



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Front Yard Carport Permit Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- [General Applicant Owner Acknowledgement Form](#)

A Project Statement justifying the following:

1. The side and rear yards are each inaccessible/unusable due to insufficient width or size or due to steep terrain;
 2. The use of the side or rear yards for a carport would have a material negative effect on the use and enjoyment of the applicant's property or adjoining properties. In other words, is there a garden or a barbeque already occupying the side or rear yard or is something similar in the adjacent yard that affects the placement of the carport; and
 3. The front yard carport does not jeopardize the health and safety of adjacent property, people and users of the City's right-of-way, including but not limited to, public and private utility infrastructure, public works infrastructure, pedestrians and drivers.
- Site Plan showing the contents listed below

Plan Content Requirements

Overall Page Layout

- North Arrow
- Indication of the scale (i.e. 1" = 20') and a bar scale

Legend in the lower right-hand corner which must contain the following information

- Name, address and phone number of both applicant and owner
- Property address
- Lot size in square feet
- Legal Description
- Zoning
- Tax Schedule Number
- Square footage of each structure, both existing and proposed
- Lot coverage of each structure, both existing and proposed and a total amount of lot coverage
- Percentage of front yard setback used as driveway or parking area.



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Site Plan

- Property lines and dimensions
 - Size and location of all existing easements
 - Existing and proposed structures and dimensions
- Setbacks of the carport:
- Show the setback from the side property line (must maintain zone district side setback).
 - Show the front setback from the front property line and from the nearest sidewalk (if one is onsite) or edge of curb or roadway.
- Show the location of the sidewalk, curb, and roadway.
- Include the note below on the site plan:
- "The front yard carport request is to allow a _____ foot setback from the nearest edge of the adjacent sidewalk and a ____ foot setback from the nearest edge of the curb or roadway"
- Show the location of driveways and fences
 - Show the sight distance requirements as set forth in the City Engineering Traffic Criteria Manual.
 - Include a note explaining how the carport will be anchored to the ground or provide the manufacturer's specifications for anchoring.

Elevations

- Provide 4 elevations of the carport structure and label the elevations with north, south, east or west. If two elevations are the same, include both directions under that elevation. A cut sheet from the manufacturer can be provided as an elevation if the information below is included.
- Show the overall height from grade to the maximum height of the carport.
- Show any side panels or screens.
- Show the location of the eave and fascia along the roofline.
- Show the roof overhang on all sides.
- Include a note that states the color of the body and trim of the primary structure.



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Review Criteria

Front Yard Carport Review Criteria:

Applications for front yard carports must meet the criteria listed in Subsection 7.3.304.C of the UDC before an application can be approved.

1. The front yard carport shall comply with all applicable provisions of the Pikes Peak Regional Building Code.
2. The front yard carport shall not exceed five hundred (500) square feet, or the maximum allowable parking and maneuvering area pursuant to Subsection [7.4.1008.E](#) of the UDC.
3. The front yard carport shall be set back at least five (5) feet from the near edge of the adjacent sidewalk, if any, and at least ten (10) feet from the near edge of the curb or roadway.
4. The front yard carport shall meet the same side setbacks as the principal use.
5. The front yard carport shall not have side panels or screens in the area between grade level and sixty (60) inches above grade level.
6. The front yard carport may have one enclosed side only if the enclosed side is a shared wall with a principal or accessory structure.
7. The front yard carport shall not interfere with sight distance requirements set forth in the City Engineering Traffic Criteria Manual.
8. The front yard carport may exceed the eight-foot (8') height limit set forth in City Code Section 7.3.304A.2.a (height restrictions) but shall not exceed twelve feet (12') at the highest point.
9. In order to be architecturally compatible with the primary dwelling unit, the front yard carport shall comply with the following:
 - a. Not be clad in unpainted wood or galvanized metal and shall match the color of the body or trim of the primary structure;
 - b. Not be made of non-durable and/or flexible materials, including but not limited to, canvas, plastic, polyester or other tentlike materials;
 - c. Have a minimum of four inch (4") wide fascia along the roofline
 - d. Have a minimum of four inch (4") roof overhang on all sides; and
 - e. Roof sheeting shall not continuously extend downward along the sides.
10. Front yard carports that are exempt from building permits shall be anchored according to the manufacturer's specifications. However, if the manufacturer provides no specifications for anchoring, the carport shall be anchored to concrete piers extending at least thirty (30) inches below grade.
11. Front yard carports shall not be permitted unless:



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- a. The side and rear yards are each inaccessible/unusable due to insufficient width or size or due to steep terrain; or
 - b. The Manager determines that use of the side or rear yards for a carport would have a material negative effect on the use and enjoyment of the applicant's property or of adjoining properties.
12. The front yard carport shall comply with any applicable historic preservation overlay district or neighborhood design standards adopted by the City.
 13. The front yard carport shall not be installed in a recorded easement. The owner shall contact the Utility Notification Center of Colorado (UNCC), "Call Before You Dig", at 1-800-922-1987 or online at www.uncc.org to request a utility locate at least three (3) business days prior to installing the front yard carport.
 14. The front yard carport shall not jeopardize the health and safety of adjacent property, people, and users of the City's rights-of-way, including but not limited to, public and private utility infrastructure, public works infrastructure, pedestrians and drivers.