



Gunnison County, CO
Community Development Department
221 N. Wisconsin St. Ste. D, Gunnison, CO 81230
Phone: (970) 641-0360
Email: permit@gunnisoncounty.org

OWTS PERMIT PACKET:
APPLICATION AND GUIDE
FOR PROPERTY OWNERS AND
CONTRACTORS

SUBMIT **COMPLETE** APPLICATION PACKETS BY EMAIL To
PERMIT@GUNNISONCOUNTY.ORG



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ON-SITE WASTEWATER TREATMENT SYSTEM (OWTS) PERMIT APPLICATION PACKET

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OWTS PERMIT REQUIRED FOR CONSTRUCTION IN THE UNINCORPORATED AREAS OF GUNNISON COUNTY. An OWTS permit is required to construct, install, maintain, alter, repair, enlarge, relocate or use and OWTS within unincorporated Gunnison County pursuant to the *Gunnison County OWTS Regulations*.

GUNNISON SAGE-GROUSE. Gunnison County regulations require that the location of OWTS, buildings and accesses be designed to avoid and mitigate potential impacts to Gunnison Sage-grouse. All applications for improvements on lands within Sage-grouse occupied habitat will be reviewed by the Gunnison County Gunnison Wildlife Conservation Coordinator to determine if there are any impacts to Sage-grouse or Sage Grouse habitat. Landowners may request a pre-application conference to review Sage-grouse issues and identify potential solutions.

OTHER PERMITS REQUIRED. Other permits may be required before any construction work begins. They include:

- **Driveway Access Permit** or **Waiver**, available from the Gunnison County Public Works Department.
- **Highway Access Permit** from the Colorado Department of Transportation, if a parcel is located on a state or federal highway.
- **Reclamation Permit**, available from the Gunnison County Public Works Department.
- **Well Permit**, available from the Colorado Division of Water Resources in Montrose.
- **Electrical Permit**, available from the Colorado Electrical Board. The electrical Inspector is located in Gunnison.
- **Plumbing Permit**, available from the Colorado Board of Plumbers. The plumbing Inspector is located in Gunnison.
- **Land Use Change Permit** may be required before an OWTS permit can be issued, or conditions of an existing Land Use Change Permit may affect locations or sizes, and other features.
(A list of other permitting agencies is included in this handout, and is also available on our website.)

STEPS FOR OBTAINING AN OWTS PERMIT IN UNINCORPORATED GUNNISON COUNTY:

- 1. SAGE-GROUSE PRE-APPLICATION MEETING WHEN IN OCCUPIED GUNNISON SAGE-GROUSE HABITAT.** If the property is in occupied sage-grouse habitat, request a pre-application conference prior to siting and design an OWTS.

2. **SITE AND SOIL EVALUATION.** A site and soil evaluation shall be conducted by a professional engineer, licensed in the State of Colorado, or a qualified soils technician approved by the Environmental Health Office in order to determine the suitability of a location to support an OWTS and to provide the designer with a sound basis to select the most appropriate OWTS design for the location and application. Every site and soil evaluation shall consist of a preliminary investigation, reconnaissance visit, detailed soil investigation, and a report and site plan. Refer to *Section 5* of the *Gunnison County OWTS Regulations* for more information.
3. **PROPOSED SYSTEM DESIGN DOCUMENT.** The proposed system Design Document as described in *Section 5.F.* of the *Gunnison County OWTS Regulations*.
4. **COMPLETED OWTS PERMIT APPLICATION.** Completed OWTS permit application along with the associated OWTS permit fee.
5. **PUBLIC WORKS DEPARTMENT:** The following two permits may be obtained from the Gunnison County Public Works Department. Contact the Public Works Department at 641-0044.
 - **DRIVEWAY ACCESS PERMIT IS REQUIRED BEFORE A DEVELOPMENT PERMIT CAN BE ISSUED.** Any site excavation or construction of an access may not begin until a Driveway Access Permit has been issued OR Public Works has granted a written waiver.
 - **A RECLAMATION PERMIT MAY BE REQUIRED BEFORE A DEVELOPMENT PERMIT CAN BE ISSUED.** Any site excavation or access construction may not begin until a Reclamation Permit has been issued.
6. **SITE INSPECTION.** Environmental Health Office staff will conduct a site inspection in order to verify the site conditions and setback distances. Prior to the site inspection, the applicant is responsible for staking and labeling each pertinent feature, including lot corners, proposed structures, driveways/parking areas, proposed soil treatment areas and septic tank location, and well location. Please be aware that it may not be possible to conduct site inspections during the winter months.

CODES AND REGULATIONS AFFECTING DEVELOPMENT IN GUNNISON COUNTY:

Building Codes: The 2021 edition of the *International Codes* have been adopted and amended by the Gunnison County Board of County Commissioners. A copy of each of the *Codes* is available to review in the Community Development Department, or you can purchase copies from the International Code Council, Product Orders, 1-(800)-786-4452, or from the Council's website: www.iccsafe.org. Copies of the Gunnison County amendments to the *Codes* are available in the Community Development Department and on our website, www.gunnisoncounty.org/planning.

Gunnison County Land Use Resolution: The *Resolution* governs most land development, and includes standards for setbacks, building heights, sizes of residences, design, location on ridgelines, building in geologic hazard areas, floodplains and wetlands, and other requirements that will affect where your building site can be located.

The ***Gunnison County On-site Wastewater Treatment Systems Regulations*** include standards and requirements for installing an on-site wastewater treatment system (OWTS). An OWTS Permit, or agreement of a wastewater treatment provider, if the parcel is served by a central system, is required before a building permit can be issued.

The ***Gunnison County Specifications for Road and Bridge Construction*** includes standards for designing and constructing a driveway and accessing onto county roads. An Access Permit or waiver is required from the Gunnison County Public Works Department before a Building Permit can be issued.

The ***International Wildland Urban Interface Code (IWUIC)*** have been adopted by the Gunnison County Board of County Commissioners. A copy is available to review in the Community Development Department, or you can purchase copies from the International Code Council, Product Orders, 1-(800)-786-4452, or from the Council's website: www.iccsafe.org Copies of the Gunnison County amendments to the IWUIC can be found on our website, www.gunnisoncounty.org/planning

Colorado state plumbing codes. Gunnison County does not perform plumbing inspections. Plumbing Permits are issued and inspections are conducted by a **State Plumbing Inspector**. Plumbing contractors are required to take out permits on jobs performed by their companies. The master plumber's signature is required on all permit applications. A contractor may not do work on a "home owner" issued permit. Homeowners may do their own plumbing installation on their residence if the following is true: the work is personally performed by the homeowner and the property is not for sale, resale, is not rental property which is occupied or is to be occupied by tenants for lodging, either transient or permanent; and is not generally open to the public.

Fire Code: The *International Fire Code* with amendments and the *Standards & Guidelines Policy* have been adopted by the Crested Butte Fire Protection District Board of Directors and the Gunnison County Board of County Commissioners within the Boundaries of the Crested Butte Fire Protection District. A copy of the *International Fire Code*, amendments, *Standards & Guidelines Policy* and *Builders Packet*, is available to review in the Crested Butte Fire Protection District office, or you can purchase a copy of the *International Fire Code* from the International Code Council, Products Orders, 1-(800)-786-4452, or from the Council's website: www.iccsafe.org. Copies of the amendments, Standards & Guidelines Policy and Builders Packet are also available on the Crested Butte Fire Protection website, www.cbfpd.org.

Colorado state electrical codes. Gunnison County does not perform electrical inspections. Electrical Permits are issued, and inspections are conducted by a **State Electrical Inspector**. A state issued electrical permit is required when installing, remodeling or making additions to existing electrical wiring, installation or repairing electrical apparatus and equipment for light, heat and power. Information about contacting the state and securing permits online is available from the **Colorado Electrical Board**.

COMMONLY ASKED QUESTIONS AND ADDITIONAL INFORMATION

How can I determine floodplain information and/or geologic hazard information? Access the County's Interactive Map and load the "FEMA floodplain" or "geologic hazards" layers. The map site is found at the following web address: https://gis.gunnisoncounty.org/default_map.aspx

OWTS permitting for parcels less than one-acre? The Gunnison County OWTS Regulations require that a parcel be a minimum of one acre in size in order to receive a permit, with the exception of lots greater than 7/10th of an acre in an approved subdivision and served by a legal central water supply.

How long is an OWTS permit valid after issuance? An OWTS permit is valid for one year from the date of issuance. An OWTS permit may be extended, once, for an additional year.

Incinerating, Composting and Chemical Toilets? Although permissible, the use of an incinerating, composting or chemical toilet will not reduce the required size of the OWTS as noted in *Section 8.A.1* of the *Gunnison County OWTS Regulations*.

Graywater? Gunnison County does not have local graywater reuse regulations adopted as allowed under the State of Colorado Water Quality Control Commission Regulation 86: Graywater Control Regulations. It is important to know that the application of graywater reuse as allowed under Regulation 86 does not/would not reduce the required size of an OWTS as noted in Section 8.A.1 of the Gunnison County OWTS Regulations and in Regulation 86. The Community Development Department monitors possible future updates and revisions to Regulation 86.

Horizontal Setback Distances:

Well or spring to a septic tank	50 feet
Well or spring to a soil treatment area (field)	100 feet
Potable water line to a septic tank	10 feet
Potable water line to a soil treatment area	25 feet
Structure to a septic tank	5 feet
Structure to a soil treatment area	20 feet
Property line to a septic tank or soil treatment area	10 feet
Irrigation ditch to septic tank or soil treatment area	100 feet
Lake, stream, water course, wetland to septic tank or soil treatment area	100 feet

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OWTS PERMIT APPLICATION

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OWNER: _____
MAILING ADDRESS: _____
EMAIL: _____ **CELL PHONE:** _____

LICENSED SEPTIC CONTRACTOR: _____
EMAIL: _____ **CELL PHONE:** _____

PRIMARY PROJECT CONTACT (GENERAL): _____
EMAIL: _____ **CELL PHONE:** _____

(Gunnison County will contact this person for all permit-related communication, including document submittal, permit requirements, and any related fee payments.)

DESCRIPTION OF PARCEL (site address, legal description):

PARCEL SIZE: _____ ACRES

HAVE YOU APPLIED FOR A LAND USE CHANGE PERMIT? _____

- Is this application for a secondary residence?
- Do you need a lot cluster? (Do you own adjacent lots that are less than one acre, if so you may need a lot cluster)

WHAT TYPE OF PERMIT ARE YOU REQUESTING?

- New/Full System Replacement
- Alteration
- Repair

Project Description (Please identify all existing buildings/development and all proposed buildings/development on the parcel.):

DESCRIBE THE TYPE AND USE THAT THIS SYSTEM WILL BE SERVING (i.e. one-family dwelling, commercial, industrial, agricultural, recreational):

Description of the Proposed and/or Existing Water Source. Description of proposed/existing water source; if such proposed source is by well, copy of the well permit may be required to verify the location of the well; and, if such source is a central system, documentation from the operator of that system that water will be supplied:

THE FOLLOWING INFORMATION IS NEEDED FOR THE SUBMITTAL OF ALL OWTS APPLICATIONS:

- Report from Site and Soils Evaluation and Site Plan.** The report from the Site and Soil Evaluation and the Site Plan in accordance with Section 5 of the *Gunnison County OWTS Regulations*.
- Vicinity Map.** General area map showing the location of the proposal on a typical U.S. Geological Survey map, U.S. Forest Service map or County parcel map, available from the Gunnison County Geographic Information Services Department or the Gunnison County Assessor's Office.
- *System Design.** The system design document shall contain all plan details necessary for permitting, installation and maintenance and shall include a brief description of the facility and its proposed use, basis and calculations of design flow, and influent strength in accordance with Section 5.F. of the *Gunnison County OWTS Regulations*.
- *A copy of the recorded Warranty Deed** is required for proof of ownership. This may be obtained from the Recorder's Office, located on the first floor of the Blackstock's Government Center. The Recorder's Office can be reached by phone at 970-641-2038.
- Letter of Consent.** If applicable, a letter from the property owner acknowledging a person other than the owner may apply for permits.
- Copy of **Well Permit**, if applicable
- *Application Fee. Fees** are determined by type of OWTS permit and proposed use.
 - Residential New
 - Commercial New or Replacement
 - Residential Repair
 - Tank Replacement Only
 - System Alteration or Expansion

Fee schedules can be found on gunnisoncounty.org

By signing this permit, the Permittee agrees to comply with all requirements and conditions outlined in the permit, applicable regulations governing Onsite Wastewater Treatment Systems (OWTS), and the Gunnison County Land Use Resolution. The Permittee agrees to pay all fees required by Gunnison County, including a \$20 state surcharge fee required by the State of Colorado. The Permittee understands they are responsible for obtaining any additional permits, approvals, or authorizations required by federal, state, or local law. If Gunnison County is required to take enforcement action related to this permit or application, the Permittee agrees to be responsible for all associated costs, including attorney's fees.

***SIGNATURE OF OWNER, CONTRACTOR or PRIMARY CONTACT:**

_____ **DATE:** _____
**Required*

Please be advised that the Community Development Department may require additional information.

Owner Consent Form

AGREEMENT AND CONSENT OF PROPERTY OWNER FOR REPRESENTATION BY OTHER PERSON DURING THE PERMITTING AND DEVELOPMENT PROCESS

I/We, _____ Owner(s) of the described property. (If this property is in a trust, please identify all of the beneficiaries) hereby authorize _____ as our representative through the permitting and development process and give authorization for this representative to act on our behalf during the project and to be the primary person to be contacted as necessary by the Community Development Department for our property located at the following address and legal description:

Signature of Owner/s

Signature of Owner/s