

Applicant Submittal Checklist

- Applicant must verify by initialing in the column below that the submittal contains the required number of copies of each item.
- Incomplete applications will be rejected or denied.

New Construction or Addition with 50% or More Sq. Ft.	Addition with Less than 50% More Sq. Ft.	Accessory Structure	Recreational Use	Remodel, Repair, or Alteration (No New Sq. Ft.)	<u>Submittal Materials</u> ¹
					Stamped Structural Plans, Architectural Plans, Floor Plans and/or Other Necessary Plans or Specifications to Demonstrate Building Code Compliance – 2 Copies
					Site Plan Showing All Existing and Proposed Site Improvements, Easements, 1 ft. Contours in USGS Elevations, and Floodplain Boundaries – 2 Copies
					Completed Floor Area Ratio (FAR) Worksheet (R-1, R-2, R-3, R-4 and R-5 Zone Districts Only)
					Site Plan Showing All Proposed and Existing Exterior Light Fixtures and Light Fixture Schedule Demonstrating Compliance w/ Sec. 16-16-50
					Height Calculations in USGS Elevations – 2 Copies
					Building Elevations Demonstrating Compliance with Bulk Plane and Building Height Requirements in USGS Elevations – 2 Copies
	2	2			Soils Investigation – 1 Copy
					Tree Survey and Tree Protection Plan – 2 Copies
		3			Energy Compliance Path <input type="checkbox"/> Prescriptive <input type="checkbox"/> Total UA (ResCheck) – 2 Copies of Calcs <input type="checkbox"/> Performance Path – 2 Copies of Calcs
				No Plan Submittal, But All Staging Requirements Must Be Followed	Construction Staging Plan and Right-of-Way Photos, – 3 Copies of Plan (One Copy Must be 11" x 17" or smaller) and 1 Copy of Right-of-Way Photos
					Phase III Drainage Report – 2 Copies
4	4	4	4		Stormwater Management Plan – 3 Copies
	5	5			Proof of Sewer Permit or Completed Sewer Permit Application for Cherry Hills Village Sanitation District – 1 Copy
					South Metro Fire Rescue Authority Submittal Receipt – 1 Copy *Approval Letter Will Be Required Prior to Issuance of Permit

¹ Represents minimum submittal requirements. Additional materials may be required by the plan reviewer.

² Soils investigation required on additions and accessory structures with a total building area greater than 1,000 square feet, unless otherwise determined by the plans analyst.

³ Required for any conditioned space.

⁴ Required for any construction disturbing 1 acre or more of land, or for construction adjacent to a watercourse or wetlands.

⁵ Required for accessory structures with plumbing or for any upgrade to water tap size.

Floor Area Ratio (FAR) Worksheet

- Applicants for new residential construction and additions in the R-1, R-2, R-3, R-4 and R-5 zone districts are required to complete and submit this worksheet with your building permit application.

Address: _____

Existing above-grade and walkout basement floor area: _____ sq. ft.

Proposed above-grade and walkout basement floor area: _____ sq. ft. +

Total Floor Area: = _____ sq. ft.

Net Lot Area (From Plat, Survey, etc.): _____ sq. ft.

Source: _____

Floor Area Ratio (FAR):
$$\frac{\text{Total Floor Area (sq. ft.)}}{\text{Net Lot Area (sq. ft.)}} = \text{FAR} \quad (\text{Round to hundredths})$$

I, the undersigned, take full responsibility for the accuracy and completeness of the above information. I understand that incomplete or inaccurate information may result in significant delays in the issuance of a building permit, or the possible revocation of a building permit.

Print Name: _____ Signature: _____

Title: (e.g. Owner, Architect, Contractor, etc.) _____ Date: _____

Net Lot Area means the area of a lot contained within the lot lines, and excluding adjacent public right-of-way and any other area outside the lot lines.

Above-Grade Floor Area is calculated at 100% for rooms, mezzanine, loft and attic spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than six (6) feet but not more than sixteen (16) feet; stairways with a maximum footprint of one hundred (100) square feet; utility areas; attached garages; roofed porches, balconies, loggias and breezeways that are enclosed on more than two sides; and walkout basements. Above-grade floor area is calculated at 200% for high volume spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than sixteen (16) feet; and stairways with a footprint greater than one hundred (100) square feet.

Walkout Basement means any interior floor area on the same level as a basement, having a ceiling height of at least six (6) feet and surrounded by an exterior wall that is exposed by more than four (4) feet above the adjacent finished grade.

