



**CONEJOS LAND USE OFFICE PO BOX 197 CONEJOS, CO 81129**

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## LAND USE STEP BY STEP BUILDING/CONSTRUCTION PROCESS

**STEP 1: ACCESS:** Access to and from the property shall be safe and conform to applicable standards. An access permit is required per Conejos County Land Use Code (CCLUC) Article 14. Applications are available at the Road & Bridge Department or Land Use Office. The application fee is \$100.00.

**STEP 2: PHYSICAL ADDRESS OF PROPERTY:** The property shall have a physical address assigned by a Land Use official per (CCLUC) Article 14. Applications are available at the Land Use Office. The application fee is \$50.00 and includes a E911 approved reflective address sign.

**STEP 3: SOIL EVALUATION:** A site and soil evaluation must be conducted for each property on which an OWTS is proposed to determine the suitability of a location to support an OWTS and to provide the designer a sound basis to select the most appropriate OWTS design for the location and application.

**STEP 4: WELL PERMITS:** All water supplies shall be in accordance with applicable state and local laws & regulations. Contact the Division of Water Resources for well permits - Alamosa 719-589-6683. Website: [dwr.colorado.gov](http://dwr.colorado.gov)

**STEP 5: CONSTRUCTION PERMIT:** A construction permit is required for all new construction including the installation of a mobile/manufactured home. The permit is valid for one year from the date it was issued. The permit shall be deemed to have lapsed if there is no construction for a continuous 12-month period. A permit may be renewed/extended if requested and approved by the Land Use Administrator. Any changes to the size, purpose or location of the structure shall require a new permit. **All building must meet the 2018 International Residential/Building Codes and the 2018 International Energy Conservation Code. Inspections through each phase of construction is required.**

**STEP 6: ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) PERMIT:** An adequate wastewater system shall be provided for each applicable use for the purpose of conveying and disposing of all sewage. **You cannot occupy a home that does not have a County/State approved Septic System. Cesspools and outhouses are prohibited. If you are going to use an existing system an inspection is required by a licensed septic Installer/Cleaner. The Installer/Cleaner must provide documentation with the size, type, capacity of the system, and a record drawing. You may provide Land Use records or other evidence that the existing system is in good working condition and meets the needs of the structure/use.** Applications can be obtained at the Land Use Office. New systems \$325.00 and Alterations & Repairs \$200.00. Double fees apply for installation without a permit.

Inspections during installation are required. If the system is engineered the design Engineer must approve the system as well as the County Inspector. A septic/OWTS must be installed in accordance with Regulation 43/OWTS Act before it can be used. All inspections require a 24-hour notice.

**STEP 7: ELECTRICAL, PLUMBING & GAS PERMITS** - Before you begin electrical, plumbing or gas piping work, OR alternative systems, you must get a state permit. Permits are available on the internet at (search for: Colorado plumbing or electrical permits online) <https://dpo.colorado.gov/EandP/Permits> or by calling the following: Plumbing Inspector: 1-303-869-3469; Electrical Inspector: 1-303-869-3449.

**APPLICATION SUBMITTAL:** ALL applications must be submitted in accordance with (CCLUC) Section 3.210A. Two (2) sets of Construction drawings, must be attached to the application (Colorado registered design professional stamp is NOT required unless requested.) Multiple

owners must all consent to the application by signing the application or submitting a separate signed document. **Review Procedure** - The Building Inspector shall review the application and will work with you regarding your drawings and inspection plan. It could take up to 15 days for plan review and approval.

#### **ZONING REQUIREMENTS:**

**Agricultural District:** SETBACKS-Front 40', Side 40', Rear 40' - BUILDING HEIGHT - 45'; RESIDENTIAL STRUCTURES -Two single-family dwellings.

**Rural District:** SETBACKS-Front 40', Side 40', Rear 40' BUILDING HEIGHT -35'; RESIDENTIAL STRUCTURES - Two single family dwellings; LOT COVERAGE - 20% of the lot area.

**Residential District:** SETBACKS-Front 25', Side 8 (corner lots 25' side abutting street), Rear 25'; BUILDING HEIGHT-35' principal uses; 35' Planned Unit Development; 20' accessory structures; RESIDENTIAL STRUCTURES-One single family dwelling. LOT COVERAGE- ½ acre or larger 20% of lot area; ½ acre or smaller-30% of lot area.

**Community Town site:** SETBACKS-Front 25'; Side 8' - corner lots 25' side abutting street; Rear 25'; BUILDING HEIGHT-35' principal uses; 35' Planned Unit Development; 20' accessory structures; RESIDENTIAL STRUCTURES - One single family dwelling; LOT COVERAGE - ½ acre or larger 20% of lot area; ½ acre or smaller-30% of lot area.

**Commercial District:** SETBACKS-Front 25', Side 10' - corner lots 25', Rear 20'; BUILDING HEIGHT - 60' principal uses; 20' accessory uses; RESIDENTIAL STRUCTURES - One single family dwelling only as accessory to commercial use.

**Industrial District:** SETBACKS-Front 50', Side 10', Rear 20'; BUILDING HEIGHT - 60'; RESIDENTIAL STRUCTURES - NOT ALLOWED.

#### **DEFINITIONS/TERMS:**

**Manufactured/Mobile/Modular Home** - a trailer or transportable prefabricated structure. A factory-built home prior to 1976 is a mobile home. Homes built June 15, 1976, is a manufactured home. A manufactured home is built to HUD Standards. A modular home is 80-90% built in a factory and trucked to the building site. The difference between a manufactured and modular home is the codes they are built to. These homes are subject to the State of Colorado MHIP (Mobile Home Installation Program) regulations. Conejos County is the authorized agent for the MHIP program in all of Conejos County including municipalities.

**Park Model Home** - a unique trailer-type RV that is designed to provide temporary accommodation for recreation, camping or seasonal use. They are built on a single chassis, mounted on wheels, and have a gross trailer area not exceeding 400 square feet in the set-up mode. They are certified by their manufactures are complying with the ANSI A119.5 standard for recreational park trailers.

**Tiny House** - a single-family dwelling not exceeding 600 square feet in floor area including loft floor area that is site built or prefabricated. It is permanently anchored to a foundation and provided with permanent utility connections. It is not designed to be movable or constructed on a wheel chassis nor is it a manufactured home, recreational vehicle, shipping container, trailer, tiny house on wheels or another similar object.

**Setback** - the distance (measured in feet) a home or structure must be from the front, side and rear property lines. See Article 4-Zoning, Division 4.2 - Zone Districts for more details.

## Conejos County Construction & Building Materials Use Tax

A County Use Tax of 2% was approved by a majority of the voters at an official election in November 2021. The collection of the Use Tax will be administered at the direction of the Board of County Commissioners, who in turn delegated the responsibility to the Conejos County Land Use Department. The Use Tax deposit will be paid by estimate at the time building/construction permits are issued.

You can claim a Tax Status Exemption for your project based on the following: • Government-Federal/State/County/City/Special District • Schools • Charitable Organization - Form DR1072 is required. CDOR Exemption Certificate is required.

You can submit an Itemized Cost Breakdown reflecting the total costs of this project. You must provide documentation to verify the cost of the materials you will use for the project. You will pay the Use Tax deposit directly to Conejos County for the materials at the time you submit a building permit. The Land Use Office will give you a voucher reflecting that you pre-paid the use tax. A vendor should not charge you the use tax. If a vendor erroneously charges the use tax, you must submit for a refund from the Department of Revenue. Conejos County will not refund any use taxes paid directly to a vendor. You may be required to provide a Project Reconciliation at the close or expiration of this project.

You can use the County Building Valuation Data for Use Tax Calculation. We will calculate an estimate based on the structure and the size. You will pay the estimate to Conejos County. The Land Use Office will give you a voucher reflecting that you pre-paid the use tax. Purchases in other states may not honor and may charge the use tax. You may owe additional use tax, or you may be entitled to a refund of use tax paid directly to Conejos County. You may be required to retain all documentation and receipts and may be required to provide a Project Reconciliation at the close or expiration of this project.

You can use the Affidavit of Materials Purchased in Conejos County method of paying the use tax. This means that you will purchase ALL your materials with a Conejos County vendor, and you will pay the use tax directly to that vendor. You must sign an affidavit under penalty of perjury. You are required to retain all documentation and receipts and you are required to provide a Project Reconciliation at the close or expiration of this project.

**WHAT IS MATERIAL IS TAXABLE:** Construction Material is tangible personal property which, when combined with other tangible personal property, loses its identity to become an integral and inseparable part of a complete structure or project including public and private improvements. Construction material include but are not limited to such things as asphalt, bricks, builder's hardware, caulking material, cement, concrete, conduit, electrical wiring and connections, fireplace inserts, electrical heating and cooling equipment, flooring, glass, gravel, insulation, lathe, lead, line, lumber, macadam millwork, mortar, oil, paint, piping, pipe valves, and pipe fittings, plaster, plumbing fixtures, putty, reinforcing mesh, road base, roofing, sand, sanitary sewer pipe, sheet metal, site lighting, steel, stone, stucco, tile, wallboard, wall coping, wallpaper, weather stripping, wire netting, and screen, water mains and meters, and wood preserver.

The above materials, when used for forms, or other items which do not remain as an integral or inseparable part of a completed structure or project are not construction materials.

Construction materials do not include such things as: appliances, carpeting, equipment, furniture, removable fixtures, window coverings, or similar items.