



Building Permit to Unplatted Land Application Requirements

Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	A Site Plan that has all items in the "Plan Contents" section
<input type="checkbox"/>	A vicinity map showing the parcel with adjacent streets within the neighborhood
<input type="checkbox"/>	A legal description of the proposed project
<input type="checkbox"/>	Project Statement

Plan Contents

Overall Page Layout	
Include the information in a legend on the site plan.	
▪	North Arrow
▪	Property Address
▪	Name, address, and phone number of applicant/owner
▪	Legal Description
▪	Indication of standardized scale used both fractional and bar scale (i.e. 1" = 20')
▪	Tax Schedule Number
▪	Zone district
▪	Lot size in square feet
▪	Square footage of existing and proposed structures including house, garage, shed, etc.

Site Plan Components	
▪	All existing lot boundaries with dimensions and easements of the ownership configuration
▪	Show and clearly label all utilities located on the site
▪	Location, dimensions and setbacks of all existing and proposed structures and the floor area
▪	Location, names and right-of-way widths of all adjacent streets and alleys
▪	<p>Include the statement below on the plan: Under the provisions of Chapter 7, Article 7, Section 504 of the Code of the City of Colorado Springs 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 Pikes Peak 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.</p>
_____	_____
Planning and Community Development	Date

Review Criteria

BUILDING PERMIT TO UNPLATTED LAND 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.

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.

____ Click here to enter text. _____

Planning & Community Development

____ Click here to enter text. _____

Date