

Checklist

- General zoning permit application (page 4)
- Written narrative to detail project scope, including business name, hours and how you are addressing any use limitations
- Any special affidavits, forms or secondary applications required
- Zoning plan set, potentially including a site plan, floor plans, building elevations and/or roof plan
(See page 3 for what types of information to include on your plans. Incomplete plans will require a resubmittal.)
- Pay fees when invoiced (fee information available at www.denvergov.org/dsfees)
- Complete Project Guide (see below)

Project Guides

Use the project guides to determine if your project requires a site plan, floor plans, elevations or roof plan. The project guides also contain any secondary applications or forms that may be required in addition to the general application (page 4).

Find project guides at www.denvergov.org/commercialzoning or at the Community Planning and Development zoning counter.

ZONING USE PERMITS	GUIDE #	ZONING CONSTRUCTION PERMITS	GUIDE #
New Use/Change of Use (including expanding an existing use)	UP-01	New Commercial Structures* Commercial Expansions and Additions Detached Accessory Structures Exterior Modifications Site Improvements (e.g., new or expanded surface parking lot, new outdoor lighting, new parking lot landscaping)	CP-01
Marijuana Businesses (required for a business license)	UP-02		
ZONING TEMPORARY USE PERMITS	GUIDE #		
Special Event Parking	TP-01		
Temporary Use Permits	TP-02		
*Please see the Site Development Plan (SDP) page at www.denvergov.org/ds for applications and requirements.			

Visit www.denvergov.org/ds for permit counter hours and information on special zoning processes.

Step-by-Step Instructions

Commercial zoning permits are generally issued to authorize land uses or allow construction for multifamily and commercial projects. This guide describes the minimum items required for most commercial zoning applications. If you do not see the type or scope of your project addressed here, please visit www.denvergov.org/commercialzoning for additional project guides.

1 Getting Started

- Use the DevelopDENVER map at www.denvergov.org/DS to find your zone district, landmark status and other site-specific information for your property. Then, use the table on page 2 to determine if other approvals are also needed.

2 Verify that your proposed land use is allowed in your zone district

by using the Denver Zoning Code (DZC) or Former Chapter 59 zoning code (FC 59) at www.denvergov.org/zoning. Look specifically at the District Specific Standards for use and required minimum parking sections of the code, which are found at the end of Articles 3-9 in the DZC or in Article IV of FC 59. (In the DZC, see Article 2, then choose the Article for your neighborhood context based on the first letter of your zone district name: Urban, Downtown, etc.)

- Check the Use Definitions in DZC, Article 11, Division 11.12, or in FC 59, Sec. 59-2, to determine if your proposed land use complies with the definition and criteria for that use.

3 Review DZC, Article 10

for applicable vehicle and bicycle parking requirements, which are also listed in the District Specific Standards sections. When you are establishing a use or changing a use, new parking requirements may apply.

- **Use limitations.** If your proposed use has an "L" marked for your zone district in the District Specific Standards sections, use DZC, Article 11 or FC 59, Article IV to review the use limitations that might apply.

4 Optional pre-application meeting to discuss the procedures, standards and regulations required for approval.

- Contact zoning.review@denvergov.org to schedule a meeting.



Standards That May Apply	Approvals & Permits Required
Denver Zoning Code or Former Chapter 59 zoning code www.denvergov.org/zoning	Zoning permits
Landmark Preservation www.denvergov.org/landmark	Landmark approval is required if the property is located within a historic district or contains a designated landmark structure.
Urban Design Review www.denvergov.org/urbandesign	Design Review approval is required if property is located in a Design Review district.
Public Works www.denvergov.org/rows	Work that involves the public right-of-way will require Public Works approval.
Parks and Recreation/Forestry www.denvergov.org/forestry	If there are trees in the project area's zoning setback or public right-of-way, contact the Office of the City Forester.
Parks and Recreation/Parkways www.denvergov.org/parkways	If your project is located along a designated parkway, additional review and approval from Denver Parks and Recreation Planning may be necessary.
Denver Building and Fire Code www.denvergov.org/buildingcode	Proposed work that involves construction will require building permits.
Excise and Licenses www.denvergov.org/businesslicensing	Many businesses will also need to obtain a business license after receiving a zoning use permit. Visit Excise and Licenses' webpage to see guidelines.
American with Disabilities Act (ADA) standards	Proposed work must comply with current federal requirements.

5 Compile Application Package

- Compile all items listed on page 1, including site plans, elevations, floor or roof plans (if required) that contain the minimum information listed on page 3. It is highly recommended that the plan set be created by a qualified design professional.
- Consult the project guides at www.denvergov.org/commercialzoning. Depending upon the complexity and scope of the project, the items listed in one or more of the project guides may be needed to fulfill submittal requirements.

6 Submit Application Package and Pay Fee

- Submit a complete application package to zoning.review@denvergov.org or in person at the Commercial Zoning permit counter. If you are applying for both a zoning use and a zoning construction permit, you only need to provide one plan set.
- If you are applying for both zoning and building permits simultaneously, submit your zoning application package with your building plans and a request for a simultaneous review to the "Log In" service at the permit counter.
- Staff will review your package for completeness and will notify you if additional information is needed. Invoice for payment will be sent once the application is determined to be complete. Review will not begin until a complete package is received (per DZC, Sec. 12.3.3.7 or FC 59, Sec.59-41.b.1), including payment of fees.

7 Resubmittal, as Needed

- If your submittal does not meet zoning requirements, staff may request resubmittals to ensure the application and plans comply with the zoning code and/or other city regulations as applicable.

8 Zoning Permit Approval and Next Steps

- Zoning permits are issued when the review is complete and plans have been approved. Zoning permits expire after 180 days unless the permitted use is established or a building permit is issued.
- Failure to obtain a zoning use permit prior to using or occupying a piece of land or structure can result in the owner's or operator's inability to obtain building permits or business licenses. Additionally, the city can pursue criminal and civil penalties against property owners for failing to comply with zoning regulations.

Staff may request additional information after submittal depending on the specific project. Applicants are responsible for submitting a complete application and plan package.



Minimum Plan Submittal Requirements

The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations. Plans must meet the minimum requirements outlined below. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with code regulations. It is recommended that plan submittals be completed by a qualified design professional. Visit www.denvergov.org/commercialzoning to view illustrations of sample plans and to download project guides that contain more detailed, project-specific submittal requirements.

SITE PLAN

- Site plan must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Provide a fully dimensioned, black line site plan showing all existing and proposed structures. Show all required building setbacks and build-to lines/dimensions.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/ scanned and cannot be verified for dimensions will be rejected.
- North arrow.
- Title block with business name, site address, applicant name and date.
- Label all zone lot lines (e.g., Primary Street, Side Street, Rear).
- Identify all site features, including vehicular ingress and egress, landscape areas, additions, sheds/exterior storage, trash enclosures, transformers, bollards, new vents/flues/rooftop mechanical equipment, canopies, patios, fences, railings, and ramps.
- Provide all additional required site information (as listed in the project guides based on your specific proposed project).
- Spot grade elevations and base plane calculations may be required when exterior modifications are proposed.
- Multi-tenant spaces must indicate the number of parking spaces allocated for the business or show the entire parking lot on the site plan.

FLOOR PLAN(S)

- Drawing must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/ scanned and cannot be verified for dimensions will be rejected.
- The total gross floor area of the proposed use stated on the application must match the dimensions shown on the submitted floor plans. Any discrepancies must be corrected prior to the issuance of the requested permit.
- Dimension all floors of the proposed project, including the roof if work is being proposed on the roof (e.g., new rooftop mechanical equipment).
- Label all areas with existing and proposed use or activity and the gross floor area as defined by the DZC, Sec. 13.3.11 or FC 59, Sec. 59-2 (131).
- Identify all points of pedestrian and vehicular access to the structure.
- Provide a legend and list the zone district, primary use(s), accessory use(s) as applicable, and gross floor area by permitted zoning use and floor.
- Title block with business name, site address, applicant name and date.

ELEVATIONS

- Drawing must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/ scanned and cannot be verified for dimensions will be rejected.
- Provide fully dimensioned elevations of the project site as proposed, including all structures, mechanical equipment, building penetrations and zone lot lines.
- Label all elevations with building face (e.g., "South Elevation," "North Elevation").
- Title block with business name, site address, applicant name and date.
- Dimension all height from applicable zoning base plane to top of floor/structure, including all proposed mechanical equipment.
- Dimension all floors of the proposed project, including the roof and all mechanical equipment.
- Label all doors and windows.
- Illustrate how screening meets DZC, Sec. 10.5.7.3 or FC 59, Sec. 59-96, when required, and dimension all proposed screening.
- Provide transparency calculations per DZC, Sec. 13.1.6.2 or FC 59, Sec. 59-272, as applicable.

STAFF ONLY:	
Accela Record Number:	Applicable Use Limitations:
Current Use of Zone Lot:	Approved Use:
Existing Building Area (G.F.A.):	Existing Parking Spaces:
New Building Area (G.F.A.):	New Parking Spaces:
Street Level Active Uses:	
Previous Permit Number: _____ Business Name: _____	
<input type="checkbox"/> ZPIN Required <input type="checkbox"/> ZPSE Required <input type="checkbox"/> Multiple Primary Buildings on Zone Lot <input type="checkbox"/> Pre-application Complete	
<input type="checkbox"/> Other Comments:	
Full Name (Print): _____ Date: _____	



General Zoning Permit Application

Incomplete applications may be returned without processing. Zoning approval does not necessarily mean city approval of your project. See page 2 of this guide for a list of other city standards that may apply.

SUBJECT PROPERTY/ZONE LOT			
Property Address:		Zone District (denvergov.org/zoning):	
Legal Description: (www.denvergov.org/property)			
Current Use(s) of Zone Lot:			
Description of Proposed Work or Use(s): Will a <input type="checkbox"/> ZPIN or <input type="checkbox"/> ZPSE be required? (typically related to care facilities, industrial uses, unlisted home occupations, and outdoor eating/serving areas)			
Property Owner as defined by DZC 13.3 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

GENERAL ZONING PERMIT TYPE (CHECK ALL THAT APPLY/SEE PROJECT GUIDES FOR DETAILS)		
Zoning Use Permits <input type="checkbox"/> UP-01 New Use/Change of Use (including expanding an existing use) <input type="checkbox"/> UP-02 Marijuana Businesses	Zoning Temporary Use Permits <input type="checkbox"/> TP-01 Special Event Parking <input type="checkbox"/> TP-02 Temporary Uses	Zoning Construction Permits <input type="checkbox"/> CP-01 New Commercial Structures / Commercial Structure Expansions or Additions / Detached Accessory Structures / Exterior Modifications / Site Improvements (e.g., new or expanded surface parking lot, new outdoor lighting, new parking lot landscaping) <input type="checkbox"/> Floor Plan Modifications (no exterior work, for business license renewal)
CHANGE OF OWNER OR BUSINESS NAME ONLY		
Do you have a current use permit on file? (If so, the business name on file must match the current business name.)	<input type="checkbox"/> Yes Permit Number: _____ Business Name on File: _____	
	<input type="checkbox"/> No (Please fill out the business name information below to apply for a new use permit.)	
A separate use permit application is not required for change of owner or for change of business name only.	<input type="checkbox"/> New Business Name: _____ <input type="checkbox"/> Current Use(s): _____ <input type="checkbox"/> Number of Bicycle and Vehicle Parking Spaces Provided: _____ <input type="checkbox"/> Gross Floor Area of Current Use: _____	

APPLICANT (BUSINESS OWNER)/AGENT CONTACT INFORMATION (IF NOT PROPERTY OWNER)			
Applicant as described in DZC 12.3.3.1 or FC 59-2 (189)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
Agent (if different from applicant)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:

SIGNATURES REQUIRED
The permittee accepts full responsibility for compliance with all Denver zoning codes and all other city regulations as applicable. A zoning permit for use or construction will automatically expire 180 days from issue date unless a building permit is issued or the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.
By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.
Signature (Owner or Authorized Agent): _____ Full Name (Print): _____ Date: _____