



**Boulder
County**

**Boulder County
Community
Planning & Permitting
Publications**

Site Plan Review Waivers

Land Use Department
Courthouse Annex Building
2045 13th Street
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Boulder, CO 80302

Planning Division:
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Site Plan Review Waivers

A **Pre-application Conference** is required prior to submitting each new Site Plan Review Waiver application.

The Site Plan Review Waiver Process

The Site Plan Review (SPR) regulations allow for certain types of minor projects, which are likely to be less impacting, to be waived from the full SPR process that would normally be required to approve their construction. These projects are eligible for an expedited review called the "Site Plan Review Waiver (SPRW)," during which the SPR standards are analyzed in a shorter time frame (approximately 2 weeks).

The following projects are eligible for the Site Plan Review Waiver process:

- Non-Residential accessory structures less than 5,000 square feet in the plains.
- Non-Residential Accessory structures less than 2,000 square feet in the mountainous areas of the county.
- Additions or other residential floor area under 2,000 square feet, which result in a total residential size that is 125% or less of the median residential floor area for the defined neighborhood.
- Earthwork involving less than 500 cubic yards of earthwork.
- Ground-mounted accessory solar arrays, not meeting the provision is 4-516.K.5.e (see Land Use publication [Small Renewable Energy Systems](#)).

A **Site Plan Review** or a **Site Plan Review Waiver** will be required if the cumulative increase in floor area is 1,000 square feet or more over that existing on the parcel as of September 8, 1998 or if the development will result in a total residential floor area greater than 125% of the median residential floor area for the defined neighborhood

Development proposed on properties with conservation easements or within a Natural Landmark or Natural Area (or the associated 250 foot buffer) as described in the Boulder County Comprehensive Plan can not be waived from Site Plan Review.

The Director may impose written terms and conditions (such as a down-lighting requirement, color requirement, and/or a revegetation requirement through the expedited review and determination) on the waiver. If a waiver is not granted, the proposal will require the full Site Plan Review process to examine the impacts more closely, even if granted a waiver, the project is subject to building code requirements and must be issued a building permit.

Residential vs. Non-Residential Floor Area

Residential floor area includes all attached and detached floor area (as defined in Article 18 of the Land Use Code) on a parcel, including principal and accessory structures used or customarily used for residential purposes, such as garages, studies, pool houses, home offices, and workshops. Gazebos and carports up to a total combined size of 400 square feet are exempt. Residential floor area does not include the area of any covered porch. Barns used for agricultural purposed are not considered residential floor area.

Site Plan Review Waiver Fees

A non-refundable fee made payable to **Boulder County Treasurer** must be included with your SPRW application. Please review the Land Use publication **Planning Review Fee Schedule** for the current Site Plan Review Waiver fees applicable to your proposed project.

A Public Notice Sign Deposit (refundable if sign is returned) of \$25.00 is required at time of application.



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Site Plan Review Waiver Checklist

Pre-Application Conference Planner		Date:
Project Name:	Size of Property in Acres:	
Current Owner:		
Property Address/Location:		

Project Information

When you submit your Site Plan Review Waiver application, be sure to include:

- Application Form** - The application form must be signed by the current owner of record.
- Vicinity and Location Maps** - Vicinity and location maps were provided to you during the pre-application conference. They show the project location relative to the entire county, as well as the subject parcel and how to access it from major roads.
- Current Deed** - You will need to submit a copy of the current deed.
- Verification of Legal Building Lot** - Development of any property on which the main or principal use would require a legal building lot will require confirmation of building lot status.
 - Building Lot Determination Letter.
 - Subdivision Exemption Resolution recognizing the building lot.
 - Verification of legal access.
- Fact Sheet** - This form details the proposed square footage of the project and proposed earthwork for staff review.
- Elevation Drawings** - Drawings that show all sides (north, east, south, and west) of the exterior of the buildings side views on 8.5" x 11" or 11" x 17" paper (see attached example).

All Four Elevations Must Show:

 - Existing Grade.
 - Finished Grade.
 - Structure Height Above Existing Grade.
 - Standard Scale ($\frac{1}{8} = 1'$ or $\frac{1}{16} = 1'$).
- Historic Preservation Referral Form** (required for any property with structures 50 years of age or older).
- Letter of verification of a search of the Inventory of Cultural Resources (Archaeological/Historical)** - Contact History Colorado at 303-866-5216 or hc_filesearch@state.co.us. Provide the location of the property by section, township, and range to obtain this letter.

- Site Plan** - Drawing showing the location of the proposed accessory structure, addition, or earthwork on the parcel of land on 8.5" x 11" or 11" x 17" paper.

Basic Elements of the Site Plan Should Include:

- North Arrow.
- Dimensions of Property.
- Name of Project.
- Address.
- Preparation Date.
- Standard Scale.
- Location of proposed improvements and/or structures, including solar photovoltaic arrays.
- Distances from Structures to Property Lines.
- Color Samples and/or Exterior Lighting Plan** including Fixture Cut-sheet(s).
- Other:**

Once you submit these materials to our office, we will send a notice to the immediately adjacent neighbors and allow them seven (7) days to respond with any comments or concerns they might have. Staff will also visit the site so please **stake the proposed location of the proposed improvement on your land within one day** of submitting your application materials. If the Land Use Department does not find any significant concerns associated with your proposal, we will notify you that your proposal has been approved and the waiver granted, and you may proceed with your building permit. If potential significant impacts are found, the full Site Plan Review process will be required.