



WOODLAND PARK
CITY ABOVE THE CLOUDS

**2017 CHANGE IN USE,
SITE IMPROVEMENTS
CHANGE IN OCCUPANCY
and REMODELS
Checklist**

Name: _____
Potential Use: _____
Zoning: _____

Date: _____
Location: _____
Permitted or Conditional Use: _____

REQUIREMENT	YES	NO
Substantial Improvement: Is the value of the project more than 50% of the value of the existing structure (minus land)? If more, then project is a "Substantial Improvement" and Site Plan Review is necessary (Site Plan Review checklist attached). If less, then the project only requires a Zoning Development Permit (ZDP) with a site plan.		
Parking: All commercial projects require adequate on-site parking that is hard surfaced with curb and gutter. If the site does not have on-site parking, then the applicant may: 1. improve the street with parallel spaces within 400 feet of the site, or 2. utilize public parking in reasonable proximity to the site, or 3. enter into cross parking agreements with adjacent property owners, or 4. pay fees in lieu of providing parking. (See Chapter 18.39 Parking Standards for more detail)		
Drainage: If runoff is created from new impervious area, then it shall be detained and released at historic run-off rates. The City encourages the use of Low Impact Development (LID) techniques to allow the runoff to absorb into the ground (i.e., rain gardens).		
Landscaping: A percentage of the lot is required to be landscaped, typically 25%. Parking lot landscaping is also encouraged on the perimeter and interior islands. (See Section 18.33.180 E.)		
Architecture: Exterior design shall be in harmony with established Woodland Park character and blend with the natural surroundings. (See 18.33.180 H.)		
Lighting - New light fixtures must have full cut-offs so the bulb is not exposed (See 18.33.180 F.)		
Sidewalks: If value of improvement is greater than 25% of value of the structure (minus the land), then the owner shall construct sidewalks with curb and gutter or pay fees-in-lieu of constructing the sidewalk, curb and gutter. (See 18.33.170 A.)		
City's Fees – Attached is a fee sheet that explains the ZDP costs that may also include: Use Tax (generally 1% of the cost of materials); additional Water and Sewer Tap Fees if a larger tap is necessary based upon a fixture count, Transportation Capital Fees, and Stormwater Capital Fees.		
Change in Use, Occupancy, and Remodels: It is recommended that you contact both Northeast Teller County Fire Protection District (Tyler Lambert, Fire Chief at 687-1866, ext. 4) and Pike Peak Regional Building Department (pprbd.org) to determine if upgrades are needed to the building for your specific use and occupancy.		

Notes:
