

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR CONDITIONAL USE PERMITS



CLASS 4 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 4 development review application for a conditional use permit, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date When required (Office use only)	Initial and date When submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a Conditional Use Permit.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Preliminary Title Report: An applicant shall submit a preliminary title report (Schedule B).
		5. Project Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Description of development and key components of such development. <input type="checkbox"/> Total development area. <input type="checkbox"/> Land uses proposed, and total area devoted to each use, percentage of total project area devoted to each use. <input type="checkbox"/> Number of any residential units proposed. <input type="checkbox"/> Floor area of proposed residential density (as defined by the Code). <input type="checkbox"/> Residential densities proposed (Units/acre). <input type="checkbox"/> Floor area of non-residential uses proposed, by type of use (as defined by the Code). <input type="checkbox"/> Number of any lodging rooms proposed. <input type="checkbox"/> Amount of any open space proposed. <input type="checkbox"/> Proposed phasing. <input type="checkbox"/> Commitments for preservation of natural features and open space. <input type="checkbox"/> Commitments for providing trails. <input type="checkbox"/> Design criteria for development per the applicable provisions of the Code, such as Section 3505 et seq. and Section 8104 et seq. <input type="checkbox"/> Methods of operation. <input type="checkbox"/> Hours of operation. <input type="checkbox"/> Characteristics having impact on adjacent properties. <input type="checkbox"/> Proposed time limits for use.
		6. Master Plan Conformance Statement: Statement of how proposal generally conforms to

		the applicable master plan goals and related policies/actions.
		7. Criteria for Decisions Statement: Statement of how the required criteria for decision can be met.
		8. Water Supply: Description of water supply proposed: <input type="checkbox"/> Amount of water needed (in gallons per day). <input type="checkbox"/> Type of water system proposed. <input type="checkbox"/> Copy of well permit <input type="checkbox"/> Status of water rights. <input type="checkbox"/> Copy of water augmentation plan. <input type="checkbox"/> Letter from the applicable water district.
		9. Sewage Disposal: Description of means of sewage disposal: <input type="checkbox"/> Amount of wastewater to be generated (in gallons per day). <input type="checkbox"/> Type of wastewater disposal system proposed. <input type="checkbox"/> Amount of solid waste to be generated (in pounds). <input type="checkbox"/> Method of solid waste disposal proposed. <input type="checkbox"/> Copy of ISDS permit. <input type="checkbox"/> Letter from the applicable sewer district.
		10. Provision of Other Utilities: Statement of proposed method of providing utilities (i.e., gas, electric, phone). <input checked="" type="checkbox"/> Letters of consent from utility companies
		11. Statement on Compliance with Specific Code Criteria: If special criteria have been established for the proposed use in the Code, a narrative on how such criteria will be met.
		B. Graphic Material
		1. Vicinity Map
		2. Existing Conditions Plan: To engineering scale (1":10, 1:20 or 1":30' scale), showing: <input type="checkbox"/> Property boundaries and dimensions with easements. <input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Certified survey of wetland delineation flagged by a qualified consultant, prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Steams, ponds, lakes and other water features. <input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.
		3. Preliminary Conceptual Development Plan (1":10', 1:20 or 1":30' scale) including: <input type="checkbox"/> Proposed building or structure layout. <input type="checkbox"/> Proposed parking area layout per Section 3700 et seq. and Chapter 5 of the Code. <input type="checkbox"/> Proposed landscaping layout per Section 3600 et seq. of the Code. <input type="checkbox"/> Proposed grading and drainage layout, with proposed grading shown in two foot contour intervals by solid lines and spot elevations on any foundations, parking areas, trails, sidewalks and roadways. <input checked="" type="checkbox"/> Maximum 2:1 side slope allowed. <input checked="" type="checkbox"/> Indicate direction of flow. <input checked="" type="checkbox"/> See Chapter 6, 7 and 8 of the Code, or contact the Engineering Department at (970) 668-4200, for more information regarding grading and drainage requirements. <input type="checkbox"/> Proposed snow storage plan per Section 3505.19 et seq. of the Code. <input type="checkbox"/> Proposed recreational vehicle storage area per Section 3505.12 of the Code. <input type="checkbox"/> Proposed setbacks per Section 3505.13 et seq. of the Code. <input type="checkbox"/> Proposed dumpster location and design per Section 3505.03 et seq. of the Code if a development's trash service will be provided by a dumpster. <input type="checkbox"/> Proposed access plan (roadways, driveways, etc.) per Chapter 5 of the Code.

		<ul style="list-style-type: none"> <input type="checkbox"/> Proposed open space and trail plan. <input type="checkbox"/> Other intended uses by area (outdoor storage areas, etc.). ❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, visual impacts, steep slopes, ridgelines, wetlands, waterways, wetlands and wetland setback areas, wildlife habitat and other significant natural features.
		<p>4. Architectural Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor Plans: Dimensioned floor plans to ¼:1 or 1/8:1 architectural scale, or other scale as may be approved by the Planning Department based on the extent of a proposed building, including: <ul style="list-style-type: none"> ✓ Use of interior spaces and proposed configuration of countertops, kitchens, wetbars, bathrooms, sinks, etc. ✓ Location of all entries and doors, window, wall openings, interior walls and doors. ✓ Finished floor slab elevations in a USGS datum. ✓ Patios, decks, stairs, bay windows, chimneys and all other improvements associated with the dwelling. ✓ Exterior walls with a solid line and the roof dripline in a dashed line. ✓ Size of cabinet areas for wetbars or kitchenettes as provided for in the Code. <input type="checkbox"/> Elevations: Dimensioned elevations to ¼:1 to 1/8:1 architectural scale, or other scale as may be approved by the Planning Department based on the extent of a proposed building, including: <ul style="list-style-type: none"> ✓ Proposed exterior materials. ✓ Proposed windows, doors, chimney(s), deck(s), stair(s), roof appendage(s), trim, columns, beams and other proposed elevation details. ✓ Proposed building mass and scale per Section 3505.05B of the Code. ✓ Primary building entrances per Section 3505.05.C of the Code. ✓ Proposed building and roofing material and colors per Section 3505.05.D of the Code. A separate materials and colors board will need to be submitted, along with an exact color copy of such, will need to be submitted. ✓ For mixed use or commercial development, proposed design standards per Section 3505.05.E of the Code. ✓ Proposed roof ridge elevations in a USGS datum (Please refer to the building height requirements listed above). ✓ Proposed location of all exterior lights and cut sheets for each type of exterior light fixture. ✓ Proposed water quality protection plan per the provisions of Chapter 6 and 7 of the Code.
		<p>5. Wildlife Habitat Overlay District Requirements: Land within Summit County is categorized by the land cover classifications used on the official Wildlife Overlay District Map (See Section 4200 of the Code).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map of property showing approximate areas of land cover classifications (see attached), or <input type="checkbox"/> In narrative, include a breakdown of the land cover classifications by the percentage of land area covered by each type of classification.
		<p>6. Exterior Lighting Fixtures: Cut sheet or illustrations of exterior lighting fixtures that will be utilized, including the height of such fixtures on building or structure elevations. Where parking area lighting or walkway lighting is required, or other exterior lighting is desired, an elevation of all proposed lighting standards and fixtures shall be submitted.</p> <ul style="list-style-type: none"> ✓ See the requirements of Section 3505.07 et seq. of the Code.
		<p>C. Information Required for Public Hearing</p>
		<ul style="list-style-type: none"> <input type="checkbox"/> Adjacent Property Owner Notification: The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department,

		<p>a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code. <input type="checkbox"/> Affidavit of Adjacent Property Owner List: The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice. 								
		<p>1. Affidavit of Posting: At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by the Planning Commission.</p>								
		<p>D. Other Materials</p>								
		<p>1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).</p>								
		<p>2. If a geotechnical report or other geologic study is required, Colorado Geologic Survey Fee (Payable to Colorado Geological Survey with Separate Check).</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$600.00 for Very Small Residential Subdivision Review (1-3 dwelling units and less than 100 acres). <input type="checkbox"/> \$950.00 for Small Subdivision Review (greater than 3 dwelling units and less than 100 acres). <input type="checkbox"/> \$1550.00 for Large Subdivision Review (greater than or equal to 100 acres and less than 500 acres). <input type="checkbox"/> \$2500.00 for Very Large Subdivision Review (greater than or equal to 500 acres). 								
		<p>3. Colorado State Forest Service Fee (Payable to Colorado State Forest Service with Separate Check).</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$100.00 for total area less than 35 acres. <input type="checkbox"/> \$150.00 for total area from 36 up to 100 acres. <input type="checkbox"/> \$200.00 for total area greater than 100 acres. 								
		<p>4. Middle Park Soil Conservation District Fee (Payable to the MPSCD with separate check).</p> <p><u>Special Use Reviews</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">2 or fewer lots</td> <td>Flat Fee of \$25</td> </tr> <tr> <td>3-5 lots</td> <td>Flat Fee of \$50</td> </tr> <tr> <td>6-10 lots</td> <td>Flat Fee of \$75</td> </tr> <tr> <td>10 + lots</td> <td>Flat Fee of \$100</td> </tr> </table> <p>Additional fees may apply. Please refer to the MPSCD handout.</p>	2 or fewer lots	Flat Fee of \$25	3-5 lots	Flat Fee of \$50	6-10 lots	Flat Fee of \$75	10 + lots	Flat Fee of \$100
2 or fewer lots	Flat Fee of \$25									
3-5 lots	Flat Fee of \$50									
6-10 lots	Flat Fee of \$75									
10 + lots	Flat Fee of \$100									
		<p>4. Number of Copies Required:</p> <p>a. <u>Initial Submittal</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11". <input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11". <input type="checkbox"/> 4 copies of the written materials. <input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements. <p>b. <u>Planning Commission Hearing (Revised during the development review process)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, folded to 8½"x11", 10 days prior to the Planning Commission hearing date, if necessary. 								
		<p>5. The Planning Commission or Planning Department may require you to submit additional information needed for review of your application.</p>								

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Conditional use Permit Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "When Required" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____