



Zoning Advisory

Zoning Permit Handbook

Building and Zoning permits help determine if the project is in compliance with building safety codes, and other land use guidelines.

How to Use This Guide

This guide provides important information used in approving your permits. It is not a comprehensive permit application. You may be asked for additional information or to modify your plans when you apply. Most of the questions pertain to zoning requirements but may also include questions about your design as some areas require a design review. If the property is located in a Denver Landmark District, the Cherry Creek District, the Central Business District or other districts with a Design Review requirement, it must be approved prior to approval from Zoning Permitting. Most of your work needs to be permitted, including separate permits from zoning and building departments.

There are three classifications of reviews conducted by Zoning Permitting. These processes are: Development Review, Walk-Thru Counter Permits, and Project Log-ins. The Walk-Thru Permit review service was established and is intended mainly for simple, less complex projects. The procedure enables applicants to obtain approval by visiting with the counter staff between 7:30 am and 4:00 pm, Monday through Friday, except on Wednesday, 8:30 to 4:00 pm.

NOTE: No more than two projects can be reviewed per visit.

The ultimate determination is up to the Zoning Personnel or the Log-in plans review technician.

Types of Reviews and Permit Intake:

Not all projects need the same type or amount of review. Smaller, simpler projects require less scrutiny, while larger, more complex projects must go through our entire plan review process.

1. Walk-Thru Counter Permits – Permits for some Uses or other type of smaller projects and additions can be obtained over-the-counter.
2. Log-In Permits – These types of permits are for more complex projects and need to be logged-in for a full review.
3. Development Review Projects – Projects with the potential to impact the environment, that have significant structural requirements or that have other complexities such as Design Review or Landmark Review fall into this category, including Planned Unit Developments (PUD), Planned Building Groups (PBG), or Planned Developments (PD).

Walk-Through Counter Permits:

Permits obtained as a Walk-Through or Over-the-Counter:

The following permit application types can be reviewed and approved as a Walk-through/Over-the-Counter (**Note: Not all review types are listed**)

- Use Permits (no change in parking requirements);
- Change of Use (Change of Ownership only);
- Temporary Uses: The following are examples of temporary uses (**Note: Not all temporary uses are listed**):
 - Special Event;
 - Special Event Parking;
 - Temporary building/yard for construction materials;
 - Temporary Construction/demolition-related fence;
 - Office & Batching Plant; and
 - Other temporary uses
- Home Occupation Permits;
- Special Event Parking Permits (renewals only);
- Fences;
- Sheds;
- Small Commercial and Multiple Unit Dwelling (3 + units) additions without major changes/development;
- Solar Panels;
- Air conditioning systems;
- One (1) or two (2) family residential accessory structures;
- Telecommunication facilities (building mounted only);
- Sign permit, some may be subject to special review and must be logged-in ;
- Zone lot amendment with no existing structures (larger zone lot amendments may only be approved through the Board of Adjustments - Zoning)

Log-In Permits:

The following review types are required to be logged-in for a full review. Some proposed additions/uses may require a field inspection and verification of existing conditions (**Note: Not all review types are listed**).

Use Permits:

- The following are examples of non-temporary uses (**Note: not all non-temporary uses are listed**)
 - Change or expansion of uses requiring additional parking or site improvements;
 - Change of use subject to spacing requirements {liquor store, cabaret, etc.};
 - Use permitted with distance requirements (" D" in use table);
 - Expansion of non-conforming use (in existing structure);
 - Special Home Occupation Permits;
 - Conditional use (both Commercial/Industrial uses);
 - Use by Special Review;
 - Establish non-conforming use;
 - Changes to any existing non-conforming use;
 - Accessory Use (requirements may vary widely by use & zone district);
 - Residential Care Facility;
 - New stand-alone parking lot;
 - Mobile Food Vendors;
- Special Event Parking (initial review);
- One (I) or two (2) family residential;
- Multi-family residential ;
- Mixed-use;
- One (I) or two (2) family residential accessory structure (Garages, Gazebos, Play-house, etc...)
- Any new construction/addition or renovation in a landmark district ;
- Any new construction /addition or renovation in a design review district;
- Parking lot landscaping;
- PUD's, PD' s, PBG's, Subdivisions, Mixed-Use Developments;
- Major site plan and Redline amendments;
- Zone Lot amendments with/without existing structures;

Administrative Reviews:

- Non-conforming Uses;
- Business Structure Use Exceptions;
- Keeping of Animals;
- Outdoor Recreational Facilities;
- Retail Uses in Industrial Zone Districts;
- 2nd Kitchens in a single unit dwelling;
- Seasonal Sales
- Over-height fences;
- Zone lot amendment in a landmark district or with landmark structures;
- Recreational Vehicles over twenty-two (22) feet in length;
- Air Conditioning setback encroachment;
- Small car spaces request ;
- Administrative exceptions/special permits [59-38(a)(12)J ;
- Parking reduction in mixed-use (0-25%);
- Parking reduction in mixed-use (26-50%);
- Tandem parking in mixed-use.

Development Review Projects:

These types of reviews are for the more complex, larger developments that require a higher degree of scrutiny...

Design Review:

- Any new construction in a landmark district;
- Any new construction in a design review district;
- Any addition/alteration to the exterior of a landmark structure or in a landmark district;
- Any addition/alteration to the exterior of a structure in a design review district.

Site Plan Review:

- Parking lot landscaping;
- Industrial zone site plan;
- PUD site plan;
- Subdivision;
- Planned Development (Land Area 10,000+);
- Mixed-Use Development Plan;
- Planned Building Group;
- Major Site Plan amendments;
- Redline amendments.

Non-commercial:

Use permits; Change of Use Permits (NOT requiring increased parking/site improvements;

- - More complex projects
 - Increase of parking requirements
 - Change in floor plan/gross floor area (requires site plan/floor plan)
- Sign permits:
 - Landmark/Design Review
 - Large complex projects (requires site plan with frontage and existing sign calculations).
 - Simulated photographs (photo-sims).
 - Sign applications
 - Use permit
- Zone Lot Amendments;
 - Survey site plans
 - Application with original signatures of owners
 - Fees

Small Commercial Projects (non-DP, PBG, etc.)

- Small commercial addition
- Log- in;
 - Requires three (3) full sets of: minor development site plans, elevation plans of all four (-I) sides. parking and landscape plans.
- Telecommunications:
 - Requires three (3) full sets of: photo sims, inventory list, application and letter for project.
- Billboards:

For More Information:

If you need more information about zoning and the various processes, you may visit our website at the following links:

Denver Zoning Ordinance: http://www.denvergov.org/Default.aspx?alias=www.denvergov.org/zoning_code

Site Plan Review: <http://www.denvergov.org/tabid/384687/Default.aspx?>

Zoning Review:

<http://www.denvergov.org/ApplicationsSubmittalRequirements/ZoningPermitSubmittalRequirements/tabid/430759/Default.aspx>

Residential Permitting: Single-Family and Duplex:

<http://www.denvergov.org/residentialpermits/HomePage/tabid/423950/Default.aspx>

Design Review Districts: http://www.denvergov.org/Urban_Design/HomePage/tabid/395716/Default.aspx

Historic Preservation: http://www.denvergov.org/Historic_Preservation/HomePage/tabid/387970/Default.aspx

Other Review Processes:

http://www.denvergov.org/Zoning_Permits/ApplicationsSubmittalRequirements/tabid/396347/Default.aspx

Contact Us:

If you have any questions about the application process or other Zoning issues, please feel free to contact the zoning staff.

Zoning information and Permit Counter phones can be very busy; walk-in service provided:

- Monday-Friday 7:30 to 4:00
- Wednesday 8:30 to 4:00
- Best to arrive before 3:00

Zoning:

Counter staff: 720-865-3000

Fax: 720-865-3057

www.denvergov.org/Zoning