

# CHERRY HILLS VILLAGE COLORADO

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## BUILDING PERMIT AND ZONING GUIDELINES

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This handout provides a summary of building permit requirements in Cherry Hills Village. Please refer to Chapters 16, 18, 19 & 20 of the Municipal Code for the complete set of requirements. For assistance or additional information, please contact the Cherry Hills Village Community Development Department at 303-783-2721 or visit the City's website at www.CherryHillsVillage.com.

### What Requires a Permit?

1. New home
2. Accessory structures; such as storage sheds, mechanical rooms, guest houses, barns or gazebos
3. Recreational structures such as swimming pools, spas or tennis courts
4. Interior alterations and remodels (*painting, papering, tiling, carpeting, cabinets, countertops and similar finish work excluded*)
5. Exterior alterations and additions to existing structures; including decks, patios, siding or window replacement
6. Major repairs or restoration; including re-roofing, water heaters, plumbing or electrical work
7. Installation or modifications to skylights, solar systems, air conditioners, furnaces or other similar amenities
8. The moving or demolition of any building or structure or any interior/exterior wall part of a structure
9. Fences, walls/retaining walls and earthen berms

### Permit Application Requirements (See Permit Application for Specific Applicability)

1. Two sets of complete construction plans including stamped structural plans
2. Two copies of a scaled site plan based on an accurate survey including the following information:
  - a. The size and location of proposed construction and all existing structures on the site (eaves & overhangs shown with dashed line – setbacks are measured to any portion of a structure, including eaves, overhangs and cantilevered elements)
  - b. Minimum setback distances from lot lines in accordance with zoning
  - c. The established street grades and the proposed finished grades
  - d. Existing and proposed contours in one-foot (1') intervals in NAVD 88 datum with USGS elevation numbers
  - e. Location of all exterior lights and a light fixture schedule in compliance with Sec. 16-16-50 (required for all new homes and increases in sq. ft. by 50% or more)
3. Building elevations demonstrating compliance with Bulk Plane (R-1, R-2, R-3, R-4 and R-5 zone districts only) and building height requirements in USGS elevations
4. Completed Floor Area Ratio (FAR) Worksheet (R-1, R-2, R-3, R-4 and R-5 zone districts only)
5. One copy of a soils investigation report for the property
6. Two copies of a tree survey and tree protection plan for trees within the minimum setback area (required for all new homes and increases in sq. ft. by 50% or more including the following information:
  - a. Location of all Established Trees, including Established Trees removed on the property, in adjacent public rights-of-way and in the vicinity of any other private rights-of-way used for construction access
  - b. The diameter of all Established Trees
  - c. Certification as to the survey accuracy by a registered professional land surveyor, engineer, landscape architect or architect licensed in the State of Colorado
  - d. Existing location of all Established Trees to be preserved, transplanted or removed
  - e. Proposed location, caliper size and species of replacement and transplanted trees
  - f. Measures to protect Established Trees from being damaged or destroyed during construction
7. Two sets of energy calculations and Manual J with supporting documents
8. Three copies of a construction staging plan (one of which must be 11" x 17") and right-of-way photos within 500 feet of any point of access. The staging plan must indicate the following to scale:
  - a. Portable toilets, trash receptacles and dumpsters, construction trailers, vehicle tracking control, silt fencing, temporary construction fencing, construction material storage and fill or excavated dirt piles
9. Pre-application Neighborhood Input Meeting Application requirements completed
10. Two copies of Phase III Drainage Report
11. Three copies of a Stormwater Management Plan and a completed Stormwater Construction Permit Application (required for projects disturbing 1 acre or more and/or adjacent to a waterway or water course)
12. Proof of sewer permit or sewer release form
13. Approval from the Colorado Department of Public Health and Environment for removal of materials
14. Receipt from South Metro Fire Rescue Authority indicating that plans have been submitted for review final review and comment letter must be submitted prior to issuance of permit (required for all new homes and increases in sq. ft. by 50% or more)

*Disclaimer: This handout should not be used as a substitute for codes and regulations.  
The applicant is responsible for compliance with all code requirements, whether or not described in this handout.*

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## COLORADO

### Building Permit Fees

The following tables summarize the building permit fees for most permits. Please refer to Chapter 18 of the Municipal Code for the complete set of requirements.

#### **Review Fees\***

Nonresidential Structures	\$1,600.00 for 10 Hrs
New Home/Scrape and Rebuild – More than 50% of Existing Sq. Ft.	\$1,280.00 for 8 Hrs
Additions/Scrape and Rebuild – Less than 50% of Existing Sq. Ft.	\$640.00 for 4 Hrs
Remodel with No New Square Footage	\$320.00 for 2 Hrs
Accessory and Recreational Structures	\$320.00 for 2 Hrs
Additional Plan Review	\$160.00 per Hour
Engineering Review – Floodplain and Drainage Report Review	\$320.00 for 2 Hrs
Electrical Review – 400 Amp Services and Greater	\$320.00 for 2 Hrs
Stormwater Construction Permit Review	\$320.00 for 2 Hrs

*\*All review fees are based on the minimum hours required. Additional time will be charged at the hourly rate for additional plan review.*

#### **Building Permit Fees**

\$1.00 to \$2,000.00	\$20.00
\$2,001.00 and up	1% of Valuation

#### **Electrical Permit Fees**

<b>Non-Residential Permits and Residential Alterations and Additions</b>	<b>Based on Valuation</b>
Up to \$300.00	\$50.00
To \$2,000.00	\$55.00
To \$50,000.00	\$21.75 per \$1,000.00
To \$500,000.00	\$20.50 per \$1,000.00 plus \$57.50
Over \$500,000.00	\$19.50 per \$1,000.00 plus \$632.50
<b>New Residential Permits</b>	<b>Based on Building Area</b>
< 1,000 Sq. Ft.	\$51.75
> 1,000 and < 1,500 Sq. Ft.	\$69.00
> 1,500 and < 2,000 Sq. Ft.	\$86.25
> 2,000 Sq. Ft.	\$4.60 per 100 Sq Ft in Excess of 2,000 Sq Ft

#### **Service Expansion Fees**

Building	\$.90 per Sq. Ft.
Garage/Swimming Pool/Spa	\$.40 per Sq. Ft.
Sport Courts	\$.10 per Sq. Ft.

#### **\*Use Tax (Paid to Arapahoe County)**

1/8th of 1% of the Valuation
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*\*Use tax is not applied to electric permits, demo permits or building permits \$2,000 evaluation or under.*

### Adopted Building Codes

- International Building Code, 2018 Edition
- International Residential Code, 2018 Edition
- International Mechanical Code, 2018 Edition
- International Plumbing Code, 2018 Edition
- Fuel Gas Code, 2018 Edition
- International Energy Conservation Code, 2018 Edition
- International Fire Code, 2018 Edition
- Existing Building Code, 2018 Edition
- National Green Building Standards, 2017 Edition
- National Electrical Code, Edition Approved by State

# CHERRY HILLS VILLAGE

## COLORADO

### Basic Zoning Regulations

The following tables summarize the primary zoning requirements for each zone district. Please refer to Chapter 16 of the Municipal Code for the complete set of requirements.

#### **Principal Structure Setback, Lot Size and Lot Coverage Standards**

Zone	Min. Lot Area	Front	Rear	Sides	Max. Height	Max. Lot Coverage	Floor Area Ratio
R-1	2 ½ Acres	75'	50'	50'	35'	N/A	23%
R-2	1 ¼ Acres	75'	40'	40'	35'	N/A	23%
R-3	1 Acre	50'	25'	25'	35'	N/A	25%
R-3A	2 ½ Acres	75'	50'	50'	35'	20%	N/A
	1 ¼ Acres	75'	40'	40'	35'	20%	N/A
	1 Acre	50'	25'	25'	35'	20%	N/A
	½ Acre	25'	25'	15'	35'	30%	N/A
	16,000 Sq. Ft.	25'	25'	15' total /0' individual	35'	30%	N/A
R-4	½ Acre	25'	25'	30' total/10' individual	30'	N/A	30%
R-5	16,000 Sq. Ft.	25'	25'	7.5'	30'	N/A	30%
C-1	1 Acre	50'	20'	20'	30'	N/A	N/A
C-2	None	50'	20'	20'	45'	N/A	N/A
O-1	2 ½ Acres	75'	50'	50'	30'	N/A	23%

#### **Accessory Structure Setback, Area and Number Standards (enclosed structures)**

Zone	Min. Lot Area	Max. Number of Structures	Enclosed Footprint	Front	Rear	Sides	Max. Height
*R-1	2 ½ Acres	3	1,100 Sq. Ft.	75'	25'	25'	35'
R-2	1 ¼ Acres	3	750 Sq. Ft.	75'	25'	25'	35'
R-3	1 Acre	3	650 Sq. Ft.	50'	25'	25'	35'
R-3A	2 ½ Acres	3	1,100 Sq. Ft.	75'	25'	25'	30'
	1 ¼ Acres	3	750 Sq. Ft.	75'	25'	25'	30'
	1 Acre	3	650 Sq. Ft.	50'	25'	25'	30'
	½ Acre	3	500 Sq. Ft.	25'	15'	15'	30'
	16,000 Sq. Ft.	2	500 Sq. Ft.	25'	7.5'	15' total /0' individual	30'
R-4	½ Acre	2	500 Sq. Ft.	25'	15'	15'	30'
R-5	16,000 Sq. Ft.	2	500 Sq. Ft.	25'	7.5'	7.5'	30'
C-1	1 Acre	N/A	N/A	N/A	N/A	N/A	N/A
C-2	None	N/A	N/A	N/A	N/A	N/A	45'
O-1	2 ½ Acres	N/A	N/A	N/A	N/A	N/A	30'

\*If the legal lot size for a parcel of land is five (5) acres or larger, said lot shall be entitled to accessory structures and square footage as follows:

Min. Lot Area	Max. Number of Structures	Enclosed Footprint
5 Acres	4	1,800 Sq. Ft.
10 Acres	5	2,250 Sq. Ft.
15 Acres	6	2,700 Sq. Ft.
20 Acres	7	3,150 Sq. Ft.

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**Recreational Structure Setback Standards (pools, sports courts, etc. when not enclosed)\***

Zone	Min. Lot Area	Front	Rear	Sides
R-1	2 ½ Acres	75'	25'	25'
R-2	1 ¼ Acres	75'	25'	25'
R-3	1 Acre	50'	25'	25'
R-3A	2 ½ Acres	75'	25'	25'
	1 ¼ Acres	75'	25'	25'
	1 Acre	50'	25'	25'
	½ Acre	25'	15'	15'
	16,000 Sq. Ft.	25'	7.5'	15' total /0' individual
R-4	½ Acre	25'	15'	15'
R-5	16,000 Sq. Ft.	25'	7.5'	7.5'
C-1	1 Acre	N/A	N/A	N/A
C-2	None	N/A	N/A	N/A
O-1	2 ½ Acres	N/A	N/A	N/A

*\*If the recreational structure is enclosed by walls or a fence on more than 2 sides, then it is to be considered and treated as an accessory structure (safety fences around pools are not considered as enclosures for this purpose).*

**Bulk Plane Requirements**

	R-1	R-2	R-3	R-4	R-5
Front Area Depth	50'	50'	42'	42'	42'
Starting Height (front area)	21'	21'	21'	21'	12'6"
Starting Height (rear area)	12'6"	12'6"	12'6"	12'6"	12'6"
Angle (front and rear areas)	40°	40°	40°	40°	40°

**Marijuana Cultivation in Residential Structures**

It is unlawful to grow, cultivate or process Marijuana in any residential structure other than in full compliance with the Colorado Constitution, state statutes and Article XII, Chapter 18 of the City Code. The growing, cultivation and processing, including storage of associated materials and supplies, is limited to a maximum of 150 square feet of enclosed area within a residential structure or accessory structure set back a minimum of 10 feet from the principal residence. Use of high intensity lighting is prohibited unless done in a room constructed with a firewall assembly using Type X drywall. All applicable building, fire and safety codes adopted by the City, including plumbing, electrical and ventilation requirements must be met.

**Building Permit Expiration**

Applications for building permits will be deemed abandoned ninety (90) days after the date of filing unless the permit has been pursued in good faith. Permits that have been issued shall become invalid if work is not commenced within ninety (90) days from the date the permit was issued or if the work authorized on site is suspended or abandoned for a period exceeding ninety (90) days.

**Project Completion**

If the construction described in any building permit has not been completed to the point where a Certificate of Occupancy may be issued – or a final building inspection performed in cases in which no Certificate of Occupancy is required – within eighteen (18) months of the date of issuance of such permit, the building permit shall expire and be deemed canceled by the building official. However, if a permit reaches its expiration, an extension of up to four months may be purchased if the applicant demonstrates a justifiable cause. Up to two (2) four-month extensions may be granted. Afterwards, a new permit must be purchased for the remaining scope of work. An applicant may apply for extensions based on the following schedule:

1. 1<sup>st</sup> four-month extension: Fee of 25% of the original permit fee.
2. 2<sup>nd</sup> four-month extension: Fee of 50% of the original permit fee.

**Construction Hours**

Monday through Friday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 4:00 p.m.
Sundays	No Exterior Construction (Interior construction is allowed within ENTIRELY enclosed structures from 8:00 a.m. - 4:00 p.m.)
Federal Holidays	No Construction Activity

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### Inspections

Applicants will be provided with an inspection checklist when a permit is issued (this inspection card must be present at the work site at the time of any building inspections). All inspections must be completed prior to issuing a Certificate of Occupancy or receiving final sign-off. In addition, the following documents may be required during the inspection process to demonstrate code compliance:

1. If pre-manufactured trusses are used, a truss layout plan and stamped-engineered truss detail drawings must be submitted at the framing inspection.
2. A height survey in NAVD 88 datum with USGS elevations must be submitted prior to framing inspection.
3. A location survey indicating all site improvements and roof overhangs and eaves must be submitted prior to final zoning inspection.
4. A height survey in NAVD 88 datum with USGS elevations measuring the highest point of the finished roof and any chimneys or projections must be submitted prior to the final zoning inspection.