

# Clear Creek County Development Guide



- Building a new home?
- An addition to a new home?
- An accessory structure?
- Commercial Development?

This guide is a quick start to development in unincorporated Clear Creek County. It is meant to give you a general overview of the different types of land use and permitting processes involved with developing a property.

## Development Process in a nutshell

There are 2 main components to development Review:

1. Entitlements
2. Permitting

## Entitlements

Entitlement in this context means uses and development rights allowed per the **zoning designation** of your property. Each property in Clear Creek County has a specific zoning designation that dictates the uses allowed, as well as area and setback restrictions. Land in Clear Creek County (as well as most jurisdictions) utilizes zoning designations to plan for development and create a level of predictability as to the types of uses allowed in a given area. Therefore, the first step in any development process is to understand if you are entitled to perform the uses that you wish to on your property. The Planning Department can assist you in answering this question. If the intended uses for your property are not allowed, do not meet area restrictions per zoning designation, and/or need additional public review based on scope and impacts of the project, then you may need to request these entitlements through a specific land use process. This may include processes such as a rezoning, special use, development review, or variance request. Depending on the land use process requested, this process may be administrative or a public. Public process requests are usually decided by either the Board of County Commissioners with recommendation from Planning Staff and the Planning Commission, or by the Board of Adjustment, through 1 or more public hearings. If the uses that you wish to perform on the property are allowed per zoning district, or you received the necessary entitlements through a land use process, then you can move on to the permitting stage. Processing time for gaining entitlements can range from a few weeks to around 1 year depending on the type and nature of the request.



## **Permitting**

Each type of development may require different permit(s). This may also include State and/or Federal Permits. For instance a typical development on vacant property will require a driveway permit, defensible space permit, building permit, electrical permit, and usually a septic permit and well permit (State). However, depending on the proposed development and location of the development, additional permits may be required, such as; a floodplain permit and a 404 permits (wetland development). Conversely, there may be instances where few to no permits are required; this may include interior remodels and mechanical permits, or structures with uses or square footages that are below the threshold to require a permit. To help you navigate your way through the permitting process we have established permitting packets for each type of development that will guide you step by step through the process. Additionally, we have a Staff who is available to help assist you through this process.

## **Community Development Division**

The Community Development Division coordinates review efforts of the overall development process, and includes the Building, Planning, Environmental Health, and Site Development Departments. Each Department oversees an integral part of the overall development process.

### **Planning Department**

The Planning Department is responsible for administering the zoning and subdivision regulations. This department is generally your first stop to understanding your entitlements on your property. They can answer questions about uses allowed on your property as well as setback and height requirements. The Planning Department will also facilitate and guide you through any entitlement process that you may need prior to permitting.

### **Site Development**

The Site Development Administrator coordinates with the County Engineer and Building Inspectors in the review of site design/excavation plans, driveway plans, floodplain, defensible space permits, and best management practices (BMPs) for erosion control and storm water both during and after construction.

### **Environmental Health Department**

The Environmental Health Department regulates permitting for all On-Site Wastewater Treatment Systems (OWTS) that generate less than 2,000 gallons per day.



## Building Department

The services provided by the Building Department are aimed at protecting the public's safety by regulating the design, construction, materials, use and occupancy, and maintenance of buildings and structures within the unincorporated areas of Clear Creek County.

## Other Outside Agencies

Some developments may require permitting through other outside agencies, including State and Federal Agencies. Some common outside permits for a development include well permits and electrical permits; which are permitted through state agencies. Additionally, while many areas of the County are served by individual private wells and OWTS, there are some public districts and private corporations which provide water and sanitation services. Furthermore, your property may be associated with a homeowner or property owners association, and they may have additional restrictions or regulations.

## Next Steps

We are glad that you are considering Clear Creek County for your home or business! We hope this information has been helpful in providing you a general understanding of how the Development process works in our County. Please contact us if you wish to move forward with development.

## Additional Resources

There are a number of helpful resources on the Clear Creek County official website and Community Development page that will assist you in making your development plans a reality. We look forward to working with you!

**Clear Creek County website link:**

[www.clearcreekcounty.us](http://www.clearcreekcounty.us)

**Clear Creek County Community Development website link:**

<https://www.clearcreekcounty.us/1134/Community-Development>

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