



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
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File Number: _____

BUILDING PERMIT SUBMITTAL CHECKLIST FOR ZONING COMPLIANCE

The following checklist of items is required for all Building Permits in the Town of Eagle. A checked box (☑) means the item is required for the application. The applicant bears the burden of demonstrating compliance with application requirements. The Town requests one electronic copy of all submittal items.

Zone District

To determine applicable zone district standards for the property, please verify zoning through the Town of Eagle Zoning Map ([LINK](#)). If the property is located within a Planned Unit Development (PUD), many zoning and development standards can be found through the PUD Guide, which is available on the Town's website: [Planned Unit Development \(PUD\) Guides | Town of Eagle, CO - Official Website](#). Please contact planning@townofeagle.org with any questions about the specific requirements of this checklist.

What do you need for a Building Permit to be deemed complete?

New Builds

1. ☐ Site plan at a scale of no less than 1"=20' that includes/indicates the following:
 - A. ☐ Title, Date, North Arrow, Property boundaries, streets
 - B. ☐ Setbacks or the platted building envelope
 - C. ☐ All easements on the property
 - D. ☐ Proposed building and paved area footprints
 - E. ☐ Identifying square footages and percentages of pervious vs impervious surfaces
 - i. Tool for calculating impervious lot coverage.
 - F. ☐ Proposed access improvements
 - G. ☐ Proposed parking plan with dimensions and locations of proposed spaces
2. ☐ Elevations
 - A. ☐ Indicate building height
 - B. ☐ Indicate proposed exterior materials and colors
3. ☐ Landscape plan, drawn at same scale as site plan
 - A. ☐ Property lines and dimensions
 - B. ☐ Existing and finished grade
 - C. ☐ North arrow and both graphic and written scales
 - D. ☐ Name of applicant and landscape consultant, if any
 - E. ☐ Legend indicating all proposed plant materials with common and botanical names with indication of drought tolerant plants, sizes, maximum spacing, caliper sizes and quantities
 - F. ☐ Location of plant material, other landscape features, ground surfaces and materials by type, and buildings and paved areas
 - G. ☐ Identification of existing mature vegetation to remain on property
 - H. ☐ Snow storage areas

4. ☐ Topographic Survey
 - A. ☐ Property Legal Name, and reference to the subdivision plat
 - B. ☐ Property corners with respective property Lines
 - C. ☐ Adjacent property names
 - D. ☐ North arrow and scale at a level for sufficient detail of the property
 - E. ☐ Easements
 - F. ☐ Existing site features
 - G. ☐ Topography with 1' contours
 - i. ☐ Datum of the topography listed. [Required to be consistent with the current FEMA floodplain mapping, North American Vertical Datum of 1988 (NAVD 88)]
 - H. ☐ FEMA flood zones if applicable.
 - I. ☐ Existing access points if any
 - J. ☐ Name of adjacent street or other applicable rights-of-way.
5. ☐ Grading and Utility Plan (the following requirements must be shown on separate grading and utility plans, unless provided on the site plan)
 - A. ☐ Property lines and dimensions
 - B. ☐ Existing and finished grade
 - C. ☐ North arrow and scales
 - D. ☐ Existing and finished grade contours
 - E. ☐ Proposed walls
 - F. ☐ Any proposed and existing drainage facilities (pipes, swales, or inlets)
 - G. ☐ Approximate location of existing utilities
 - H. ☐ Sewer Service: alignment, size, material, and connection point to main (if existing stub locations are not indicated.
 - I. ☐ Water Service: alignment, size, material, and connection point to main (if existing stub locations are not indicated.
 - J. ☐ Electric service alignment
 - K. ☐ Communication (cable and/or telephone and/or fiber) service alignment
 - L. ☐ Gas service alignment (if applicable)
6. ☐ Lighting plan showing exterior lighting (including lumens per square foot at ground level and light fixture specifications)
7. ☐ If including an accessory apartment, please demonstrate conformance to ADU standards (reference provided below)
8. ☐ Copy of Subdivision plat
9. Addressing- provide either the existing or proposed address for the building that conforms to Eagle County's addressing standards

Renovations/Expansion

1. ☐ Site Plan (ILC survey is an acceptable option for site plan) depicting existing footprints, setbacks and easements
2. ☐ Elevations (for changes in height or additions)
3. ☐ Parking Plan (can be included on site plan)
4. ☐ Exterior Design (for additions only – materials, colors, etc.)

Applicable Code standards can be accessed through this [LINK](#). A review for conformance with the Code will be done at the time of building permit application. For applications that fall within a PUD, the Town's Code applies to any standards that are not covered by the PUD Guide.

- Verify use is permitted (4.09.030)

- ADU standards (4.09.100.D)
- Zoning – verify dimensional standards such as setbacks, lot coverage, building height, lot area, density.
 - Chapter 4.03 Residential Districts
 - Chapter 4.04 Mixed-Use Districts
 - Chapter 4.05 Commercial and Industrial Districts
 - Chapter 4.06 Public and Civic Districts
 - Chapter 4.07 Rural and Agricultural Districts
- Site Layout and Structure Design Standards (Chapter 4.10)
- Landscape, Screening, Fencing standards (Chapter 4.11) – A landscape plan is required for all new building permits processed under the 2023 Land Use and Development Code (LUDC).
- Access and Parking standards (Chapter 4.12) – for all new uses and construction. Verify parking minimums, site access, and parking plan required for all new construction except single family homes and duplexes.
- Outdoor lighting standards (Chapter 4.13)
- Sustainability, Resilience and Hazard (Chapter 4.14) – on a case-by-case basis
- Subdivision Design and Improvement Standards (Chapter 4.15)