

## SAGUACHE COUNTY CONSTRUCTION PERMIT INFORMATION

The fee are as follows:

0 to 500 square feet is \$60.00
501 to 3000 square feet is \$0.11/square foot + \$60.00 Admin Fee
3001 sq. ft. to 6000 sq. ft. is \$0.10/square foot + \$60.00 Admin Fee
6001 sq. ft. to 10,000 sq. ft. is \$0.09/square foot + \$60.00 Admin Fee
Any construction permit that is built over 10,000 sq. ft. and above will be \$0.08/square foot + \$60.00 Admin Fee

Accuracy of square footage is important. Square footage will be reviewed by the Saguache County Assessor's office at the time of appraisal. Any structures with square footage over 25% of that permitted will be billed for the excess amount owed plus penalty. To avoid penalty if your plans change to include a larger structure after your permit is issued, contact the Land Use office to modify your permit. Beginning construction or moving a structure on to property without first purchasing a permit will have an administrative fine of double the amount of your permit added to your permit fee. Any application that is incomplete will be returned to the landowner.

A sketch plan showing all improvements already existing on property and any new structures to be constructed, showing footage from all side of parcel must be attached to your permit.

The State of Colorado and the County of Saguache have certain requirements which must be met when constructing buildings intended for human occupancy. The purpose of these requirements is to protect the health, safety and welfare of the occupants and any person who might enter these structures.

Any dwelling in the State of Colorado must be serviced with an adequate sewage disposal system. This may take the form of a central sewage system or an Onsite Waste Water Treatment System (OWWTS). These systems must be permitted and inspected by the County prior to any occupancy.

At the completion of construction, applicant must supply Saguache County Land Use office with copies of approved State plumbing, gas, and electric permits, if required. Permits will remain incomplete until these copies are supplied.

There shall be a minimum setback of ten (10) feet from all property lines except where a public road easement exists, and then there shall be a minimum of twenty-five (25) feet from the edge of said easement.

Wells may only be drilled by State Licensed Contractors. Permits are obtained through the Colorado Division of Water Resources (719-589-6683).

In Saguache County any manufactured housing brought into or relocated within the County must meet requirements of the National Manufactured Housing Construction and Safety Act of 1974, 42 USC Section 5401, et, seq., (commonly known as the HUD act.) or an equivalent code. Any structure older than 20 years must first be given County approval before it can be placed on any property or brought into Saguache County.

Please contact the Saguache County Road and Bridge for a drive way access permit at 719-655-2554. A drive way access permit must be applied for and approved before submitting Land Use applications.

**A County physical address application must be submitted with a Construction Permit application. A Septic Permit application will also be required, if constructing a residence.**



# San Luis Valley Regional Habitat Conservation Plan



## **What is a Habitat Conservation Plan?**

The San Luis Valley contains riparian habitat that is home to two federally protected bird species: southwestern willow flycatcher and yellow-billed cuckoo. Impacts to the birds or their habitat are subject to regulation under the Endangered Species Act (ESA) and other federal laws. A Habitat Conservation Plan (HCP) is a community-based plan designed to conserve endangered species habitat while allowing private land use and management to continue. With a complete HCP, landowners and units of government receive an Incidental Take Permit authorizing specified activities to continue without the threat of additional ESA regulation.

## **Why is Saguache County a participant in the HCP?**

Working landscapes and river corridors in Saguache County are home to both the flycatcher and cuckoo. Saguache County chose to participate in the HCP in an effort to protect landowners from the threat of ESA regulations. With a completed HCP, Saguache County received an Incidental Take Permit which provides regulatory protection to the county and individual landowners as they conduct routine agriculture, small infrastructure, and riparian conservation and restoration activities on their land.

## **Who is involved in this HCP?**

The San Luis Valley Regional HCP was completed in November 2012. Saguache County joined the HCP as a partner with the State of Colorado, the Rio Grande Water Conservation District (RGWCD) and neighboring Counties; Alamosa, Conejos, Costilla, Mineral, Rio Grande, Saguache and other local municipalities. The HCP boundary includes nearly 2.9 million acres of the San Luis Valley, with over 15,000 acres of riparian habitat.

## **How does this HCP affect me?**

The HCP allows you to continue ongoing routine agricultural activities, community infrastructure and riparian conservation and restoration activities. Activities covered by the HCP include:

Routine Agriculture	Community Infrastructure	Riparian Conservation and Restoration
<ul style="list-style-type: none"> <li>• Grazing</li> <li>• Fence construction and maintenance</li> <li>• Ditch clearing and maintenance</li> <li>• Water facility maintenance</li> <li>• New water facility construction</li> <li>• Water management and administration</li> </ul>	<ul style="list-style-type: none"> <li>• Vegetation removal from floodway</li> <li>• Levee construction and maintenance</li> <li>• Sediment removal</li> <li>• Infrastructure construction</li> <li>• Infrastructure maintenance</li> <li>• Road and bridge maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Channel shaping and stabilization</li> <li>• Habitat creation and restoration</li> <li>• Weed management</li> <li>• Wetland creation and management</li> <li>• Wildlife surveys</li> </ul>

The HCP does not cover land development, permanent impacts >0.5 acres, or activities with a federal nexus. If you are conducting activities within riparian areas that are not covered under the scope of the HCP, you may still be subject to ESA regulations.

## **What do I have to do?**

**Get informed!** Landowners are responsible for all activities conducted on their property. Know what activities are protected under the scope of the HCP and what activities may require additional authorization.

**Participate!** Do what you can to voluntarily limit impacts to riparian habitat, especially during the breeding season from May-August. Contact the Land Use Office or the RGWCD if you may be interest in participating in additional voluntary conservation programs that protect habitat and allow the HCP to function.

## **Where do I get more information?**

- ▶ Details of the HCP are available online at [www.rgwcd.org/hcp](http://www.rgwcd.org/hcp)
- ▶ Saguache County Land Use Office: 719-655-2321
- ▶ Rio Grande Water Conservation District: 719-589-6301



PERMIT NUMBER \_\_\_\_\_  
PARCEL NUMBER \_\_\_\_\_  
DATE PERMIT APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

**SAGUACHE COUNTY LAND USE OFFICE CONSTRUCTION PERMIT APPLICATION**

PO Box 326  
Saguache, CO 81149  
719-655-2321

The Saguache County Board of Commissioners adopted Article XIII of the Saguache County Land Use Development Code March 6, 1997. This article requires that any structure must be permitted by the County (this also includes manufactured housing). The applicant is responsible for all other permits required under Colorado State Law. Beginning construction or moving a structure on to property without first purchasing a permit will have an administrative fine double the amount of Construction Permit added to your permit fee. Violation of this ordinance can and will constitute a penalty of not more than \$600.00. **FEE -**

<b>0 to 500 square feet is \$60.00</b>
<b>501 to 3000 square feet is \$0.11/square foot + \$60.00 Admin Fee</b>
<b>3001 sq. ft. to 6000 sq. ft. is \$0.10/square foot + \$60.00 Admin Fee</b>
<b>6001 sq. ft. to 10,000 sq. ft. is \$0.09/square foot + \$60.00 Admin Fee</b>
<b>Any construction permit that is built over 10,000 sq. ft. and above will be \$0.08/square foot + \$60.00 Admin Fee</b>

TYPE OF CONSTRUCTION:

\_\_\_\_ NEW RESIDENTIAL  
\_\_\_\_ ACCESSORY

\_\_\_\_ MOBILE/MODULAR  
\_\_\_\_ EXPANSION

LANDOWNER \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT (if different from Landowner) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS OF OWNER/APPLICANT  
\_\_\_\_\_

LEGAL DESCRIPTION OF LAND (**application incomplete if blank**)  
\_\_\_\_\_

PHYSICAL ADDRESS (building site) \_\_\_\_\_ CITY \_\_\_\_\_

TOTAL ACREAGE AMOUNT OF PARCEL TO BE BUILT ON \_\_\_\_\_

TOTAL AMOUNT OF STRUCTURES EXISTING ON PROPERTY \_\_\_\_\_

TOTAL AMOUNT OF RESIDENCES EXISTING ON PROPERTY \_\_\_\_\_

APPROXIMATE START DATE \_\_\_\_\_ APPROXIMATE END DATE \_\_\_\_\_

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

CONSTRUCTION TYPE \_\_\_\_\_

Residence: sq. ft. \_\_\_\_\_ Mobile/Modular sq. ft. \_\_\_\_\_  
Addition sq. ft. \_\_\_\_\_ Accessory sq. ft. \_\_\_\_\_

SEWAGE DISPOSAL SYSTEM PERMIT # AND YEAR ISSUED \_\_\_\_\_

WELL PERMIT # \_\_\_\_\_

APPROXIMATE START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROXIMATE END DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

<u>R-Values</u>	<u>Material Used</u>	<u>Interior</u>
Floor _____	Floor _____	Amt. of Bedrooms _____
Walls _____	Walls _____	Amt. Of Bathrooms _____
Ceiling _____	Roof _____	

Heating Type \_\_\_\_\_

Bldg. Height \_\_\_\_\_

**If your construction is - MANUFACTURED HOUSING/MOBILE HOME TYPE INFORMATION**

The following is required.

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ VIN # \_\_\_\_\_  
HUD \_\_\_\_\_ CO. DOH \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_

**ACCURACY OF SQUARE FOOTAGE IS IMPORTANT. SQUARE FOOTAGE WILL BE REVIEWED BY THE SAGUACHE COUNTY ASSESSOR'S OFFICE AT THE TIME OF APPRAISAL, ANY STRUCTURES WITH SQUARE FOOTAGE OVER 25% OF THAT PERMITTED WILL BE BILLED FOR THE EXCESS AMOUNT OWNED PLUS PENALTY.**

**A sketch plan showing all improvements already existing on property and any new structures to be constructed, showing footage from all sides of the parcel must be attached to your permit.**

**IF YOU ARE PLANNING TO CREATE A DRIVE WAY OFF OF ANY COUNTY ROAD YOU MUST CONTACT THE SAGUACHE COUNTY ROAD AND BRIDGE DEPARTMENT BEFORE INSTALLATION.**

**ALL CONSTRUCTION PERMITS ARE NOT FINAL UNTIL COPIES OF YOUR APPROVED COLORADO STATE PLUMBING & GAS PERMIT AND COLORADO STATE ELECTRICAL PERMITS HAVE BEEN RECEIVED IN THIS OFFICE.**

**APPLICANTS NEED TO BE AWARE THAT BY SIGNING THIS APPLICATION YOU ARE GRANTING THE SAGUACHE COUNTY LAND USE OFFICE STAFF PERMISSION TO ACCESS YOUR PROPERTY FOR PURPOSES RELATING TO THIS APPLICATION.**

**ALL PERMIT FEES PAID ARE NON-FUNDABLE**

\_\_\_\_\_  
OWNER/APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICATION RECEIVED BY

\_\_\_\_\_  
DATE

**The State of Colorado and the County of Saguache have certain requirements which must be met when constructing buildings intended for human occupancy. The purpose of these requirements is to protect the health, safety and welfare of the occupants and any person who might enter these structures.**

In addition, certain structures may require different types of inspections. Listed below are phone numbers that may be of assistance:

Saguache County Road and Bridge (driveway access permit information)		719-655-2554
Saguache County Land Use - Sewage Disposal Permits		719-655-2321
Saguache County Assessor		719-655-2521
State of Colorado Electrical Permits	John Hindes	303-869-3450
State of Colorado Plumbing & Gas Permits andy.medina@state.co.us	Andy Medina	303-869-3469
State of Colorado Division of Water Resources	San Luis Valley Gunnison Area	719-589-6683 970-249-6622
State of Colorado Division of Housing		303-866-2033
State of Colorado Manufactured Housing Association		303-832-2022

ARTICLE XIII  
CONSTRUCTION PERMIT

**XIII.1. General Provisions**

The Board of County Commissioners recognizes the need to protect the public while maintaining an environment that encourages the development of diverse structure styles and methods. It is also understood that it is in the best interest of the county as a whole to preserve a diverse economic structure in which all residents can obtain suitable housing.

**XIII.2. Purpose**

These regulations are designed and enacted for the purpose of protecting the health, safety and welfare of present and future inhabitants of Saguache County, Colorado, by ensuring that all new structures and dwellings conform to current State electrical, plumbing, gas and sewage regulations.

**XIII.3. Authority**

The authority to establish the following regulations is provided for, without exclusion, in Article 20 of Title 29 C.R.S., Local Government Land Use Control Enabling Act, and Article 28 of Title 30 C.R.S., County Planning and Building Codes.

**XIII.4. Application Information and requirements**

This article shall apply to ALL structures or dwellings constructed within the unincorporated areas within Saguache County. It shall also apply to all types of manufactured housing, including mobile homes, brought into the County from other counties or states, or relocated within the County after the date of its adoption.

In addition, this article applies to barns, storage facilities, greenhouses or other structures, which are NOT intended for human occupancy.

- XIII.4.1. All structures being used for storage must be painted an earth tone and all advertising must be either painted over or removed.
- XIII.4.2. Construction permits expire two (2) years from the date of issue. If construction is not completed within the two-year time limit you may request one (1) extension for a six (6) month period. Any extension must be presented to the Board of County Commissioners for approval. Pictures must be supplied for extension to show progress.
- XIII.4.3. Recreational vehicles (RV's, campers etc.) may only be occupied a maximum total of sixty (60) days during construction process. Recreational Vehicles (RV's, campers etc.) may not be used as a permanent residence.

Saguache County Land Development Code  
effective April 19, 2022

- XIII.4.4. Any person seeking to engage in development in any designated wildlife habitat shall apply for a permit from the Saguache County Land Use office on the appropriate form as prescribed by these Regulations and maintained in the office of the Saguache County Land Use Administrator.
- XIII.4.5. The Saguache County Land Use office staff may inspect any parcel of land for which a Land Use Application has been received, and a staff member may make a recommendation to mitigate any issues that arise from the inspection. There shall be a fee charged to the landowner/applicant for the Land Use
- XIII.4.6. Application, and this inspection, on any property located within a designated wildlife habitat area as determined by maps supplied by the Colorado Parks and Wildlife. There shall be a fee charged to the landowner/applicant for this application and inspection on any property located within a designated wildlife habitat area, as determined by maps supplied by the Colorado Parks and Wildlife.
- XIII.4.7. Applications for permits shall include the following:
- XIII.4.8. A non-refundable application fee to cover the cost of processing.
- XIII.4.9. Proof of ownership of the land on which the structure is to be located, or a letter from the owner acknowledging their approval of the structure's placement.
- XIII.4.10. A sewage disposal system must be applied for, installed and inspected in accordance with approval by the appropriate government agency and finalized with the Saguache County Land Use Office before beginning construction for a residence or business. Composting toilets shall not be allowed for commercial purposes.
- XIII.4.11. A copy of water well permit, water court decree or other agreement providing for water service, if required.
- XIII.4.12. A construction and/or septic application must be submitted together with a physical address application from the Saguache County Land Use office. The physical address shall be approved prior to any permits being granted or construction activity commence. A County Road Access Permit may also be required from the Saguache County Road and Bridge Department.
- XIII.4.13. Waste products from any construction shall be disposed of property so as not to cause risk for consumption by others or as not to attract rodents, pests and public curiosity.



Saguache County Land Development Code  
effective April 19, 2022

XIII.4.14. There shall be a minimum square footage of 150 square feet for a residence and for every additional person, 100 square feet must be added to the square footage for a residence.

XIII.4.15. Accessory structures are not permitted on vacant parcels unless an active construction permit for a residence has been applied for and purchased. i.e. garages, storage sheds, shipping container, outbuildings, studio and carports. A greenhouse and/or hoop house shall not be applied for or permitted on a vacant parcel of land and must have a completed residence.

XIII.4.15.1. Agricultural structures being used strictly for agricultural use may be exempt.

XIII.4.16. At the completion of construction, applicant must supply Saguache County Land Use office with copies of approved State plumbing, gas and electric permits, if required. Permits will remain incomplete until these copies are supplied.

It is encouraged that all electrical utility lines be placed underground.

XIII.4.17. A sketch plan showing all improvements already existing on property and new structures to be constructed, showing footage from all sides of parcel. Also, sketch plan must show all access roads used to access parcel to be built on.

XIII.4.18. There shall be a minimum setback of ten (10) feet from all property lines except where a public road easement exists, and then there shall be a minimum of twenty-five (25) feet from the edge of said easement.

XIII.4.18.1. Setback shall be determined by the foot print of the structure.

This will also include any subdivision lots that are in existence as of the date of this regulation.

XIII.4.19. Outdoor lighting is to be directed downward and shielded. High or low-pressure sodium bulbs may be a maximum of 100 watts. Mercury vapor lamps are prohibited. Mast mounted lights must be kept to a minimum number and a maximum height of twenty-two (22) feet.

- No internally lit outside signs are permitted within the County except CDOT (Colorado Department of Transportation) approved Highway signs.
- Any light used for illumination of signs shall be shielded so that the beams or rays of light will not shine directly onto the surrounding areas OR onto surrounding residences.

Saguache County Land Development Code  
effective April 19, 2022

- Neither the direct nor the reflected light from any light source shall create a traffic hazard or distraction to operators of motor vehicles on public thoroughfares.

XIII.4.20. If electrical service has been abandoned for (1) year or more all-outdoor lighting must conform to State Electrical Standards.

XIII.4.21. In addition, any person intending to place a "Mobile Home" within the County shall show proof of the following with the application for a Mobile Home permit.

XIII.4.21.1. A copy of the manufactured home tax certification indicating ownership and point of origin. A certificate of VIN registration that shows the year and make shall also be included.

XIII.4.21.2. A photograph of the structure as a whole and a legible photograph of the HUD sticker and/or other suitable documentation indicating compliance with the National Manufactured Housing Construction and Safety Act of 1974, 42 U.S.C. Section 5401, et. seq., as amended, (commonly known as the HUD Act, effective June, 1976). No mobile home shall be transported into or maintained within Saguache County, which does not comply with state standards as promulgated by the Division of Housing. Mobile home must meet 1976 HUD Standards.

XIII.4.21.3. Any structure older than twenty (20) years and larger than two hundred (200) square foot may not be transported into Saguache County. Any structure legally in place in Saguache County at the time this regulation is adopted may remain in its current position indefinitely. If the structure is moved, it must be moved out of the unincorporated Saguache County.

If structure is not twenty (20) years old this regulation does not apply. If the structure is not larger than two hundred (200) square foot this regulation does not apply.

XIII.4.21.3.1. Before any structure older than twenty (20) years may be moved in the Saguache County, the County must approve a Variance application and a Building Permit application. See Article VIII of the Saguache County Land Development Code for Variance regulation.

XIII.4.21.3.2. Variance application must include a photograph of the structure as a whole and a legible photograph of the HUD sticker and/or other suitable documentation indicating compliance with the National Manufactured Housing Construction and Safety Act of

Saguache County Land Development Code  
effective April 19, 2022

1974, 42 U.S.C. Section 5401, et. seg., as amended (commonly known as the HUD Act, effective, June, 1976).

- XIII.4.21.4. Adequate sewage, existing and ready to connect into before any mobile home can be occupied on property.
- XIII.4.21.5. A copy of well permit, water court decree or other agreement providing for water service.
- XIII.4.21.6. In addition, mobile home shall be placed on permanent foundation or tied and anchored down.
- XIII.4.21.7. In addition, skirting, must be attached within 45 days of placement of mobile home.
- XIII.4.21.8. No reflective surfaces except glass may be used.
- XIII.4.21.9. Any Recreational Vehicle or Vehicle to be used as a permanent residence shall follow all mobile home regulations.

It is encouraged that all skirting coordinate with the mobile home in color. All exterior colors are encouraged to be muted earth tones, which blend with the immediate environment.

It is encouraged that no tires or cement blocks be placed on roof of mobile home.

**XIII.5. Mobile Home for Storage within the County**

- XIII.5.1. All plumbing fixtures will be removed, and the Land Use Administrator or designated agent will inspect said structure to ensure all fixtures are removed.
- XIII.5.2. All Mobile Homes for storage must have the electrical wiring brought up to HUD standards and a copy of the inspection attached to the building permit, or if the mobile home will not have electricity all the electrical wiring will be removed, and the Land Use Administrator or designated agent will inspect said structure to ensure all wiring is removed.
- XIII.5.3. All Mobile Homes for storage must be placed on a permanent foundation, such as a concrete slab or stem wall.

**XIII.6. Permitting**

Before beginning the construction for any structure, and before moving a manufactured housing unit onto any property located in Saguache County, the Land Use Office must issue a permit.

Saguache County Land Development Code  
effective April 19, 2022

XIII.6.1. Permits

Permits will be processed upon the receipt of a completed permit application along with the required fee. Incomplete applications will not be accepted for processing.

XIII.6.2. Posting

A copy of the permit shall be posted on the front of the structure, or upon a post or board in a location visible from the road.