



Activity Envelope & Site Plan Review

Because of the importance of preserving rural and agricultural character, and the environmental sensitivity of much of the land in Pitkin County, all activities and development are required to obtain approval for an Activity Envelope and a Site Plan Review, unless specifically exempted by the Land Use Code. Pitkin County's Site Plan Review process results in the location of structures and other improvements and activities within an appropriate Activity Envelope on the property that avoids hazardous areas, minimizes environmental and visual impacts, and promotes other goals identified in the Pitkin County Comprehensive Plan.

What is an Activity Envelope?

An Activity Envelope identifies the area within a parcel of land where development would avoid Constrained Areas (including but not limited to steep slopes, wildlife habitat areas, geologic hazard areas, river and stream corridors and wetlands, historic resources) or where development could occur within Constrained Areas, subject to mitigation. An Activity Envelope also identifies the area within which the location of a specific building(s) and associated development may be approved so as to minimize impacts on surrounding properties, maximize compliance with the development standards in the Code, and maximize compliance with the Comprehensive Plan goals and objectives. Separate activity envelopes may be established for different activities (such as buildings, septic system, driveway, etc.).

What is a Site Plan?

A Site Plan includes the actual location, footprint, and height of buildings to be constructed in the Activity Envelope, and is generally not prepared until a specific house or other principal building is proposed to be built. The Site Plan also includes the driveway alignment, landscaping, grading and site preparation, well or other water supply, septic system, mitigation of environmental hazards and any other proposed improvements, all of which shall be located within the defined Activity Envelope(s).

SUBMITTING AN APPLICATION

- The application submission requirements are contained in the Pitkin County Land Use Application Manual.
- An Activity Envelope Plan shall show existing conditions, the proposed activity envelope location and configuration and the proposed driveway alignment.
- A Site Plan shall show existing conditions; the proposed or previously approved activity envelope and driveway alignment; the footprint of all proposed structures and other improvements including such major elements as swimming pools, corrals, and parking areas; any grading or site preparation necessary to accommodate the type of development contemplated on the property.
- Technical reports may be required to address certain constraints, such as geologic or wildfire hazards and stream/wetland/riparian area setbacks, as applicable.
- At Site Plan Review, specific information and exhibits are required to evaluate compliance with the Scenic View Protection standards in the Land Use Code, as applicable.

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Activity Envelope/Site Plan Approvals



What is the process to define an Activity Envelope and/or obtain approval of a Site Plan? Definition of an Activity Envelope and approval of a Site Plan are Administrative Review Procedures, for which an approval may be issued by the Community Development Department staff, if the application complies with the Land Use Code standards.

- Applicant contacts a Pitkin County Planner for a pre-application conference.
- During the pre-application conference, Planner will identify applicable review standards, fees, submission requirements, etc. Planner then forwards summary to Applicant.
- Applicant submits application, which is reviewed by Planner for completeness.
- If incomplete, Applicant will be notified by mail what information is required to complete the application.
- If complete, the application will be sent to applicable referral agencies (such as Planning Engineer, Environmental Health/Natural Resources, Division of Wildlife, Caucus, applicable Fire District) for review and comment.
- Public notice is required. Planning staff will publish notice in the newspaper. Applicant is required to mail notice to adjacent property owners and to post a public notice sign on the property.
- Staff will prepare a written recommendation of approval (with conditions) or denial for the Community Development Director. Director will approve or deny the application, subject to an Administrative Decision, which will be recorded with the Pitkin County Clerk. There will not be a hearing, unless an objection(s) to the application is received by the date specified in the notice, in which case the application will be continued to a public hearing before the Hearing Officer.
- Approved Activity Envelope Plan or Site Plan will be recorded with the Pitkin County Clerk.

The definition of an Activity Envelope and approval of a specific Site Plan may occur at the same time through the Site Plan process if the Applicant desires. An Activity Envelope may be defined separately from the approval of a Site Plan if the Applicant is not prepared to apply for approval of a specific home or other principal building; however, the definition of an Activity Envelope by itself shall not confer the ability to develop the property – the approval of a Site Plan will be required.

Scenic View Protection

Am I subject to the Scenic View Protection standards? All areas mapped within the County's Scenic View Protection Area Boundary shall comply with the standards. The mapped areas are identified as viewed from the following rights-of-way: State Highway 82, Brush Creek Road, Capitol Creek road, Snowmass Creek Road, State Highway 133, Frying Pan Road, Castle Creek Road, Maroon Creek Road, West and East Sopris Creek Roads, Owl Creek Road, Upper and Lower River Roads, McLain Flats Road and Woody Creek Road. All development in the Rural Area shall be sited in compliance with the Rural Character Guidelines for Building Location.

Information subject to change without notice. Refer to the Pitkin County Land Use Code for all legal matters and for specific details, or for further information on Activity Envelope and Site Plan Review, contact a Pitkin County Planner.

Applicable Land Use Code Sections: 2-30-20(g)(2) and (g)(3) and 7-10-50 (Activity Envelope and Site Plan Review); Chapter 7 (Development Standards)

Application Manual: Sections 2.1.1 (Activity Envelope) and 2.1.12 (Site Plan)