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# SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

## COMMUNITY DEVELOPMENT SERVICES

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### **Definition**

The Site Development Permit (SDP) is the review process used to ensure that development is in compliance with all applicable codes. A SDP is required for new construction on any vacant site, an addition to an existing building that increases the gross floor area of the building by more than 25% and grading, fill or excavation involving 300 cubic yards or more.

The arrangement of functions, uses and improvements should reflect the natural capabilities and limitations of the site, as well as the characteristics and limitations of the adjacent property or properties.

All SDP's are reviewed to be in compliance with the City of Ouray Municipal Code §7-4.

<http://www.codepublishing.com/co/ouray/>

If a hard copy is desired, contact the Community Development Coordinator at 970-325-7087.

### **Procedure**

A SDP is conducted administratively and approved in writing. The review typically takes from two to six weeks to process; however processing time may be longer depending on the quality and timing of the information submitted with the application.

Note: All SDP applications require a cost-free preapplication conference prior to submittal.

The fee for a SDP submittal is \$200 due at the time of submittal.

### **Submittal Requirements:**

The submittal checklist below identifies elements and information necessary for the City to accept an application at the counter:

- A completed Master Land-Use Application, including all required signatures, (one copy);
- Applicable fees. Checks shall be for the exact amount made out to the "City of Ouray";
- Project submittal requirement checklist, (one copy);
- Preapplication summary, (one copy);
- Written project narrative detailing the proposal, (three copies);
- Site plans, proposed (24"X36"), (three copies);

- Site plans, existing conditions which include Boundary and Topographic information (24"X36"), (three copies);
- Parking plans (24"X36"), (three copies, this may be included on the proposed site plans);
- Site drainage plans (24"X36"), (three copies);
- Landscape and irrigation plans (24"X36"), (three copies);
- Snow storage plans (24"X36"), (three copies, this may be included on the proposed site plans);
- Building elevations, scaled (24"X36"), (three copies);
- Utility plan (24"X36"), (three copies);
- Excavation (grading) plan (24"X36"), (three copies);
- An Engineering Geology Report (EGR) prepared by a registered professional engineer or a qualified geologist (when applicable) (24"X36"), (three copies);
- Soils Engineering Report (when applicable) (24"X36"), (three copies);
- Radiation Survey (when applicable) (24"X36"), (three copies);
- Outdoor lighting plans, including light fixture type and shields if required, (three copies);
- Pdf copies of all documents provided either on a cd or flash drive

**Note:** Failure to provide listed submittal items will result in a project not being accepted or delays, please ensure all items are addressed prior to application submittal. The information on this checklist is not meant to be all-inclusive and additional materials may be required.