

CHERRY HILLS VILLAGE

COLORADO

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BUILDING PERMIT AND ZONING GUIDELINES

This handout provides a summary of building permit requirements in Cherry Hills Village. Please refer to Chapters 16, 18 & 19 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 and 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 porches, decks and patios.
6. Major repairs or restoration, including re-roofing, furnace replacement, plumbing or electrical work.
7. Installation or modifications to skylights, solar systems, air conditioners or other similar amenities.
8. The moving or demolition of any building or structure.
9. Fences/walls/retaining walls and earthen berms.

Permit Application Requirements

1. Two sets of complete construction plans (no larger than 24" x 36" in size) 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.
 - 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 (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 (required for all new homes and increases in sq. ft. by 50% or more).

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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.
 - b. Trash receptacles and dumpsters.
 - c. Construction trailers.
 - d. Vehicle tracking control.
 - e. Silt fencing.
 - f. Temporary construction fencing.
 - g. Construction material storage.
 - h. Fill or excavated dirt piles.
9. Two copies of Phase III Drainage Report (required for all new homes and increases in sq. ft. by 50% or more).
10. Three copies of a Stormwater Construction Permit (required for projects disturbing 1 acre or more and/or adjacent to a waterway or water course).
11. 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.

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	Minimum \$1,500.00 for First 10 Hrs
New Home/Scrape and Rebuild – More than 50% of Existing Sq. Ft.	\$900.00
Additions/Scrape and Rebuild – Less than 50% of Existing Sq. Ft.	\$450.00
Remodel with No New Square Footage	\$250.00
Accessory and Recreational Structures	\$200.00
Additional Plan Review	\$150.00 per Hour – Minimum 1 Hr
Engineering Review – Floodplain and Drainage Report Review	\$150.00 per Hour – Minimum 1 Hr
Stormwater Construction Permit Review	\$600.00

Building Permit Fees

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

Electrical Permit Fees

<i>Non-Residential Permits and Residential Alterations and Additions</i>	<i>Based on Valuation</i>
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
Over \$500,000.00	\$19.50 per \$1,000.00
<i>New Residential Permits</i>	<i>Based on Building Area</i>
< 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)

.25% of ½ the Valuation

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

Accessory Structure and Recreational Use Setback, Area and Number Standards

Zone	Min. Lot Area	Max. Number of Structures	Max. Area of Structures	Front	Rear	Sides	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'

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°

Floor Area Ratio Requirements

	R-1	R-2	R-3	R-4	R-5
Floor Area Ratio (maximum)	0.23	0.23	0.25	0.30	0.30

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Floodplain Development

No structure or land shall be constructed, located, extended, converted, altered or improved within the floodplain, unless specifically authorized by the City Council. No storage of materials which are buoyant, flammable or explosive or which in times of flooding could be injurious to human, animal or plant life are permitted. No use shall be permitted which would result in any increase in the base flood elevation within the floodway. Floodplain development permit requirements are outlined in Article XVII, Chapter 16 of the Municipal Code.

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. An extension of up to ninety (90) days may be approved if a justifiable cause is demonstrated by the applicant. 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. An applicant may apply for two four-month extensions to the completion deadline based on the following schedule:

1. 1st four-month extension: Fee of 25% of the original permit fee or twice the regular building permit fee based on the projects remaining valuation, whichever is higher.
2. 2nd four-month extension: Fee of 50% of the original permit fee or twice the regular building permit fee based on the projects remaining valuation, whichever is higher.

Construction Hours

Monday through Friday	7:00 a.m.—6:00 p.m.
Saturday	8:00 a.m.—4:00 p.m.
Sundays/Federal Holidays	Exterior Work Prohibited

Inspections

Applicants will be provided with an inspection checklist when a permit is issued. All inspections must be completed prior to issuing a Certificate of Occupancy or final sign-off. In addition, the following documents may be required during the inspection process to demonstrate code compliance:

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

Adopted Building Codes

- International Building Code, 2009 Edition
- International Residential Code for One-and Two-Family Dwellings, 2009 Edition
- International Mechanical Code, 2009 Edition
- International Plumbing Code, 2009 Edition
- International Energy Conservation Code, 2009 Edition
- International Fuel Gas Code, 2009 Edition
- International Fire Code, 2009 Edition
- National Electrical Code, 2011 Edition