



City of Victor
 500 Victor Avenue
 Victor, CO 80860
 719-689-2284
 cityofvictor.com

**NEW CONSTRUCTION
 ADDITION OF SQ. FT. IN EXCESS OF 25% OF BUILDING
 DRAINAGE PERMIT
 CHECKLIST**

Only **complete** applications will be accepted. Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
		Pre-application meeting with City Staff held on:
		Zoning Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Written statement generally describing the proposed construction, use of the building, size of the addition or plan for earth moving and drainage
		Fees
		Application Fee (Non-Refundable) : See Fee and Fine Schedule
		Recording Fees: TBD
		Development Plan, if Applicable: Provide 3 copies
		Site Plan (max. 24"X36") (includes parcel boundaries, location of existing and proposed improvements, setbacks and other details per City of Victor Development Plan Manual)
		Survey stamped by a Colorado licensed surveyor
		Parking Plan
		Utility and Grading Plan
		Landscape Plan
		Architectural Building Elevations, if applicable
		Lighting Plan, if applicable
		Historical Characteristics, if applicable
		Vicinity Map
		Other details per City of Victor Development Plan Manual
		Other Documents: Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City staff
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Public Hearing