

# Site Plan Requirements

## *For Building Permits*



100 Jefferson County Parkway  
Suite 3550  
Golden CO, 80419  
303-271-8700  
planning.jeffco.us  
pzweb@jeffco.us

An **Improvement Location Certificate (ILC)**, printed to scale, is required as the site plan for all Building Permits requiring site plans. ILCs are completed by a surveyor and show proposed improvements. We will no longer accept hand drawn site plans. We may accept older ILCs with improvements drawn on, but only on a case-by-case basis.

Site plans must show the proposed improvements as well as all property lines. In some cases the surveyor can add the proposed structure onto the ILC or survey if the proposed structure has been staked out on the property. Otherwise, you may draw (to scale) the proposed structure onto the document yourself.

### **In some cases a full survey may be required:**

#### **An Improvement Survey Plat will be required as the site plan for a Building Permit when:**

- The lot size is less than 8,000 square feet in the plains, or less than 1 acre in the mountains.
- Proposed setbacks are 5' or less in the plains, or 10' or less in the mountains.
- Proposed setbacks are within 3' of required setbacks in the plains, or within 5' of required setbacks in the mountains.
- Reduced setbacks were approved through an Administrative Exception or Variance case.

#### **A Land Survey Plat will be required as the site plan for a Building Permit when:**

- The property is composed of portions of multiple platted lots.
- Properties with metes and bounds legal descriptions.
- Properties with aliquot legal descriptions.