



551 Hot Springs Boulevard  
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## *Residential Development Standards and Allowable Uses*

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**Thank you for submitting your building permit application for your residential project.**

The Planning Department will be reviewing your proposed project to ensure the below listed items are contained within your plan set. After receiving the owner's signature on this document and confirming the below items are provided in your plans and that they comply with the Development Code, we will issue our approval to the Building Department to your building permit after all other approvals have been received. The below Land Use Development Code requirements will also be confirmed at the Final Inspection by the Planning Department. Failure to comply with these provisions will result in the delay or denial of issuing your Certificate of Occupancy.

### **1) DRIVEWAY:**

Your driveway connection to the Town's public Right of Way shall be approved by the Town's Public Works Department. They may be reached at 970-264-4151 x401. A minimum of two on-site parking spaces measuring 9'x18' minimum per vehicle shall be provided. Reserved on street parking is not permitted.

### **2) SITE DRAINAGE:**

All on site drainage shall be directed to Town approved drainage facilities (road side ditches or storm drains or other Town approved facility). Drainage shall not be directed to neighboring properties. Roof drainage and snow shedding shall not be directed onto neighboring properties. Metal roofs may require snow anchors and gutters to prevent impacts to neighboring properties.

### **3) REVEGETATION:**

Revegetation of all disturbed areas is required.

### **4) SETBACKS:**

All structures require a setback from the property line. All zone districts have specific setback distances. These distances are the responsibility of the property owner to confirm. Roof eaves may not be closer than 5 feet from any property line. PLEASE NOTE: If your property pins are not in place, you will need to hire a licensed surveyor to provide property line stakes, property pins and/or an Improvement Location Certificate.

### **5) EXTERIOR LIGHTING:**

All New and Existing Exterior Lighting is required to be in compliance with Town's exterior lighting code, LUDC section 6.11. In essence: The light source (bulb, LED board, reflective surface, lens, ect..) shall be completely shielded to ensure the light source is completely concealed from visibility from the property line. It is highly recommended that the applicant provides details of the desired exterior lighting fixture for the Planning Department's review and comments prior to purchase and installation. **Non-complying lighting will prevent the Town from issuing a Certificate of Occupancy until corrected.** See attached

illustration of light fixtures, however, please note that some properties are set at higher elevations that may dictate additional shielding considerations to prevent visibility of light from neighboring properties.

#### **6) SHORT TERM / VACATION RENTALS**

Short-term and vacation rentals (Air BnB and VRBO for example) is NOT an allowable use by right. If you are intending to offer you property for these types of business operations, then you must submit a Conditional Use Permit (CUP) application for the Planning Commission to consider approving such use at a public hearing. Please request this application packet from the Planning Department as soon as possible, as this process can take 1-2 months before the Planning Commission can provide a decision on your application. If approved, A State Sales Tax license, Town Business License and Lodging Tax License are required. CUP's must be kept in good standing are NOT transferable to a future property owner.

#### **7) OTHER BUSINESS USES**

The Town allows limited types of home-based businesses, all of which require the business owner to live on the premise. If you intend to operate or conduct any type of business from this property, contact the Planning Department to ensure it is an allowable Home Occupation Business.

**8) ACCESSORY DWELLING UNITS** (separate living quarters, mother-in-law apartment, granny flat) ADU's are allowed in most residential zone districts, HOWEVER, they do require a building permit and Planning Department review. Please contact us if you are considering including an ADU.

#### **9) PROPERTY OWNER SIGNATURE**

The Property Owners Signature on this Document is required for verification that as the property owner(s), you understand the above listed Code Requirements and that failure to comply with these provisions may delay or prevent the issuance of your Certificate of Occupancy. As the property owner(s), it is your responsibility to convey all appropriate information to your contactor(s). Also, as the Property owner, you are responsible to comply with your subdivision's Codes, Covenants and Restrictions (CC&R's) separate from the Town's permit approval.

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Property Owner(s) Printed Name(s)

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Property Owner(s) Signature(s)

Date: \_\_\_\_\_

Please return this signed document to the Planning Department and contact us with any questions regarding the above code requirements.

*Sincerely,*

*James Dickhoff, AICP*  
*Planning Department Director*  
*970-264-4151 x225*  
*jdickhoff@pagosasprings.co.gov*

*Cindy Schultz*  
*Associate Planner*  
*970-264-4151 x221*  
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See Attachment: Exterior Lighting Fixture Information Sheet

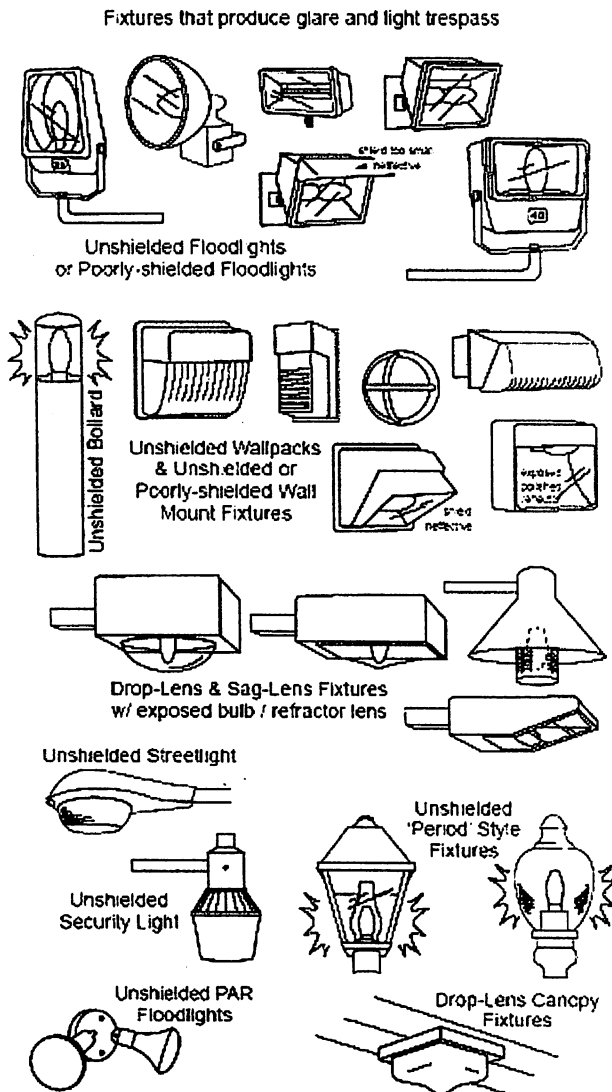
# Exterior Lighting Fixture Information Sheet

The Following Diagram provides a general overview of fixtures that are not compliant with the Town of Pagosa Springs Exterior Lighting Code (Unacceptable Fixtures) and fixtures that may achieve compliance (Acceptable Fixtures) depending on your specific site conditions and where the light is installed.

The Planning Department is available to provide comments on your proposed fixtures prior to purchase, HOWEVER, PLEASE NOTE that Compliance cannot be determined until the fixture is installed and operational.

Non-complying fixtures will prevent the issuance of a Certificate of Occupancy.

## Examples of Unacceptable Fixtures



## Examples of Acceptable Fixtures

