



Residential Growth Management System (RGMS) Allocation Process

RESIDENTIAL GROWTH MANAGEMENT SYSTEM

The City of Boulder's Residential Growth Management System (RGMS) is a system that regulates the city's residential growth rate. It caps residential growth at no greater than one percent per year. This means that no more than 1% of the existing residential units can be added in the following year. The management system was put in place to control growth in a way that assures the preservation of Boulder's unique environment, high quality of life and availability of public facilities and urban services.

The city manages the residential growth development through an administrative process called an allocation.

For more information about how allocations are distributed, review

[Section 9-14 "Residential Growth Management" of the Boulder Revised Code \(1981\).](#)

DO I NEED AN ALLOCATION?

An allocation is **required for all new and replacement dwelling units**. This certificate must be obtained **prior to applying** for a building permit.

Approximately 400 allocations are available every year under the allocation system. An allocation certificate must be acquired, through one of the processes described below, **for every dwelling unit** that will be constructed on a property. A request for an allocation certificate must be made to Planning and Development Services, who will issue an allocation to the property. A certificate will be issued within five business days of when a **complete** request is received. Incomplete applications will not be processed.

RGMS ADMINISTRATOR:

Shabnam Bista

Email: bistas@bouldercolorado.gov

WHICH TYPE OF ALLOCATION DO I NEED?

New Dwelling Unit Allocation- Required for new residential dwelling units on previously undeveloped lots.

Asbestos Demolition Allocation- Required for new residential dwelling units that will replace an existing dwelling unit following full structure demolition, but required demolition of existing structure is not possible because unmitigated asbestos exists within it.

Replacement Dwelling Unit Allocation- Required for new residential dwelling units that will replace an existing residential dwelling unit following full structure demolition (no asbestos exists in the structure or it has been mitigated). This type of allocation only applies to developments with four or fewer units proposed for construction.

HOW DO I SUBMIT FOR A NEW DWELLING UNIT ALLOCATION?

1. Complete the [New Dwelling Unit Allocation application](#).
2. Submit the New Dwelling Unit Allocation application to the RGMS Administrator (info on page 1) to be reviewed against the applicable code.
3. RGMS Administrator will issue allocation certificate to applicant within 5 business days.
4. Applicant can apply for building permit with the RGMS allocation.

IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

HOW DO I SUBMIT FOR AN ASBESTOS DEMOLITION ALLOCATION?

1. Gather your materials. You will need:
 - Complete the [Asbestos Demolition Allocation Application](#).
 - A copy of the submitted state asbestos abatement notification and permit and
 - All required signatures on page 3 of the [Demolition Permit](#).
2. Submit the Asbestos Demolition Allocation application to the RGMS Administrator (info on page 1) to be reviewed against the applicable code.
3. RGMS Administrator will issue allocation certificate to applicant within 5 business days upon receiving a complete application. Incomplete applications will not be processed.
4. Apply for building permit and include the RGMS allocation certificate.

IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.
- Historic Preservation review is required for non-designated buildings that are 50 years old or older for demolition that meets the definition of “Demolition (Historic)” [in Section 9-16](#) of the Boulder Revised Code, 1981. See [Historic Preservation Demolition Review Application](#) for requirements. Information about historic preservation can be found at <https://bouldercolorado.gov/historic-preservation/demolitions>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

HOW DO I SUBMIT FOR A REPLACEMENT DWELLING UNIT ALLOCATION?

1. Apply for and receive issuance of a [Demolition Permit](#).
2. RGMS Administrator is automatically notified when the demolition permit is issued and will issue an allocation certificate within 5 business days.
3. Apply for building permit and include the RGMS allocation certificate.

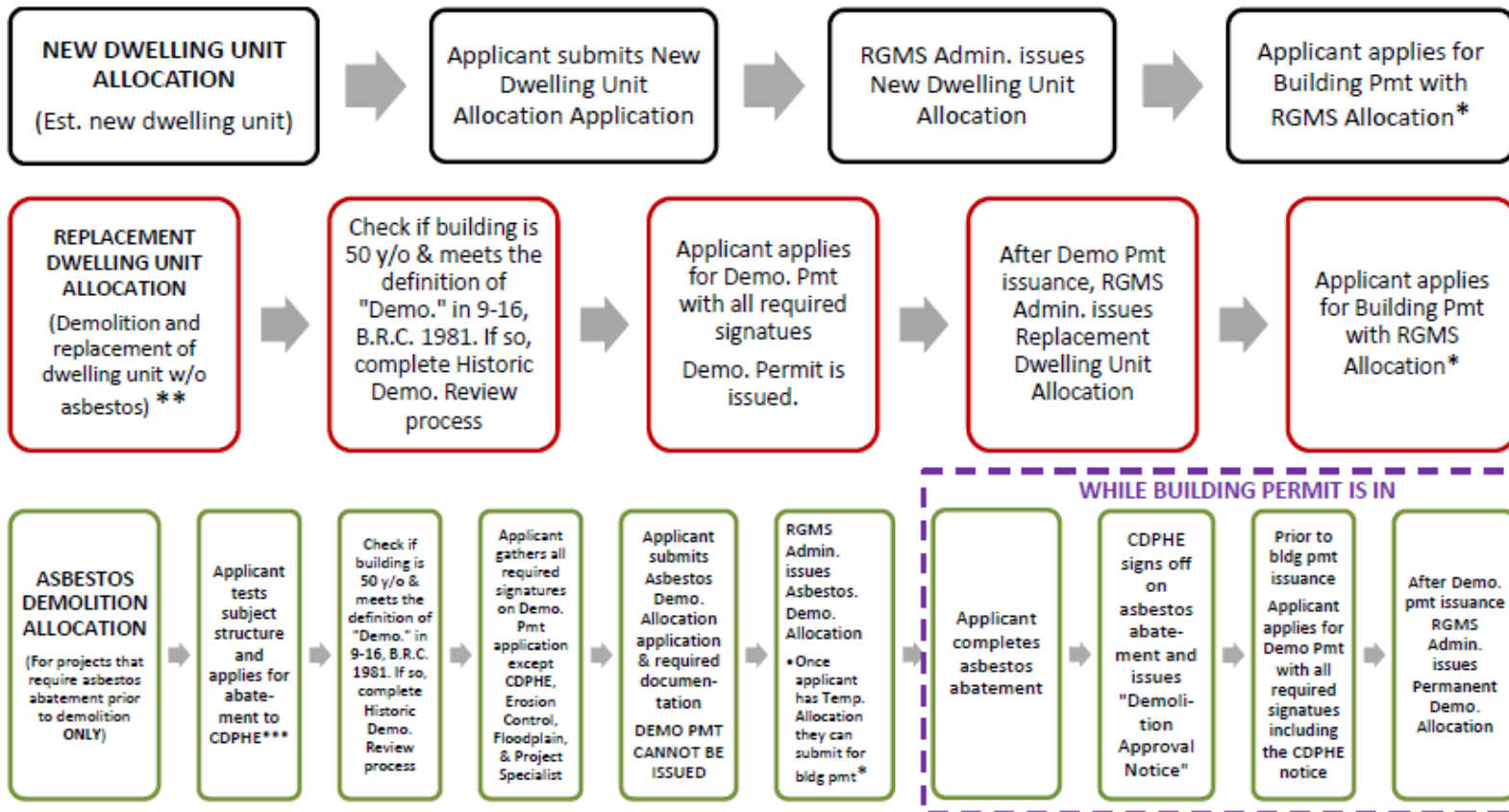
IMPORTANT: Prior to applying for building permit for new dwelling units:

- To establish a new dwelling, you must also satisfy the affordable housing requirements for each new dwelling unit. Information about affordable housing requirements can be found at <https://bouldercolorado.gov/housing/inclusionary-housing>.

- Historic Preservation review is required for non-designated buildings that are 50 years old or older for demolition that meets the definition of “Demolition (Historic)” [in Section 9-16](#) of the Boulder Revised Code, 1981. See [Historic Preservation Demolition Review Application](#) for requirements. Information about historic preservation can be found at <https://bouldercolorado.gov/historic-preservation/demolitions>.
- If you must establish or reassign addresses as a part of the development process, address(es) must be assigned PRIOR to applying for your allocation.

Regional Growth Management System (RGMS) Allocation Application Processes

Typical allocation processes when establishing new dwelling units or replacing dwelling units within 3 years.*



*All new or replacement dwelling units must also meet affordable housing requirements prior to building permit submittal. Visit <https://bouldercolorado.gov/housing/inclusionary-housing> for details.

** Only available to developments that have four or fewer dwelling units.

***Colorado Department of Public Health and Environment



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 Phone: 303-441-1880 • Fax: 303-441-3241 • Web: boulderplandevop.net

**RESIDENTIAL GROWTH MANAGEMENT SYSTEM
 ALLOCATION APPLICATION FORM**

Applicants are required to complete this application form and attach any additional materials that may be necessary. *Late or incomplete submittals will not be accepted.*

GENERAL INFORMATION

Application Date: _____

Applicant's Name: _____ Company: _____

Phone: _____ E-mail: _____

Applicant's Address: _____

Name of the Development: _____

Does this request involve a:

- Non-residential portion (mixed use building or project)? Yes ____ No ____
- Demolished Building? Yes ____ No ____

ALLOCATION REQUEST

Please Note: Information for each building or single family subdivided lot must be on one line.

Address	Subdivision	Block	Lot	Bldg	Market (Unrestricted) Units		Permanently Affordable Units	
					Number of Detached	Number of Attached	Number of Detached	Number of Attached

CERTIFICATION

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

IF APPLICANT IS NOT THE OWNER, COMPLETE THE FOLLOWING:

I (we) hereby authorize _____ (Applicant's name) to act as my (our) agent and representative for the purposes of submitting and pursuing this allocation request, receiving allocations pursuant thereto, and applying for and accepting building permits pursuant to said allocations. I affirm that I am the recorded owner of the property for which this allocation request is submitted.

Owner's Name: _____ Company: _____

Phone: _____ E-mail: _____

Address: _____

Owner's Signature: _____ Date: _____

STAFF USE ONLY

Application received by: _____ Date/Time _____



City of Boulder Planning and Development Services Center
DEMOLITION ALLOCATION REQUEST

300.pdf
Revised May 2015

Temporary Allocation Number: _____

Project Address _____ Date _____

Subdivision _____ Block _____ Lot _____

Owner Name _____ Phone (____) _____

Owner Address _____

Contractor _____ Phone (____) _____

Contact Name _____ Email _____

The applicant desires to apply for a building permit prior to receiving approval from the Colorado Department of Public Health and Environment for the demolition of a residence containing asbestos. The following information must be provided to Planning and Development Services at least 5 working days prior to application for the building permit review. **The applicant must have obtained all other required materials for a demolition permit, including Landmarks Board approval, in order to be eligible for a temporary allocation.**

- 1. A copy of the State demolition permit application (asbestos abatement). Provided
- 2. Written report or State notification that asbestos abatement is required. Provided
- 3. Completed [Demolition Permit Application](#) (including all approvals other than Colorado Department of Public Health and the Environment). Provided

I understand that a building permit will not be issued until the demolition permit and the associated residential growth management allocation is received.

Applicant Name (please print)

Applicant Signature

Date