

## **Park County Site Evaluation/Wetlands Delineation Application**

### **PARK COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

MAILING ADDRESS: P.O. Box 216 ♦ Fairplay, CO 80440

PHONE: 719-836-4267 ♦ FAX: 719-836-4266 ♦ E-Mail: pcehealth@parkco.us

### **Site Evaluation Fees**

Site Evaluation: \$150 ♦ Wetland Delineation: \$50/hour

Site Evaluation & Wetland Delineation -\$50/hour

### **APPLICATION AND INSTRUCTIONS FOR SITE EVALUATION AND/OR WETLAND DELINEATION, OR UNDOCUMENTED PARCEL**

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**All property lines must be clearly marked so the inspector will be able to identify them. The address or lot number must be clearly visible from the road. If these actions are not completed, the inspector cannot perform the site evaluation. The site evaluation will not include a recommendation for siting your home.**

Prior to applying for your site evaluation or Wetland Delineation, submit the following to the Planning and Zoning Department for approval:

- (1) Completed Planning and Zoning Sheet (attached),
- (2) The most current *Warranty* Deed for the property and,
- (3) A Survey Plat.

(The Planning Department is located in the bottom southwest corner of the Park County Services Building. You may contact the Environmental Health Department (PCEHD) at 719-836-4267 for directions to the Services Building.)

When Planning and Zoning has approved your documents, you may proceed to the Environmental Health Department to submit your *approved* Planning & Zoning Sheet, Plot Plan, Warranty Deed and applicable fee with this application.

PROPERTY LEGAL DESCRIPTION \_\_\_\_\_ OFFICE USE ONLY  
PHYSICAL ADDRESS \_\_\_\_\_ TAX SCHEDULE# \_\_\_\_\_

**APPLICATION FOR:**

- ◆ Site Evaluation    ◆ Wetland Delineation
- ◆ Site Evaluation and Wetland Delineation
- ◆ Site Evaluation for Undocumented Parcel

AMT. Pd \_\_\_\_\_ CK# \_\_\_\_\_ DATE \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_ APPLICATION # \_\_\_\_\_

Date \_\_\_\_\_ Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Property Legal Description:**

Property Tax Schedule # \_\_\_\_\_  
Subdivision Name \_\_\_\_\_ Tract \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Filing \_\_\_\_\_ Unit \_\_\_\_\_  
*or* Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Quarter Section \_\_\_\_\_  
Property Physical Address \_\_\_\_\_

**Proposed Plan for Project:**

\_\_\_\_\_  
\_\_\_\_\_

**Please attach accurate directions to the property below:**

# PARK COUNTY PLANNING & ZONING SHEET

1246 Park County Road 16 • P.O. Box 1598 • Fairplay, CO 80440-1598  
Phone: (719) 836-4254 • Fax: (719) 836-4351 • Email: [pcpd@parkco.us](mailto:pcpd@parkco.us)

The purpose of this document is to assist the Park County Planning Department to determine the zoning of the property, the setback requirements, and other important Park County Land Use requirements needed for the permitting processes. **Please read the directions carefully.**

*If the applicant is not the owner of the property, a notarized letter of authorization is required from property owner, giving the applicant permission to obtain permits or conduct a site evaluation. If the property owner is an entity other than a person(s), supporting documentation to verify who is permitted to sign for that entity will be required.*

If the application is for a **SITE EVALUATION** or **DRIVEWAY** please fill in only the items with an asterisk (\*).

**Please note:**

If the property is zoned agricultural and is less than 160 acres but greater than 35 acres, a **pre-August 2, 1983** recorded warranty deed is required.

If property is zoned agricultural and less than 35 acres, a **pre-1972 recorded warranty deed** is required.

Parcels less than 35 acres, not in a subdivision, attach a Warranty Deed with metes and bounds description recorded prior to **August 8, 1967**.

*The applicant is responsible for the accuracy and completeness of all information submitted to the Planning Department.*

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## **Applicant and Land Owner Information**

\*Email address: \_\_\_\_\_

\*Applicant's name: \_\_\_\_\_ \*Applicant's phone: \_\_\_\_\_

\*Applicant's mailing address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Land Owner (if different than above applicant): \_\_\_\_\_ \*Owner's phone: \_\_\_\_\_

\*Owner's mailing address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

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## **Setback Measurements and Property Information**

\*Tax Schedule number: \_\_\_\_\_ \*Address of property: \_\_\_\_\_

- \*Permit application is for: (check all that apply)     complete septic system     septic tank repair  
 leach field repair     driveway     accessory structure     deck / cover     addition     remodel  
 site evaluation     excavation     demo     basement finish     commercial use: \_\_\_\_\_  
 residence (other than manufactured home)     manufactured home (min. 600 square feet at grade)

**Distances from the *leach field* to the following below:**

Well: \_\_\_\_\_ Nearest property line: \_\_\_\_\_ Nearest building: \_\_\_\_\_ Wetlands and/or Watercourses: \_\_\_\_\_

**Distances from the *septic tank* to the following below:**

Well: \_\_\_\_\_ Nearest property line: \_\_\_\_\_ Nearest building: \_\_\_\_\_ Wetlands and/or Watercourses: \_\_\_\_\_

**Distances from any *proposed buildings* to the following below:**

Nearest existing building: \_\_\_\_\_ Wetlands and/or Watercourses: \_\_\_\_\_

Please be aware of the Environmental health setbacks if you are installing a holding tank, cistern, vaulted privy, or other alternative septic system components.

**Requirements for the Plot Plan (MUST be completed regardless of application)**

- 1. A plot plan, sketched on a recorded plat for properties in subdivisions, or a survey plat for properties in metes and bounds, showing the location of the:
  - Existing and proposed structures with dimensions **including** the height, square footage, and the distance between the structures.
  - Roads, streets, and easements.
  - Driveway.
  - Septic tank(s), and leach field(s).
  - Wetlands and watercourses.
  - A north arrow.
  - Overhead utilities lines. Or wind generators
- 2. If a temporary construction dwelling is being occupied during construction, the property owner must fill out the **Affidavit to Register and Occupy a Construction Dwelling as a Temporary Use**
- 3. All setback measurements from existing buildings, proposed buildings, septic system, wells, wetlands and watercourses to *all* property lines.
- 4.\* Lot size with property line dimensions.
- 5.\* Current Recorded Warranty Deed showing the full legal description, Or Current Quit Claim Deed With A Previous Warranty Deed Demonstrating Title. Planning Staff can help with this requirement.
- 6.\* If there are multiple names on the current Warranty Deed other than Joint Tenancy, all others listed must provide a notarized letter stating approval for the construction project.
- 7. Location of all parking spaces, if commercial.
- 8. If one of the following public processes has been performed, please attach a copy of the recorded resolution: Conditional Use Permit, Exemption for Illegal Parcels, Exemption from Subdivision, Rezoning, Road Vacation, Special Use Permit, and/or a Variance.
- 9. If one of the following administrative processes has been performed, please attach a copy of the signed Compliance Reports: Administrative Plat Amendment, Boundary Line adjustment, Exemption for Illegal Parcel, and/or a Lot consolidation.
- 10. Proposed use is permitted in the current zone district.
- 11. If the application is for Medical or Retail Marijuana Business, please attach a copy of applicable Local and/or State Licenses.

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**Disclaimer**

**By signing below, I understand that I am responsible for the accuracy of the plot plan and the physical placement of all improvements on the property. I accept full responsibility for compliance with all Park County setback requirements and Land Use Regulations.**

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Applicant's Signature and Date

Revised 12/24/13