



**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.

<b>Applicant</b>	<b>City</b>	<b>Checklist Items</b> (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
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		<b>Pre-application</b> meeting with City Staff held on:
		<b>Zoning Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Written statement</b> generally describing the proposed construction, use of the building, size of the addition or plan for earth moving and drainage
		<b>Fees</b>
		Application Fee ( <b>Non-Refundable</b> ) : See Fee and Fine Schedule
		Recording Fees: TBD
		<b>Development Plan, if Applicable:</b> 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
		<b>Other Documents:</b> Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City staff
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Public Hearing</li> </ul>