



Town Hall, 1101 Broad St., PO Box 290, Milliken, CO 80543  
Office: 970-587-4331 Fax: 970-587-2678

## **New Single Family/Duplex Building Permit Application**

Building Permit Packets for New Single Family/Duplexes require the following:

1. Completed Building Permit Application
2. Two (2) copies of Site Plan, scale 1" = 20'
3. Two (2) copies of Construction Documents. Must be stamped by State of Colo. Architect or P.E.
4. One (1) copy of engineer stamped Foundation Plan with T.O.F. specified

*Please note that prior to the issuance of the Certificate of Occupancy the landscape must be installed per Division 5, Article II, Chapter 16 of the Town of Milliken Land Use Code.*

### **Adopted Building Codes**

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2003 International Building Code  
2003 International Fuel Gas Code  
2003 International Plumbing Code  
2003 International Mechanical Code  
2003 International Residential Code  
2008 National Electrical Code  
Chapter 11 (Energy Efficiency) – 2003 International Residential Code  
2003 International Fire Code

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### **Construction Design Criteria**

GROUND SNOW LOAD:	20 POUNDS PER SQUARE FOOT
WIND LOAD:	90 MPH – EXPOSURE 'B', 110 MPH (3 sec gusts)
SEISMIC ZONE:	ONE
FROST DEPTH:	30 INCHES

**ESTIMATED FEES**

(includes Building Permit Fees, Impact Fees and Use Tax)

\$150,000 Construction Value

2,200 Square Foot

<b>Fee Description</b>	<b>Amount</b>
Building Permit Fee	1,273.75
Electrical Fee	220.00
Construction Meter	50.00
Plan Review Fee	382.13
Building Permit Administration Fee	192.59
Use Tax	1,875.00
Park Fee	600.00
Trails/Open Space Fee	350.00
Public Facilities Infrastructure Fee	325.00
Street Fee	1,000.00
Drainage Fee	525.00
Police Infrastructure Fee	260.00
Administration Infrastructure Fee	210.00
Water Administration Fee	44.00
Water Meter Fee	275.00
Water Tap Fee*	(5/8") 9,000.00
Sewer Tap Fee*	(5/8") 4,000.00
School Fee**	791.00
<b>TOTAL</b>	<b>\$21,373.47***</b>

\* For a fee of \$125.00 these fees can be deferred for either six (6) months or issuance of Certificate of Occupancy, whichever comes first. A 3/4" tap is required if the lot is larger than 15,000 square feet.

\*\* Separate check made out to Weld County RE-5J School District for \$791.00.

\*\*\* This does not include the cost of the necessary C-BT Water Share. A 5/8" tap requires one (1) share and a 3/4" tap requires two (2) shares. The current cash-in-lieu fee is \$10,875.00 for one (1) C-BT Water Share.



Town of Milliken  
 1101 Broad Street, Drawer 290  
 Milliken, CO 80543  
 (970) 587-4331

**BUILDING PERMIT APPLICATION**

Town File No. \_\_\_\_\_

Building Permit No. \_\_\_\_\_

PROPERTY OWNER	Business #	Cell #
MAILING ADDRESS	PHONE	
CONTRACTOR-GENERAL	PHONE	
ELECTRICAL	PHONE	
HEATING	PHONE	
PLUMBING	PHONE	
ADDRESS OF JOB SITE		
SUBDIVISION	LOT	BLOCK

Labor Value \_\_\_\_\_  
 Material Value \_\_\_\_\_

If the building is within a Homeowners Association please check for their guidelines, covenants and/or restrictions.

Fees Required at time of Building Permit issuance.			
	FEE DESCRIPTION	CR CODE	FEE AMOUNT
1.	Building	901	
2.	Electrical	901	
3.	Construction Meter	901	
4.	Plan Review	901	
5.	Building Permit Adm. Fee	901	
6.	Deferred Payment Fee	901	
7a.	Use Tax (80%)	902	
7b.	Use Tax (20%)	903	
8.	Park Fee	904	
9.	Trails/Open Space Fee	905	
10.	Public Facilities Infrastruct. Fee	906	
11.	Street Fee	907	
12.	Drainage Fee	908	
13.	Police Infrastructure Fee	909	
14.	Adm. Infrastructure Fee	910	
16.	Water Administration Fee	914	
17.	Water Meter Fee	916	
15.	Water Tap Fee (Supplemental)	917	
18.	Sewer Tap Fee (Supplemental)	919	
19.	Other		

Fees Continued...			
	FEE DESCRIPTION	CR CODE	FEE AMOUNT
20.	Water Tap Fee	914	
21.	Sewer Tap Fee	918	
22.	Raw Water Fee	915	

**Subtotal (1):** \_\_\_\_\_

**Deferred Fees - Fees that may be delayed until the time of Certificate of Occupancy or six (6) months from the date of Building Permit issuance, whichever comes first.**

	FEE DESCRIPTION	CR CODE	FEE AMOUNT
23.	Water Tap	60001117001	
24.	Sewer Tap	61001117001	

**Subtotal (2):** \_\_\_\_\_

Deferred Payment			
	FEE DESCRIPTION	CR CODE	FEE AMOUNT
25.	Water Tap	914	
26.	Sewer Tap	918	

**Subtotal (3):** \_\_\_\_\_

**TOTAL BUILDING PERMIT FEE DUE UPON ISSUANCE:** \_\_\_\_\_

**TOTAL DEFERRED PAYMENT (3):** \_\_\_\_\_

**AT ISSUANCE OF CO or (DATE):** \_\_\_\_\_

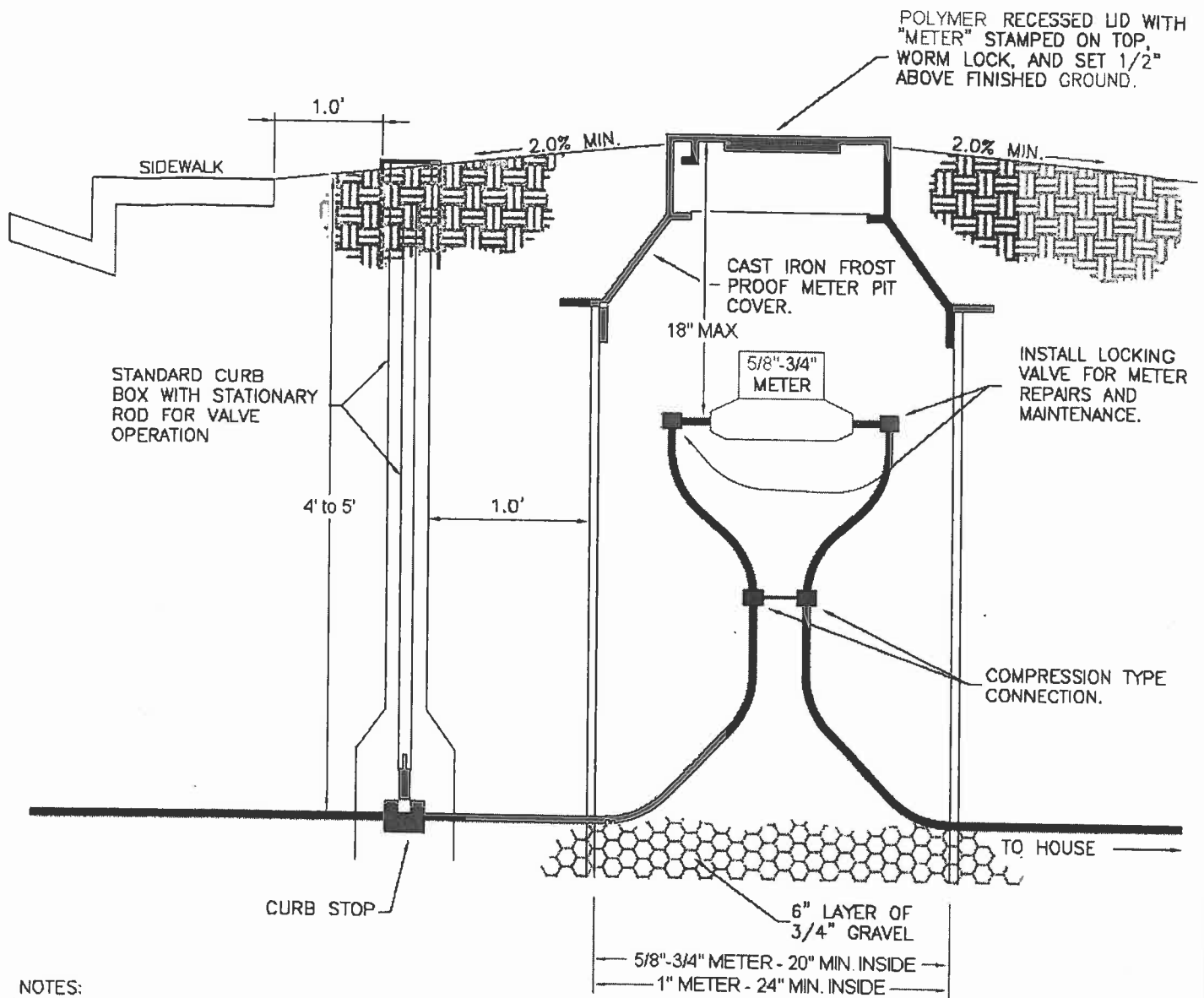
**Describe in detail the proposed use and type of building, dimensions, square footage, number of stories, etc. Attach drawings for site plan, foundation plan, building plan, etc.**

**DESCRIPTION:**

**NOTICE**

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Town Zoning Regulations and Building Codes governing location, construction and erection and use of the above proposed work for which a permit is granted. The Town or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of the permit. Building must conform with plans, as submitted to the Town. Any change of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction. In the event construction is not commenced within 180 days of issuance of a permit, or cessation of work for a period of 180 consecutive days shall cause the permit to be expired. Permits are not transferrable.

SIGNATURE OF APPLICANT		APPLICATION DATE	
APPROVED BUILDING INSPECTION	DATE	APPROVED BUILDING ADMIN.	DATE



**NOTES:**

1. METER PIT AND CURB STOP ARE NOT TO BE INSTALLED IN ANY STREET, ALLEY, DRIVEWAY, SIDEWALK, OR PARKING AREA.
2. NO TREES, SHRUBS, BOULDERS, RETAINING WALLS OR OTHER LANDSCAPING FEATURES SHALL BE INSTALLED WITHIN 4' OF THE METER PIT. IF LANDSCAPING CHANGES THE GRADE AROUND THE METER PIT THE OWNER SHALL BE REQUIRED TO ADJUST THE METER PIT COVER TO BE 1/2" ABOVE THE FINISHED GRADE AND ENSURE POSITIVE DRAINAGE AWAY FROM THE METER PIT IN ALL DIRECTIONS.
3. THE TOWN SHALL PROVIDE THE METER. THE CONTRACTOR SHALL PROVIDE THE SETTER AND PIT. NOTIFY THE TOWN CLERK ONE WEEK IN ADVANCE OF INSTALLATION SO THAT THE UNITS CAN BE ORDERED IF THERE ARE NONE IN STOCK. THE TOWN SHALL INSTALL THE METER.
- 4.
5. METER PITS SHOULD BE INSTALLED DURING CONSTRUCTION OF THE HOME TO ENSURE PROPER LOCATION AND PREVENT DAMAGE DURING THE TIME THE INFRASTRUCTURE IS BEING COMPLETED AND THE HOME IS BUILT.

METER PITS FOR COMMERCIAL BUILDINGS OR OTHER APPLICATIONS REQUIRING LARGER METERS WILL BE OF A SIMILAR DESIGN. DETAILS FOR LARGER METERS SHALL BE DISCUSSED ON A CASE BY CASE BASIS WITH THE TOWN BEFORE INSTALLATION.

**TOWN OF  
MILLIKEN**

**STANDARD RESIDENTIAL  
METER SETTING**

**TST**



## New Single Family/Duplex Homes Landscape Requirements

**Guarantee of installation.** Required landscape improvements shall be **installed prior to issuance of a certificate of occupancy.** If weather conditions prevent installation, the developer shall post a financial guarantee for the improvements. This guarantee shall be released upon completion of the installation of the landscaping.

**Installation of a sprinkler system requires a permit.**

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### Sec. 16-2-422. Soil Amendments and Mulch.

(a) Soil Amendments.

Addition of proper and adequate soil amendments is required for all plantings. A soil amendment is any material added to improve its physical properties, such as water retention, permeability, water infiltration, drainage, aeration and structure with the goal of providing a better environment for roots. In addition to helping the plants grow this addition can also help with successful water conservation.

Prior to the installation of turf grass and/or other plant materials in areas to be landscaped the areas shall be thoroughly loosened, and organic industry-accepted, certified weed-free soil amendment (such as compost, peat or aged manure) shall be thoroughly incorporated (i.e. roto-tilled) into the soil at a rate of at least four (4) cubic yards of soil amendment per one thousand (1,000) square feet of turf grass and/or area to be planted to a depth of at least six (6) inches. In addition, prior to installation of any turf grass and/or other planted area, all foreign waste materials, including concrete, plastic, wire and the like, along with rocks larger than three (3) inches, shall be removed from the top six (6) inches of soil. The developer shall affirm and certify, in writing, that the turf grass and/or planted areas have been installed according to these standards or that legally binding commitments have been made to install such soil amendments prior to installation of such turf grass and/or other plant materials.

(b) Mulch.

All plantable areas not covered with turf shall be covered with a minimum of four (4) inches of a suitable mulch to retain water, and inhibit weeds. Nonporous fabrics (like black plastic) shall not be placed under mulches.

Mulch shall be of wood-based materials and does not include gravel, rock, grass clippings, straw/hay or leaves.

**Sec. 16-2-460. Landscaping Design Standards and Minimum Requirements for Single Family and Duplex Lots.**

(a) Water efficiency in irrigation design.

All required landscaping shall be irrigated as required for plant establishment and maintenance. Irrigation shall be appropriate to the type and scope of the improvements.

- a. Use of non-treated water for irrigation is encouraged if a permanent, suitable supply is available. In the event that non-treated water is not continually available, an alternative supply of treated water shall be available by means of a separate line to avoid any possibility of cross-contamination
- b. Required landscaping shall be irrigated with a permanent irrigation system.
- c. Irrigation for native grasses and vegetation shall be used for establishment and shall be available for maintenance if necessary.

Irrigation system improvements shall be designed to achieve water-efficiency as a goal. These guidelines shall apply to the irrigation system design for all regulated landscapes:

- a. Plant water requirements shall be considered in irrigation design schemes
- b. Hydraulic principles shall be employed when designing the irrigation system.
  - i. Separate landscape meters shall be installed for all regulated landscapes.
  - ii. A reduced pressure backflow preventer shall be used on all systems. The requirement of a backflow preventer may be waived if the system irrigation system utilizes non-potable water that is in no way connected to a domestic system.
  - iii. Turf and grass areas irrigation shall be designed using the following principles:
    - a. No single zone shall mix head types, such as rotors and pop-up spray heads on the same zone.
    - b. Sprinklers shall be spaced for "head-to-head" coverage, where the spray pattern from one head will reach to the next head.
    - c. Check valves shall be included in heads or valves where low-drainage will occur due to elevation changes.
  - iv. Shrub bed areas with plant material one gallon in size or larger shall be irrigated with a drip or subsurface system.
  - v. Where the water supplied will be from secondary or other non-potable water sources, the use of non-potable color indicators shall be used on the equipment. This includes purple handles on quick coupler valves and gate valve, caps for irrigation heads, valve box lids and marker tape buried above the mainline.
  - vi. All systems shall be equipped with an automatic rain shut-off device.

- vii. All wire connections shall be made with watertight connectors and contained in a valve box.
- c. Irrigation control systems shall be employed that offer flexibility in programming.
  - i. All irrigation systems shall include an electric automatic controller with multiple programs and multiple repeat and rest cycle capabilities and a flexible calendar program.
  - ii. The controller shall have the ability to adjust run times based on percentage of maximum evapotranspiration rate.
  - iii. Each zone/valve shall have its own station on the controller.

(b) Small Lot Single-Family Residential (R-1 and R-2 Zoning Districts) Development Landscaping Standards.

(1) In addition to landscaping the right-of-way tree lawn and street trees, the developer or assigns shall provide:

a. Groundcover for the front yard setback of each home. There shall be a minimum of fifty percent (50%) live materials at maturity between the front of the house and the curb unless otherwise approved by the Town. Mulch may be considered live groundcover as associated with plantings as approved by the Town. For new home construction, irrigated front yard landscaping shall be installed within one year of issuance of Certificate of Occupancy.

b. One (1) deciduous shade tree as described herein per lot, per street frontage in the front yard, and one (1) deciduous shade tree on the side yard for corner lots unless a street tree is already in place as required by this code, within one year of issuance of Certificate of Occupancy.

c. Where unfenced side or rear yards are adjacent to park sites, designated open space, or street, the side or rear yard shall be landscaped which may include sod and/or turf seeded. Required side or rear yard landscaping shall be installed within one year of issuance of Certificate of Occupancy.

d. Required irrigation systems shall be installed to meet the standards set forth in this section.

(2) The homeowner:

a. Shall maintain the yard and landscaping within the adjacent road right-of-way in accordance with Town regulations.

(c) Large Lot Single-Family Residential (AE, E-1 and R-1E Zoning Districts) Development Landscaping Standards. Landscaping shall be designed to keep natural resource areas in their natural state as much as possible and should be in character with surrounding properties.

(1) The developer or assigns shall provide:

a. Site trees: A minimum of one (1) deciduous shade tree per lot per street frontage, in the front yard and on the side yard for corner lots.

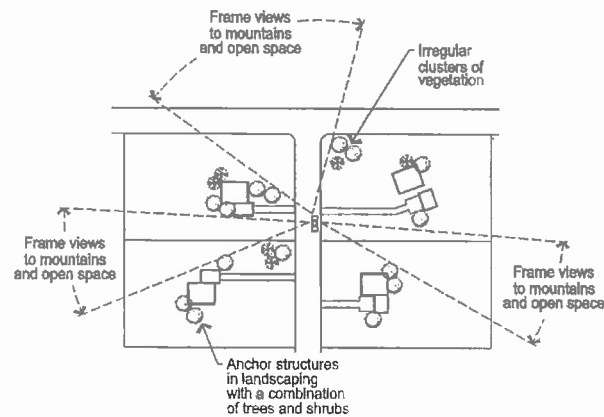
b. Groundcover for the front yard setback of each home. The groundcover may be a combination of irrigated and native grasses and wildflowers as appropriate to the design of the individual home. There shall be a minimum of fifty percent (50%) live materials at maturity between the front of the house and the edge of the roadway unless approved by the Town.

(2) The homeowner:

a. Shall install the remainder of the yard and is encouraged to plant additional trees, shrubs and flowers using Xeriscape principles and the general provisions set forth in this Division.

b. Shall maintain the yard and landscaping within the adjacent road right-of-way, in accordance with Town regulations.

(d) All landscaping shall be installed to allow for clear sight distances for automobile, bicycle and pedestrian traffic. See Figure 2-19.



**Sec. 16-2-440. Plant materials.**

(a) Minimum tree and shrub planting sizes shall be as follows:

- Ornamental trees: 1-1/2" caliper
- Deciduous shade trees: 2" caliper
- Evergreen Trees: 6' height
- Shrubs: 5 gallon

(b) Required plant materials shall be grown in a recognized nursery in accordance with proper horticultural practice. Plants shall be healthy, well-branched vigorous stock with a growth habit normal to the species and variety and free of diseases, insects and injuries.

(c) All plants shall conform to standards for measurements, grading, branching, quality, ball and burlapping as stated in the *American Standard for Nursery Stock*, 1990 Edition, American Association of Nurserymen, Inc. (AAN-ASNS), and Colorado Nursery Act of 1965 (CNA).

(d) Native grass seed mixes shall be certified as weed free.