

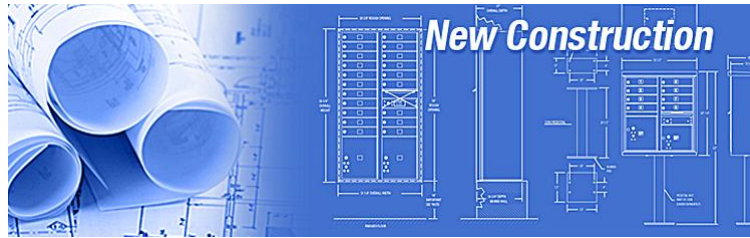


How To Guides: Process Navigation and Timeline Estimation

- **Building and Construction**
 - Addressing (vacant lots or readdressing of lots)
 - Excavation / Right-of-Way (ROW) / Blasting
 - **New Residential Construction/Broad-scale Renovation**
 - **New Commercial Construction/Broad -scale Renovation**
 - Find Zoning, Yard and Bulk Requirements & Uses
- **Land Use Planning**
 - Annexation
 - Encroachment
 - Lot Line Dissolution
 - Planned Unit Development
 - Rezoning
 - Right-of-Way Vacation
 - Sign Permits
 - Special Review Use Requests
 - Subdivision
 - Variance Request Process



Look for this icon for tips about expediting your review process!



Applicant Guide:

New Residential and/or Commercial Construction/Broad Scale-Renovation and How to expedite Your Process as an Applicant

1. Review **Building and Construction** page on the Nederland website: <http://nederlandco.org/building/>
Items a-c below are available for download upon this page.
Documentation / Zoning Compliance Elements Required:
 - a. Download associated **Residential or Commercial/Multi-Family Checklists** which indicate documentation required for completed submittal, even if all items do not apply to your project.
 - b. **Yard and Bulk Requirements** apply to the zoning district in which your property resides and will govern elements such as setbacks, allowed lot coverage (as percentage) and building/structure heights. This document, along with the Nederland Design Criteria, and Address Assignment Request (for vacant, unaddressed property) can be found under the **Other Helpful Information** section.
 - c. **Nederland Design Criteria** applies to environmental zoning considerations such as roof and ground snow load, wind speed and exposure, seismic design category, weathering, and ice shield underlayment for roofing projects. (required.)
2. **Addressing may be required prior to permit submission for vacant lot or if multi-family or multi-tenant units are added to existing building.**
3. **Submission of Building Plans** is considered the **Site Plan Review**, although actual zoning review may be conducted at a later time. **(2 Sets of stamped Plans + PDFs of plans required)**

All documents can be found on the Building and Construction page.



Expedite the process by ensuring plans are in compliance with **New Construction and all zoning requirements**. Plans will be reviewed for complete submission at Site Plan Review. Anticipate review time and submit early when you are able to do so. Consider submitting a “Foundation Only” permit if limited by the weather, followed by complete plans at a later time. **Submissions may be accepted all year.**

Heavy Building Season = May – September

4. **Site Preparation will be necessary in accordance with approved Site Plan and Grading and Drainage Plan. Submission of Excavation/Right of Way (ROW)/Blasting Permit can be applied for and approved during the review process to expedite time.**
5. **Payment of nonrefundable Site Plan Review Fee (\$250) + Engineering/Legal Escrow deposit (\$1000) + Plan Review amount (as determined by project valuation) will be expected at time of permit/plan submission. Escrow Deposit will be applied to Engineering only if no legal Land use process required. Engineering review fee will be deducted from Escrow deposit with remainder returned at close of process.**
6. **Nederland contracts with SAFEbuilt for Plan Review and Inspection Services.** Paper Plans are picked up in Nederland on **Tuesdays and Thursdays with required notification of plans by 4pm of the day prior to pick up days. Anticipate Plan Review for new construction to take 3-4 weeks for residential construction, longer for commercial construction.**
7. **Simultaneously PDF's of plans will be forwarded to the Town's on-call engineering firm to review the submitted site, utility, and grading and drainage plans, along with driveway standards.** Staff Coordination of these reviews and zoning review will help expedite the review process. Any comments from Engineering review will be forwarded to the applicant.
8. **Reviewed plans are redlined with approval stamp from SAFEbuilt, one copy of the stamped plan set will be provided to the applicant, with the other retained for Town record.** Ensure that any review comments are addressed or comply with standards.
9. **Building Permit will be issued when approval for all reviews and payment for permit has been submitted. Building Permit must be posted upon the site for public viewing. (Inspection Line # is listed in the upper middle third of the Building Permit)**
10. **Inspections will be called in periodically by the applicant/General Contractor/contact person.** (An inspection sheet will be provided by the Town to be posted upon the site for signoff.)
11. **Once all inspections are complete applicant can contact the Town about issuance of Certificate of Occupancy (C.O.)** The Planning and Building Technician will ensure all approvals have been made prior to requesting issuance of C.O. (SAFEbuilt only signs off for building and construction, not zoning, site grading and drainage and utilities.)
12. **Planning and Building Technician will request return of remainder of Engineering/Legal escrow from Accounting Department.** Check will be sent to applicant's desired address when payments are sent by the Accounting Department.

Applicant can contact Planning and Building Representative Cynthia Bakke with questions and/or to schedule a Site Plan Review, if ready for submission of construction materials.

cynthiab@nederlandco.org email preferred, or alternately 303-258-3266 ext 22.