

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: SETBACK/SEPARATION VERIFICATION FOR NEW ONE- & TWO-FAMILY DWELLINGS, ADDITIONS AND ACCESSORY STRUCTURES		
Approved: Scott V. Prisco, AIA, Building Official Tina Axelrad, Zoning Administrator		
Number: ADMIN 133.3	Effective Date: January 01, 2009 Revised Date: October 17, 2011 Revised Date: January 25, 2018	Page: 1 of 1 w/ Ecl. "Individual Lot Setback / Separation Certification"

Reference: ADMIN Section 133.3 AND SECTION 141.2

Scope: This policy establishes the requirements for verification that one-and two-family dwellings, additions and accessory structures are constructed in accordance with the approved Site Plan, having the correct setbacks or building separations. Verification is required in the form of a certification that must be signed and stamped by a licensed surveyor prior to pouring the foundation. Verification is required when the designed structure or projection is within one-foot of the required setback, see below.

Construction Document Submittal Requirements:

Details enabling setback verification must be provided with the submitted construction documents.

1. Site plan must provide dimensions locating the outside face of the foundation wall and the furthest projection of the exterior wall, eaves and any other elements relative to the surrounding setback and property lines.
2. Wall section drawings must provide dimensions enabling evaluation of the furthest projection of the exterior wall, eaves, and any other elements from the outside face of the foundation wall to the surrounding setback and property lines.
3. Boundary or Improvement Surveys (Wet Stamped & Signed) or equivalent are required at the discretion of the City and County of Denver. Only required for all new construction projects and additions less than 3 feet from the property line. No Improvement Location Certificates (ILC) will be accepted.

Procedure:

Verification is necessary when the designed placement of the structure is within one-foot of the property's required zone-district setback, or required building separation. A statement informing the applicant and inspector of the setback or separation verification requirement will be noted on the Residential Construction Permit and the statement "Setback Verification Required" will be stamped on the plans and Building Inspection Card.

Verification is required after the formwork for the foundation walls has been set and before any concrete is placed within the forms. Verification is required to be conducted by a third party Colorado licensed Land Surveyor. The Inspection Services Department setback/separation certification form (page 2 of this Policy) is to be used by the Surveyor to document verification. The form must bear the seal and signature of the licensed Land Surveyor.

Setback verification form must be on the jobsite for review and collection at the next inspection but no later than sheathing inspection. The rebar / forms inspection can be done using either a Denver building inspector or third party engineer inspector. A Setback Verification inspection is required by the Inspection Services Department prior to placing concrete. The applicant, owner or agent will demarcate all applicable property lines prior to calling for this inspection. The Inspection Services Department's Inspector is authorized to stop the job if the verification form is not available at the above-stated request for inspection or if an encroachment is noted contrary to the Denver Zoning Code. Inspection services will collect any applicable forms and record the inspection, in the form of a report, which will be attached to the zoning record. In circumstances whereby the required verification certificate indicates foundation wall(s) as-built placement differs from plan approved location of foundation wall(s), the applicant must submit modified plans for review.

END OF DOCUMENT

Attachments: "Individual Lot Setback/Separation Certification" form



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INDIVIDUAL LOT SETBACK/SEPARATION CERTIFICATION

Property Owner _____

Site Address _____

Lot _____ Block _____ Subdivision _____

Survey Date _____

Permit Number _____

The survey conforms to the approved individual lot site plan.

Firm Name _____

Firm Address _____

City _____ State _____ Zip _____

Surveyor Name _____

Surveyor Signature and Seal _____

SEAL

Registration Number _____

Date _____