



**TOWN OF DE BEQUE**  
**Building Setback & Zoning Clearance Application**

**Important - Please Read the Following Information Carefully**

In accordance with Section 14.01.140: Building Permits of the De Beque Municipal Code, any site preparation, new construction, or major remodel requires building setback and zoning clearance approval by the town. A Development Improvement Agreement with financial guarantee may be required for any public improvements required as part of this application. In addition to building setback and

zoning clearance approval, applicants must obtain a building permit from Mesa County, who is responsible for administering De Beque’s building code. Approval of a building setback and zoning clearance application is required prior to the issuance of a building permit by Mesa County.

*It is the applicant’s responsibility to obtain, read, and understand all the relevant sections of the De Beque Municipal Code (“Code”) applicable to this procedure. Please keep in mind that more than one section of the Code may apply to your application. These regulations are available through the Town of De Beque municipal offices or website: <https://townofdebeque.colorado.gov/>.*

*If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit **all** the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees, including Use Tax, must be paid in full at the time of application. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.*

**Mark “N/A” for items that are not relevant to your project.**

**OWNER/APPLICANT**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**AGENT OR REPRESENTATIVE (Authorization Required)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY INFORMATION**

Physical/Street Address: \_\_\_\_\_

Property Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

Mesa County Assessor’s Parcel Number (refer to Mesa County Assessor’s website): \_\_\_\_\_

Acreage or Square Footage of Property: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Present Use of the Property:  
\_\_\_\_\_

Proposed Use of Property:  
\_\_\_\_\_

Proposed Building Height: \_\_\_\_\_ Square Footage of Proposed Building: \_\_\_\_\_

Lot Coverage (coverage of all existing and proposed structures on the property): \_\_\_\_\_

Brief Description of Project:

**PROPERTY OWNER(S) IF DIFFERENT FROM APPLICANT:**

Please provide the name and contact information for any property owners, other than the applicant. Attach additional sheets if necessary.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

A Building Setback and Zoning Clearance application shall include the following items:

**Site Plan:** Submittal of two (2) copies of a Site Plan, drawn to scale and prepared in accordance with Section 14.07.030: Drawing and Report Requirements, that include:

- The section, township, and range of the subject property.
- The name, address, and telephone number of the property owner and applicant (if different from the property owner).
- The name, address, and telephone number of the person or firm that prepared the map and the date of preparation.
- A north arrow and scale which shall be one-inch equals fifty feet (1" = 50').
- The title of the map located at the top of the map and in a title block in the lower right corner which shall also indicate the type of application.
- The actual dimensions of the lot to be built upon.
- The location of all existing and proposed buildings, utilities, and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments.
- The location and number of parking spaces for off-street parking and loading areas and the finished surface material of the parking areas (e.g., gravel, asphalt).
- A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.
- The location of service and refuse collection areas.
- The location of all signs indicating the size, shape, and height of each sign.
- The area and location of open space and recreation areas.
- The location and type of outdoor lighting.
- The location of existing and proposed fences, landscaping features, and other methods of visual screening. The proposed landscaping plan shall indicate the method of maintenance of the landscaping as well as a list of type, size, and quantity of plant materials and the general location of the landscaping.
- The estimated date of completion of the proposed improvements.
- Adjacent streets and rights-of-way and street improvements.

- Building Elevations (if required):** Submittal of building elevations and other information to demonstrate compliance with the Town of De Beque's Architectural Standards set forth in Chapter 14.08 of the town's Municipal Code.
- Landscape Plan (if required):** Submittal of a Final Landscape Plan, prepared in accordance with Section 14.08.130: Submittal Standards for Landscape Plans, that demonstrates compliance with the Town of De Beque's Landscape Standards set forth in Chapter 14.08 of the town's Municipal Code.
- Lighting Plan (if required):** Submittal of a Lighting Plan, prepared in accordance with Section 14.08.230 Submittal Requirements, that demonstrates compliance with the Town of De Beque's Lighting Standards set forth in Chapter 14.08 of the town's Municipal Code.
- Development Improvements Agreement (if required):** Required for the installation or construction of public improvements, such as street paving, curbs, gutters, sidewalks, drainage facilities, and/or other similar improvements.
- Authorization Letter (if required):** Submittal of a letter signed by all owner(s) of the property, if the owner(s) intends to have a representative complete the application and its processing.
- Payment for Building Setback & Zoning Clearance Application Fee (\$25.00)**
- Payment of Use Tax, Water and/or Sewer Tap Fee (if required)**

**All information set forth above is true and accurate to the best of my information, knowledge, and belief.**

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Applicant Signature (if applicable): \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For Town Use Only**

**Application Checklist**

- Site Plan
- Building Elevations (if required)
- Landscape Plan (if required)
- Lighting Plan (if required)
- Development Improvements Agreement (if required)
- Authorization Letter (if required)
- Payment of Application Fee (\$25.00)
- Payment of Use Tax, Water and/or Sewer Tap Fee (if required)

Application Received By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application Deemed Complete By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Building Setback & Zoning Compliance Approved By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_