



## TOWNS OF WINTER PARK, FRASER, AND GRANBY BUILDING DIVISION ILC AND ISP REQUIREMENTS AND FOUNDATION SETBACK AND ELEVATION CERTIFICATE FORM

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The Building Division for the Towns of Winter Park, Fraser, and Granby is here to assist you with submitting your Improvement Location Certificate (ILC) or Improvement Survey Plat (ISP) and Foundation Setback and Elevation Certificate ("Application"). Applications are administratively reviewed and approval is required. ILCs and ISPs shall be provided and approved prior to framing the structure.

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All submittal items shall be submitted in PDF format to [permits@wpgov.com](mailto:permits@wpgov.com)

### REQUIRED ITEMS:

1. Foundation Setback and Elevation Certificate Form. Completed, executed, and bearing the seal of a state-licensed land surveyor.
2. Improvement Location Certificate (ILC) or Improvement Survey Plat (ISP) bearing the seal of a state-licensed land surveyor with the following minimum required elements:
  - a. North arrow, scale, and project specific benchmarks
  - b. Lot dimensions
  - c. Location and size of all foundations on the lot including building outline, driveways, walkways, and patio foundations
  - d. Dimensions provided (at front, both side, and rear yards) from the property line to portions of the structure allowing for verification of setback requirements
  - e. Measurements from two property corners to the foundation for location accuracy
  - f. Location and dimension of easements
  - g. Top of foundation elevations
  - h. Location of water curb stop and sewer clean out(s)

# FOUNDATION SETBACK AND ELEVATION CERTIFICATE FORM

Date: \_\_\_\_\_

Town(s) of Winter Park, Fraser, and Granby Building Division  
50 Vasquez Road  
Winter Park, CO  
80482

RE: Foundation Setback and Elevation Certification for LOT \_\_\_\_\_, BLOCK \_\_\_\_\_,  
SUBDIVISION ADDRESS \_\_\_\_\_,  
PERMIT RECORD NUMBER \_\_\_\_\_.

To Whom It May Concern:

On \_\_\_\_\_ (MONTH DATE YEAR) a field crew from this office measured the foundation setbacks and elevations for the above-referenced lot and found them to comply with the Drainage, Final Grading and Development Plan approved by the Town(s) of Winter Park, Fraser, and Granby. This determination was based on the location of the footing(s) or foundation(s) wall form(s).

Planning Division review and approval of the ILC or ISP and the Foundation Setback and Elevation Certificate is required prior to framing the structure.

BY:

\_\_\_\_\_  
Signature (Colorado Licensed Engineer or Land Surveyor)

(Seal)

\_\_\_\_\_  
Printed name