

# Guide to Building Envelope Adjustments

## INTRODUCTION

The Douglas County Department of Community Development (DCD) is committed to providing open, transparent application processes to the public. This Guide is provided to assist anyone interested in the procedures and expectations involved in adjusting a building envelope through an administrative review process. The information in this packet is a summary of Article 7A, Section 707A of the Douglas County Subdivision Resolution (DCSR).

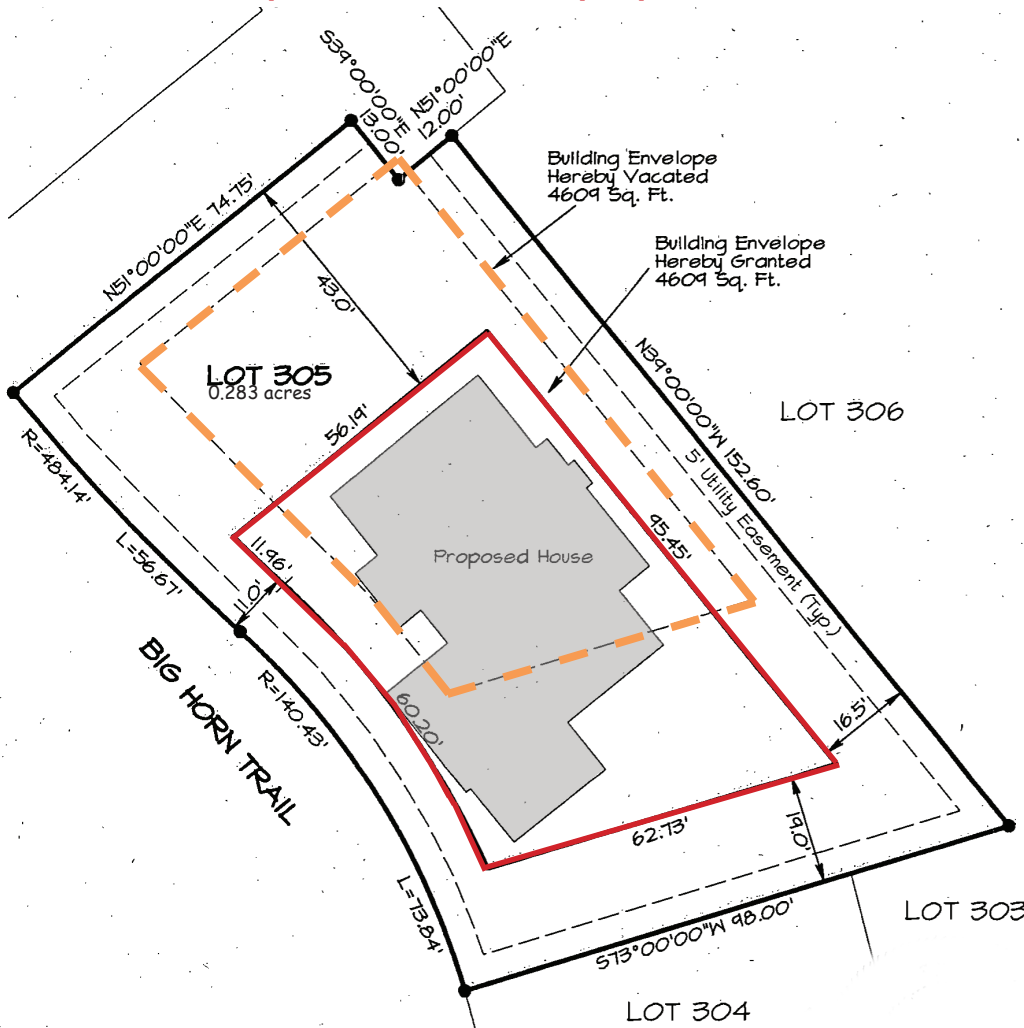
## WHAT IS A BUILDING ENVELOPE ADJUSTMENT?

A building envelope adjustment is a change to the surveyed envelope within a lot of an existing platted area. This type of replat does not affect the boundary of the lot and may be processed administratively.

## WHEN IS A BUILDING ENVELOPE ADJUSTMENT NECESSARY?

The building envelope adjustment process is necessary for anyone proposing to adjust the location or configuration of a building envelope located on their lot. A building envelope is a defined portion of a lot where building construction will be permitted, or other activities as described on the plat. Building envelopes are placed on certain lots and plats for a reason, such as to protect the natural terrain, drainage, riparian areas, and vegetation.

**Orange dotted line indicates the original building envelope and the red line indicates the new building envelope to include the proposed house.**



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# Steps 1-4 of the Building Envelope Adjustment Process

## Presubmittal Review

STEP

1

### COUNTY STAFF'S GOAL FOR COMPLETION: 3 DAYS

The presubmittal review is the initial review of a proposal to identify potentially significant issues and submittal requirements. While Planning Services staff strives to identify critical issues at presubmittal, additional issues may be identified during the formal application review and referral process.

A streamlined presubmittal review process is available for an administrative building envelope adjustment. The applicant may drop-off, mail-in, or e-mail the required presubmittal materials and the proposal will be discussed among staff once received. Written comments from the presubmittal review are typically provided to the applicant within two days. Presubmittal comments are valid for one year from the date of the presubmittal review.

## Submittal

### COUNTY STAFF'S GOAL FOR COMPLETION: 2 DAYS

Following the presubmittal review, the applicant may submit a formal application to Planning Services. A planning technician reviews the application submittal to ensure that all required items have been included. Once all materials are provided, a planner is assigned to the project.

#### Submittal Checklist (summarized from Section 707A.01 of the DCSR)

- Presubmittal review
- Completed Land Use Application form
- Written narrative describing the request and purpose of the original building envelope configuration and how the new configuration will meet those concerns
- Application fee
- Copy of a title policy or commitment
- Notarized letter from the landowner authorizing a representative to process the application, if applicable
- Building envelope adjustment exhibit
- Vicinity map of project and surrounding areas
- Notification of abutting landowners, either signed acknowledgement or proof of certified mail with return receipt requested

STEP

2

On an 8.5" x 11" sheet of paper, the exhibit (see example on page 4) should include:

- Title centered across the top of the page to reflect the request, such as "Building Envelope Adjustment Exhibit," followed by a legal description of the property (recorded lot number and subdivision name), section, township, range of the property, and Douglas County, Colorado
- Certified boundary survey of the lot prepared by a professional land surveyor, showing the existing and proposed building envelope configuration, with distances and bearings
- North arrow
- Written and graphic scale
- A 1.5" top margin, 1" side and bottom margin
- Preparation date and dates of revisions, if applicable
- Building envelope lines to be removed should be shown in dashed lines or with a note and arrow pointing to the line to be vacated stating, "Building Envelope Hereby Vacated" (see #1 on page 4)
- Revised building envelope should be shown in bold lines with a note and arrow pointing to the lines to be granted stating, "Building Envelope Hereby Granted" (see #2 on page 4)
- Lot number and acreage should be shown on the lot in bold print (see #3 on page 4)

## Pre-Referral Review

STEP

3

### COUNTY STAFF'S GOAL FOR COMPLETION: 5 DAYS

Planning Services and Public Works Engineering staff perform a completeness review to identify any additional information that may be required and comments on any obvious conflicts.

The planner reviews the submittal to ensure compliance with Douglas County's Comprehensive Master Plan, DCSR, and Douglas County Zoning Resolution (DCZR). If applicable, the planner reviews the request in accordance with any Planned Development (PD) requirements and verifies that PD commitments are satisfactorily addressed.

STEP

4

## Applicant Revision

### APPLICANT'S AVERAGE: 5 DAYS

The applicant reviews the pre-referral letter provided by staff and updates the exhibit. It is the applicant's responsibility to provide any additional exhibits, plans, studies or fees requested by staff in order to proceed with the referral. A prompt resubmittal addressing all staff comments will help achieve a speedy process.

# Steps 5-10 of the Building Envelope Adjustment Process

## Prepare the Approval Certificate

### COUNTY STAFF'S GOAL FOR COMPLETION: 5 DAYS

Staff prepares the Approval Certificate for requests shown on an 8.5" x 11" exhibit.

STEP

5

## Referral Period and Courtesy Notification

### REFERRAL PERIOD: 14 DAYS

The planner prepares a Referral Response Request form and includes it with the Approval Certificate, vicinity map, and exhibit, and distributes the referral packets to necessary referral agencies. The referral period provides an opportunity for various agencies and other County departments to comment on the application.

The planner forwards referral comments to the applicant as they are received so the applicant can immediately begin addressing comments directly with the referral agencies. The planner assists in facilitating meetings or discussions between the applicant and referral agencies, as necessary.

STEP

6

## Post Referral Review

### COUNTY STAFF'S GOAL FOR COMPLETION: 5 DAYS

The planner ensures all referral responses have been forwarded to the applicant. Following the referral period, the planner provides a post-referral letter to the applicant summarizing any outstanding comments from Planning Services staff and referral agencies that the applicant must address. The applicant may meet with the planner and referral agencies to discuss any comments or questions.

If there are no outstanding issues to address, the planner will send the complete Approval Certificate to the applicant to obtain all necessary signatures.

STEP

7

## Applicant Revision and Response

### APPLICANT'S AVERAGE: 23 DAYS

The applicant reviews the post-referral letter provided by staff and makes all necessary revisions to the plan exhibit. The applicant addresses the comments of all referral agencies by identifying, in writing, the extent to which the project has been revised in response to the comments.

If there are no outstanding issues or comments to address, the applicant will obtain and submit the completed Approval Certificate with original, notarized signatures to Planning Services for approval. There is no recording fee for the 8.5" x 11" Certificate with exhibit and vicinity map.

STEP

8

## Approval

### COUNTY STAFF'S GOAL FOR COMPLETION: 3 DAYS

The planner reviews the fully signed Certificate to ensure all necessary signatures are provided. Once verified, the planner presents the request and Certificate to the Director of Community Development for approval.

STEP

9

## Recordation

### COUNTY STAFF'S GOAL FOR COMPLETION: 3 DAYS

The planner will record the approved Certificate at the Clerk and Recorder's Office.

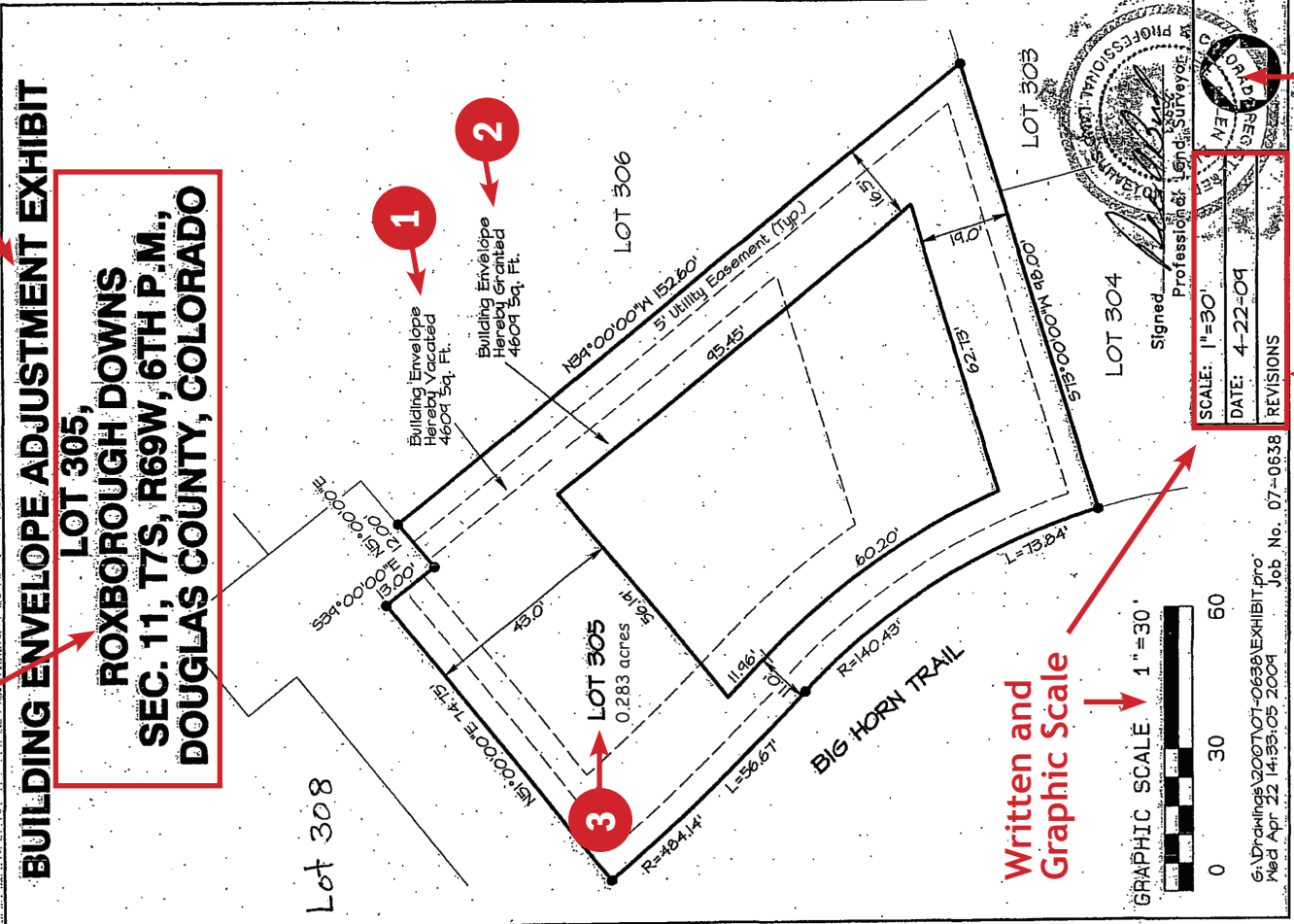
A copy of the recorded Certificate will be provided to the applicant.

STEP

10

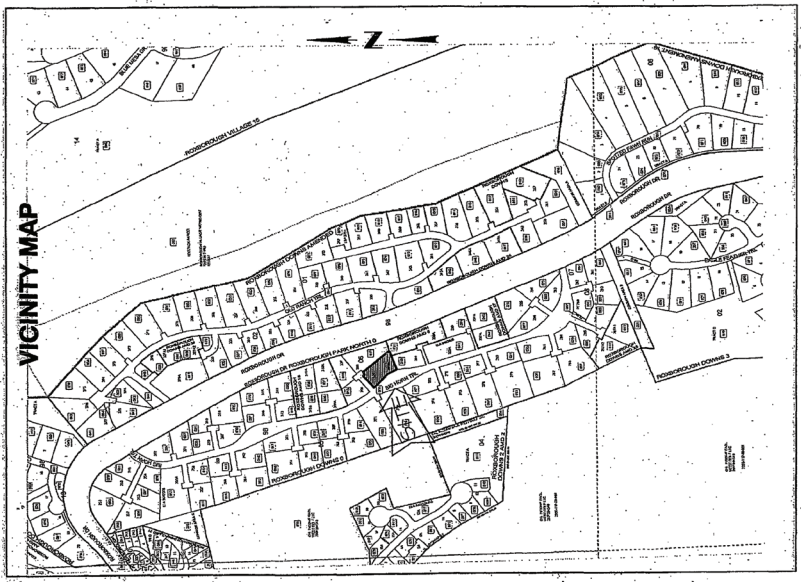
# Sample Building Envelope Exhibit - 8.5" x 11"

Minimum Margins 1.5" 1"



North Arrow  
Preparation Information

Written and Graphic Scale  
GRAPHIC SCALE 1" = 30'  
0 30 60



- 1 - Building envelope lines to be removed should be shown in dashed lines or screened print with a note and arrow pointing to the line to be vacated stating, "Building Envelope Hereby Vacated"
- 2 - Revised building envelope should be shown in bold lines with a note and arrow pointing to the lines to be granted stating, "Building Envelope Hereby Granted"
- 3 - Lot number and acreage should be shown on the lot in bold print

Minimum Margins 1"

## BUILDING ENVELOPE FEES

Administrative Replat Building Envelope Ajustment	\$260
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Make checks payable to Douglas County  
Depending on the project, additional fees may apply