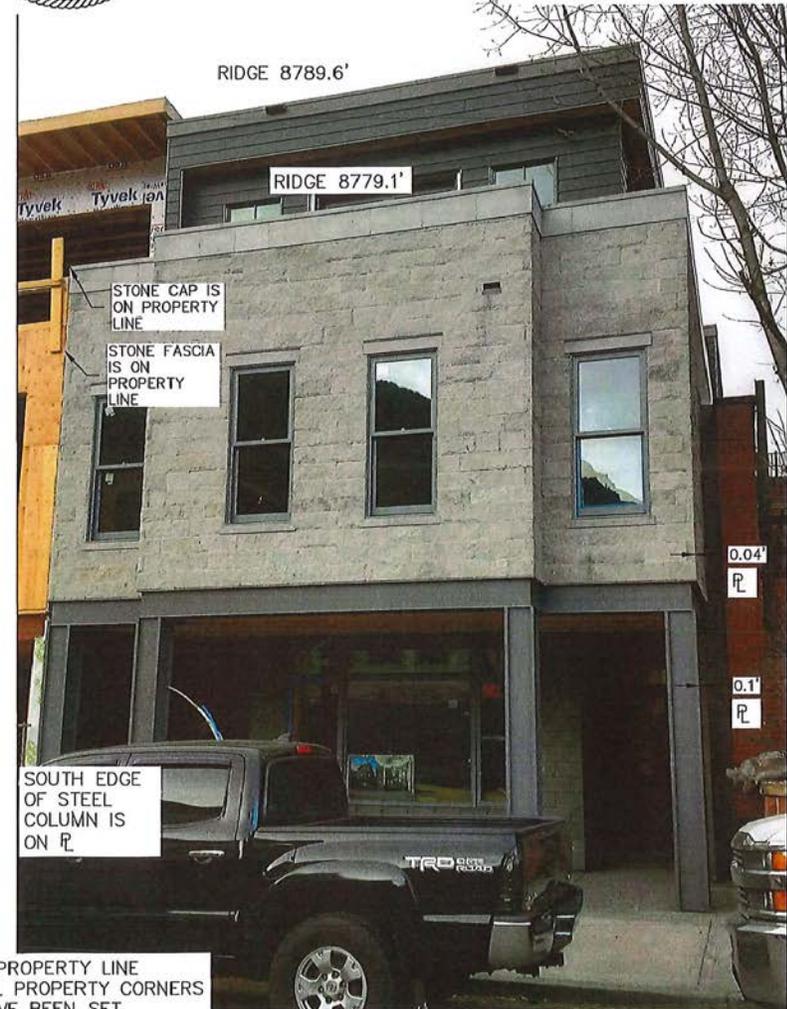
**TIP:** CA Amendments slow you down; bad habit is making changes in the field and waiting to get a CA Amendment at CO.

# RIDGE HEIGHT SURVEY

*(must be signed and stamped by a registered surveyor)*



PICTOGRAPH  
LOT 15A BLOCK 23,  
TOWN OF TELLURIDE  
SJS JOB NO. 16006



RIDGE 8789.6'

RIDGE 8779.1'

STONE CAP IS ON PROPERTY LINE

STONE FASCIA IS ON PROPERTY LINE

SOUTH EDGE OF STEEL COLUMN IS ON PL

0.04'  
PL

0.1'  
PL

PL PROPERTY LINE  
ALL PROPERTY CORNERS  
HAVE BEEN SET

# Pass Your Inspection Every Time

**TIP:** Read the Scope of Work on your building permit. This tells you about requirements for CO that are not listed on the Inspection Record Card (HERS, high altitude certificate, FEMA certificate)

**TIP:** Keep the architect engaged so they can provide updated drawings or details as the project progresses.

**TIP:** Have the approved building plans on the job site.

**TIP:** Schedule a pre-final walkthrough before asking for a final inspection.

**TIP:** Don't schedule your final with Rich/Sam until all other sign offs are done.

**TIP:** Smoke and CO detectors are required for all projects, even deck remodels.

# BUILDING PERMIT INSPECTION CARD

Building Permit  
Inspection Record  
For Inspections call  
Building Dept.  
(970) 728-2175



Permit No. 2016076  
Date Issued 6/7/16

Job Address 221 S. Pine  
Owner Chang/Chaukin Phone (720) 244-5934  
Contractor Channer Homes/Mike Phone 708-2380  
Type of Permit  S F Res  MULT RES  COMM  CHURCH/SCHOOL  GRADING  OTHER  
Class of Work  NEW  ADDITION  ALTERATION  REPAIR  MOVE  DEMOLITION  
Description of work - See Permit Type VB-Sprk Occupancy R3, B, U

**THESE INSPECTIONS ARE REQUIRED BY LAW  
DO NOT PROCEED UNTIL PREVIOUS INSPECTIONS ARE SIGNED**

UFPR'S (2) APPROVED 7/18/16 Date Inspector

ELEC.		Date	Inspector
Temp. Power			
Underground Elec.	See Back		
Rough Elec.		7-25-17	RK

PLUMBING		Date	Inspector
Under Ground Plumbing		9/3-16	ATP
Rough Plumbing		7-20-17	RK
Gas piping pressure test		6-8-17	ATP
Heat Tubing P.S.I.	9/21/16 See Back	10/4/17	R/P
Shower Pans/Walls		8/1/17	R/P
Roof Drains		2-9-17	RK

MECH		Date	Inspector
Furn/Boiler		10/18/17	R/P
Combust/Venting	In FRAMING FOR VENTING	3/10/17	R/P
OK to set Gas/Meter		10/18/17	R/P
Gas Fireplace/Stove		10/18/17	R/P
Hood/Balance Report			
H.V.A.C. Ducts			

FOUNDATION		Date	Inspector
Footings	7/18/16 See Back	7/18/16	R/P
SonoTubes/Piers			
Foundation Walls	8/11/16 See Back	8/22/16	R/P
Location Survey *			
Damp Proofing/Found Ins		8/31/16	DS
Slab Insulation/Vapor Barrier	9/21/16 See Back		

Date Inspector

FRAMING		Date	Inspector
Water Meter	728-6075	3-27-18	W. N. Wick
Rough Frame	3/29/17 See Back	4/2/17	R/P
Shear Nailing			
Insulation		7/12/17	R/P
Drywall Nailing	6/22/17 See Back	8/8/17	R/P
Elev./Ridge Height			
Fire Sprinklers			

**ALL CATEGORIES BELOW MUST BE SIGNED  
PRIOR TO SCHEDULING BLDG. DEPT. FINAL**

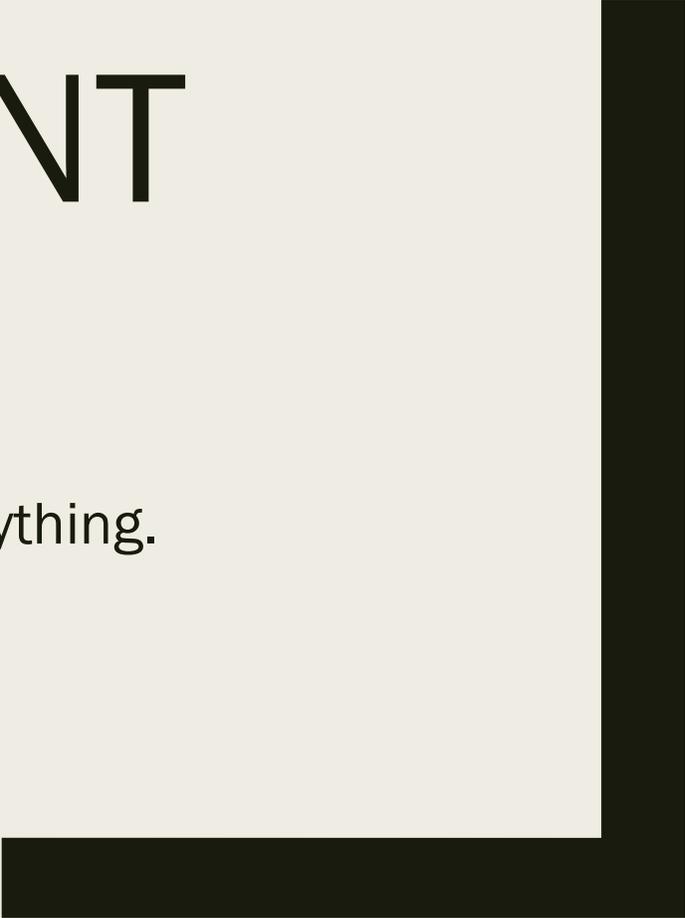
FINALS		Date	Inspector
Elec. Final 728-1392		3-9-18	ATP
Plumbing Final 728-1392		3-9-18	ATP
Mech. Final 728-2175		3/19/18	R/P
Carbon Monoxide Det. Req'd	<input checked="" type="checkbox"/>		
Planning 728-2144		3-12-18	Jensen
H.A.R.C. 728-2161		3-12-18	Jensen
W.W.T.P. Meter/ Back Flow 728-6075		3-14-18	W. N. Wick
Public Works/ Drainage 728-2177		3/13/18	R. Escher
Fire Dept. 728-3801		3/13/18	R. Escher
FEMA Elev. Cert. Req'd	<input type="checkbox"/>		
Bldg. Department 728-2175 OK to issue C.O.		3/27/18	R/P

**THIS CARD MUST BE POSTED ON JOB AT ALL TIMES  
A LOST CARD WILL COST \$150 MINIMUM TO RE-DUPLICATE**



# DEVELOPMENT SCENARIO

A condo remodel with a little bit of everything.



# PROJECT SCOPE – a condo remodel in a non-historic building including:

- Full kitchen remodel
- Dormer addition
- Repair and expand existing second story deck
- Loft addition



# STEP ONE: HARC Approval

- Any exterior modifications will require HARC approval.
  - *Dormer*
  - *Deck expansion*
  - *Vents re: kitchen remodel*
- If floor area is not being added and the building is not historic, only a Staff level, insubstantial scale approval is required.
- Once your complete and compliant HARC application has been submitted to the Planning Department, staff will review the proposed changes.
  - *Either an approval, approval with conditions, or denial will be issued.*
  - *Staff has the authority to elevate the review to the HARC Chairperson if changes are deemed to be significant.*
- When staff approves the application, a Certificate of Appropriateness (CA) will be issued for the project.

# STEP TWO: Building Permit

- Apply for a building permit
  - *Project is located in a multi-family building, all drawings must be stamped by a Colorado licensed architect or engineer.*

# STEP THREE: Public Works (if necessary)

- If you need to block a public right-of-way for any reason (i.e. staging, etc.) please contact the Public Works Department to apply for a right-of-way obstruction permit.

# STEP FOUR: Condo Map Amendment

- This project requires a condo map amendment
  - *If your condo project adds building floor area or changes the designation of/adds new LCE or GCE elements, the condo map needs to be amended*
  - *This project expands the deck (additional LCE) and adds floor area*
- This step is often forgotten and can hold up issuance of CO!
- Complete the condo map update step after the majority of the work has been completed but prior to Certificate of Occupancy.

# STEP FIVE: Certificate of Occupancy

- Get all relevant signatures on the Inspection Record Card
- Example signoffs: Electrical, Plumbing, Mechanical, Planning, HARC, WWTP Meter, Public Works / Drainage, Fire Department, FEMA Elevation Certificate



THANK YOU!!!

At this time, we will be taking questions and comments.  
(if you are in the need to leave, a comment/question box can be found by the exit)