



**MULTI USE APPLICATION
2026 Zoning Development Permit (ZDP)
(Revised 1/1/2026)**

Project # _____
 Commercial \$184.00
 Residential (\$68.00 or \$184.00 as listed)
 + PPRBD Plan Check (as applicable)
 + PPRBD Building Permit (as applicable)
 + Woodland Park Use Tax

COMMERCIAL _____

- Change In Use
- Commercial Development
- Accessory Structure
- Parking Lot
- Public Infrastructure
- Alteration/Tenant/Interior Finish

RESIDENTIAL _____

- Addition (Fee \$184.00)
- Alteration/remodel (Fee \$68.00)
- Garage-Attached (Fee \$184.00)
- Garage-Detached (Fee \$184.00)
- Deck (Fee \$68)
- Shed (Fee \$68)

OTHER _____

- Commercial
- Residential
- Residential Use In a Commercial Zone
- Zoning Verification Letter (Fee \$184)

1. Applicant Information

- a. Applicant Name _____
- b. Contractor Property Owner

2. Property Owner Information

- a. Name _____ Project Contact Yes No
- b. Mailing Address _____
- c. E-mail Address _____
- d. Phone Numbers Home _____ Work _____ Mobile _____

3. Contractor Information

- a. Name _____ Project Contact Yes No
- b. Company Name _____
- c. Mailing Address _____
- d. Field Phone # _____ E-Mail Address _____
- e. Contractor License # _____ WP Business License # _____

4. Site Information

- a. Site Address _____
- b. Lot ____ Block ____ Subdivision _____
- c. Property Zoning _____ Lot Size _____ Acres Square Feet

5. Is the property subject to covenants? Yes No If yes, then submit copy of covenants and current contact for HOA. It is the responsibility of the landowner to submit HOA approval with this application.

6. Project Information

- a. Description of Project _____
- b. Dimensions for Proposed Structure(s) _____
- c. Project Valuation (cost of materials) _____
- d. If you will be receiving materials at the site, please describe a loading area that avoids interference with public streets or alley _____

7. Site Plan Requirements

Please attach site plan of the proposed project. The plan must include all of the following information for the permit to be processed.

- a. The location, dimensions and height of all existing and proposed structures and/or uses with property line setbacks clearly shown (i.e., distance from structure to all property lines).
- b. Property lines, dimensions, and known monuments.
- c. Location, dimensions and names of on-site or adjacent streets, trails and sidewalks.
- d. Location, dimensions and type of easements (i.e., utility, access, etc.).
- e. Location and dimensions of all parking and driveway areas and parking formula used, if applicable.
- f. Locations of existing and proposed utilities, including water, sewer, fire hydrant, electric, gas, phone and cable TV infrastructure.
- g. General direction of off-site and on-site topography and proposed storm water management measures.
- h. Location and extent of floodplain or other hazards, if applicable.
- i. Proposed method of erosion control and soil stabilization.
- j. For interior remodels/tenant finishes, show the details of changes (i.e., existing and proposed).
- k. Architectural elevations may be required by City Planning.

Note: If you have an “Improvement Location Certificate” (ILC) that shows the above information than you may draw your proposed improvements on your ILC. An example of a complete Site Plan is provided on page 4.

8. Certification

This permit is valid for one year from the date of approval. If use or construction is not commenced during that period, the permit must be renewed. The undersigned applicant certifies that they understand that a Certificate of Occupancy (CO) may be required prior to occupancy of any structure or dwelling and is required to follow all procedures necessary to obtain a CO, if required. The undersigned applicant certifies under oath and under penalties of perjury that the information found in this application and sketch plan is true and accurate to the best of their knowledge and understands that the proposed development shall be in accordance with this application, all provisions of the City of Woodland Park’s Zoning Regulations, other applicable City regulations, and conditions imposed upon the issuance of this permit.

The undersigned applicant also certifies acknowledgment that refund requests for any Use Tax collected that is eligible for refund must be requested within three (3) years of the collection date of that Use Tax.

 Builder/Applicant Signature _____ Date _____

 Property Owners Signature _____ Date _____

ZDP Approved by _____ Date _____

Conditions of Approval _____

SUBCONTRACTOR/VENDOR LIST**General Contractor:** _____**Business License #:** _____**Project Address:** _____**First-in subcontractors will be required to obtain their Business License prior to ZDP Approval**

Type of Work	Company Name	Contact Person	Phone #	Business License #
Appliances/Bath Fixtures				
Architect				
Cabinets/ Counters				
Carpet				
Ceramic Tile Installer / Vendor				
Doors				
Driveway/ Culvert				
Drywall				
Electric				
Engineer (Civil, if applicable)				
Engineer (Foundation)				
Excavator				
Final Cleaning				
Fireplace				
Flatwork				
Flooring Installer / Vendor				
Footing & Foundation				
Framing				
Gas line (inside)				
Geotechnical Testing (soils)				
Grading				
Gutters				
Hardware				
Heating				
Insulation				
Landscaping				
Lighting				
Lumber				
Masonry				
Painting				
Plumbing				
Roof				
Septic				
Service lines, water & sewer				
Site Prep/Tree Removal				
Stucco				
Surveyor				
Tool Rental				
Trash Removal				
Venting				
Windows				

SITE PLAN

THE CHIPMUNK RESIDENCE
ALVIN AND ELEANOR
123 CHIPMUNK LANE
WOODLAND PARK, CO - 80863
(719) 687-1234
Zoning = Suburban Residential (SR)

FOR EXAMPLE
PURPOSES ONLY

