



## Building Permit to Unplatted Land Application Requirements

**REVIEW CRITERIA:** The purpose is to alleviate platting costs to land which was developed and within the City on February 13, 1951, or subsequently annexed to the City but unplatted because platting was not required at the time the land was developed, or a parcel of land created no later than September 1, 1972, or the land is owned by the City of Colorado Springs and used for park and recreation purposes. This process constitutes an administrative waiver, which may only be approved if all requirements are met. Under no circumstances may an applicant request a waiver to any of the approval requirements. Building permits shall be issued without requiring platting only for the following particular cases:

When a structural addition, attached or otherwise, is to be constructed in compliance with the provisions of this Code and the following conditions are met:

1. The addition constitutes no change in land use; and
2. The addition will not require street extension; and
3. The proposed structural addition will not intrude upon setback lines determined by the City Traffic Engineer to accommodate any proposed right of way; and
4. Drainage fees are paid if the proposed structural addition or previous additions attached or otherwise, result in a floor area which exceeds by fifty percent (50%) the area of the structure existing on July 18, 1975 or the date of annexation was after July 18, 1975; and,
5. The owner agrees to dedicate right-of-way which would normally be required as a condition of platting. If this is required, the owner must dedicate the right-of-way by a separate deed and pay for the preparation and recording of the deed after such deed is approved by the City Real Estate Services Office.

**SUBMITTAL CHECKLIST:** The following items will need to be included in any submittal.

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Site plan</b> showing all required information under the "Plan Content Requirements" section of this checklist	<input type="checkbox"/>
<input type="checkbox"/> A <b>vicinity map</b> showing the parcel with adjacent streets within the neighborhood noted on a separate 8 1/2" x 11" page.	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox folder</b> (Planner to send folder invite link through email)	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** The content of the site plan must include the following information.

<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20') and north arrow	<input type="checkbox"/>
<input type="checkbox"/> The legal description of the property	<input type="checkbox"/>
<input type="checkbox"/> Property address and lot size	<input type="checkbox"/>
<input type="checkbox"/> All existing lot boundaries with dimensions and easements of the ownership configuration	<input type="checkbox"/>
<input type="checkbox"/> Show and clearly label all utilities located on the site	<input type="checkbox"/>
<input type="checkbox"/> Location, dimensions and setbacks of all existing and proposed structures and their floor area	<input type="checkbox"/>
<input type="checkbox"/> Location, names and right-of-way widths of all adjacent streets and alleys	<input type="checkbox"/>
<input type="checkbox"/> Name, address and phone number of applicant(s)/owner(s)	<input type="checkbox"/>

The following statement:

Under the provisions of Chapter 7, Article 7, Section 504 of the Code of the City of Colorado Springs 2001 as amended the ownership configuration detailed on this site plan is eligible for the issuance of a building permit to unplatted land. Compliance with all other applicable requirements of the City of Colorado Springs and the Regional Building Department is required. Approval of this request pertains only to the application submitted and does not release the applicant from complying with other requirements.

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Planning & Community Development

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Date