

CHERRY HILLS VILLAGE

COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

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 and Manual J with supporting documents.
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, trash receptacles and dumpsters, construction trailers, vehicle tracking control, silt fencing, temporary construction fencing, construction material storage and fill or excavated dirt piles.

CHERRY HILLS VILLAGE

COLORADO

9. Pre-application Neighborhood Input Meeting Application requirements completed (required for all new homes, increases in sq. ft. by 50% or more and second-story additions).
10. Two copies of Phase III Drainage Report (required for all new homes and increases in sq. ft. by 50% or more).
11. Three copies of a Stormwater Management Plan and completed Stormwater Construction Permit Application (required for projects disturbing 1 acre or more and/or adjacent to a waterway or water course).
12. Proof of sewer permit or sewer release form.
13. Approval from the Colorado Department of Public Health and Environment for removal of materials.
14. 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 (required for all new homes and increases in sq. ft. by 50% or more).

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 10 Hrs
New Home/Scrape and Rebuild – More than 50% of Existing Sq. Ft.	\$1,200.00 for 8 Hrs
Additions/Scrape and Rebuild – Less than 50% of Existing Sq. Ft.	\$600.00 for 4 Hrs
Remodel with No New Square Footage	\$300.00 for 2 Hrs
Accessory and Recreational Structures	\$300.00 for 2 Hrs
Additional Plan Review	\$150.00 per Hour – Minimum 1 Hr
Engineering Review – Floodplain and Drainage Report Review	\$150.00 per Hour – Minimum 1 Hr
Electrical Review – 400 Amp Services and Greater	\$300.00 for 2 Hrs
Stormwater Construction Permit Review	\$600.00 for 2 Hrs

**All review fees are based on the minimum hours required. Additional time will be charged at the hourly rate for additional plan review.*

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 plus \$57.50
Over \$500,000.00	\$19.50 per \$1,000.00 plus \$632.50
<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

CHERRY HILLS VILLAGE

COLORADO

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

CHERRY HILLS VILLAGE

COLORADO

Marijuana Cultivation in Residential Structures

It is unlawful to grow, cultivate or process Marijuana in any residential structure other than in full compliance with the Colorado Constitution, state statutes and Article XII, Chapter 18 of the City Code. The growing, cultivation and processing, including storage of associated materials and supplies, is limited to a maximum of 150 square feet of enclosed area within a residential structure or accessory structure set back a minimum of 10 feet from the principal residence. Use of high intensity lighting is prohibited unless done in a room constructed with a firewall assembly using Type X drywall. All applicable building, fire and safety codes adopted by the City, including plumbing, electrical and ventilation requirements must be met.

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.
2. 2nd four-month extension: Fee of 50% of the original permit fee.

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. If pre-manufactured trusses are used, a truss layout plan and stamped-engineered truss detail drawings must be submitted at the framing inspection.
2. A height survey in NAVD 88 datum must be submitted prior to framing inspection.
3. A location survey indicating all site improvements and roof overhangs and eaves must be submitted prior to final zoning inspection.
4. 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, 2012 Edition
- International Residential Code for One-and Two-Family Dwellings, 2012 Edition
- International Mechanical Code, 2012 Edition
- International Plumbing Code, 2012 Edition
- International Energy Conservation Code, 2012 Edition
- International Fuel Gas Code, 2012 Edition
- International Fire Code, 2012 Edition
- National Electrical Code, 2014 Edition